

ROCKLAND ST MARY AND SURLINGHAM PRIMARY SCHOOLS FEDERATION

WHOLE SCHOOL POLICY FOR ICT and Online Safety

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Head Teacher Responsible for Implementation & Monitoring	Mrs J. Humphrey

The Rockland St Mary and Surlingham Primary Schools Federation

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Rationale

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Rockland St Mary Primary School and Surlingham Primary school with respect to the use of technologies.
- Safeguard and protect the children and staff.
- Assist school staff working with children to work safely and responsibly with technologies and to monitor their own standards and practice.
- Have clear structures to deal with online abuse such as online bullying [noting that these need to be cross referenced with other school policies].
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.

The main areas of risk for our school community can be summarised as follows:

Content

- Exposure to inappropriate content
- Lifestyle websites promoting harmful behaviours
- Hate content
- Content validation: how to check authenticity and accuracy of online content Contact
- Grooming (sexual exploitation, radicalisation etc.)
- Online bullying in all forms
- Social or commercial identity theft, including passwords

Conduct

- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation
- Health and well-being (amount of time spent online, gambling, body image)
- Sexting

Handling Concerns

- The school will take all reasonable precautions to ensure online safety is in line with current guidance from the Department for Education (DfE)
- Staff and pupils are given information about infringements in use and possible sanctions.
- Designated Safeguarding Lead (DSL) acts as first point of contact for any safeguarding incident whether involving technologies or not.
- Any concern about staff misuse is always referred directly to the Headteacher, unless the concern is about the Headteacher in which case the concern is referred to the Chair of Governors.

2. Education and Curriculum Pupil online safety curriculum

This school:

- has a clear, progressive online safety education programme as part of the Computing and PSHE curriculum. This covers a range of skills and behaviours appropriate to their age and experience
- will remind pupils about their responsibilities through the pupil ICT Code of Conduct.
- ensures staff are aware of their responsibility to model safe and responsible behaviour in their own use of technology, e.g. use of passwords, logging-off, use of content, research skills, copyright
- ensures that staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights.

Staff training

This school:

- makes regular up to date training available to staff on online safety issues (including CEOP) and the school's online safety education program
- provides all staff with information and guidance on the Online Safety Policy and the school's Acceptable use of ICT policy and Social Media

Parent/Carer awareness and training

This school:

- provides information for parents/carers for online safety on the school website
- runs online safety advice, guidance and training for parents

3. Incident management

In this school:

- there is strict monitoring and application of the online safety policy
- support is actively sought from other agencies as needed (i.e. the local authority, UK Safer Internet Centre helpline, CEOP, Police, Internet Watch Foundation) in dealing with online safety issues
- monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school
- parents/carers are specifically informed of online safety incidents involving young people for whom they are responsible
- the Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law
- we will immediately refer any suspected illegal material to the appropriate authorities

4. Managing IT and Communication System Internet access, security and filtering

In this school:

- We follow guidelines issued by the Department for Education to ensure that we comply with minimum requirements for filtered broadband provision.
- Rockland St Mary Primary School and Surlingham Primary School have a filtering system which is controlled by JCComtec
- Provides staff with an email account for their professional use
- Will ensure that email accounts are maintained and up to date.

School website

- The school web site complies with statutory DfE requirements
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status
- Photographs of pupils published on the web do not have full names attached. We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website.

5. Digital Content

Digital images and video In this school:

- We gain parental/carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter/son joins the school (or annually)
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials/DVDs
- If specific pupil photos (not group photos) are used on the school web site, in the prospectus or in other high profile publications the school will obtain individual parental or pupil permission for its long term, high profile use