



SS John Fisher & Thomas More Catholic Primary School

A Voluntary Academy

"Journeying together with Jesus Christ, we learn to love and love to learn."



Online Safety Policy

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Governor committee responsibility:	Local Governing Body



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Online Safety Policy

Rationale

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for both staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich and enhance his/her learning.

This policy applies to all pupils, all teaching staff, all support staff, all governors and all volunteers.

Aims

Our aims are to ensure that all pupils, including those with special educational needs:

- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

Internet use will support, extend and enhance learning.

- Pupils will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters applied by networking and machine use in school.
- Internet use will be embedded in the curriculum.

Pupils will develop an understanding of the uses, importance and limitations of the internet.

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate information on the internet.
- Pupils will be taught how to report inappropriate web content.
- Pupils will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
- Pupils will use the internet to enhance their learning experience.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

Pupils will use existing technologies safely

- Pupils will be taught about online safety.

Internet Access

- Parents will read and sign an internet access consent form and Acceptable Use Policy before their children are given access to internet resources. These are all evident within the children's home school diaries.
- Pupils will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult.

Mobile Phones and other handheld technology

Staff mobiles are on silent/or switched off and away from use.

School Website and Published Content

The school's website is run and edited by SLT & our ICT team. This content is managed and monitored by the Headteacher Dominic Hemington and the Local Governing Body.

Security systems

- ICT systems security will be regularly reviewed with support from Schools ICT co-ordinators to check relevance and make sure that all security measures are updated regularly.

Web Filtering

- The school will work with Schools ICT partners to ensure that appropriate filtering is in place.
- Pupils will report any inappropriate content accessed to an appropriate member of staff.

Communication of the online policy to pupils

- Online safety rules will be posted in each room where a computer is used.
- Pupils will be informed that internet and usage will be monitored.
- Online safety will be included in the curriculum and regularly revisited.

Communication of the online safety policy to staff

- The online safety and acceptable use policies will be given to all new members of staff as part of the staff induction.
- The online safety and acceptable use policies will be signed by all staff and discussed with them at least annually.
- Staff will be informed that internet and usage will be monitored.

Communication of the online safety policy to parents/carers

- The acceptable use policies will be available on the school website.
- The school website will include a list of online safety resources and information for parents to access.
- Parents will be asked to sign a home-school agreement when their children join the school. This will include acceptable use policies relating to the internet and other digital technologies.

- The school will communicate and publicise online safety issues to parents through the school newsletter, website and parents meetings/individual meetings where necessary.

Online safety complaints and misuse

- Instances of pupil internet or digital technology misuse should be reported to a member of staff.
- Staff will be trained so they are able to deal with online safety incidents. They must log incidents reported to them on CPOMS and if necessary refer the matter to a senior member of staff.
- Instances of staff internet or digital technology misuse should be reported to, and will be dealt with by the Headteacher.
- Pupils and parents will be informed of the consequences of internet and digital technology misuse.

Whole-School Responsibilities for Internet Safety

Headteacher

- Responsible for online safety issues within the school but may delegate the day-to-day responsibility to a Leader such as the ICT subject leader.
- Ensure that the ICT subject leader is given appropriate time, support and authority to carry out their duties effectively.
- Ensure that any developments at Local Authority level are communicated to the ICT subject leader.
- Ensure that the Governing Body is informed of online safety issues and policies.

Online safety/ICT subject leader

- Primary responsibility: establish and maintain a safe ICT learning environment
- Establish and maintain a school-wide online safety programme (Use in safety week throughout all classes)
- Create and adapt, where necessary, an online safety policy and procedures.
- Respond to online safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies, and maintain an incident log.
- Develop an understanding of relevant legislation and take responsibility for their professional development in this area.

Governing Body

- Support the Headteacher and/or designated online safety co-ordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for online safety solutions, training and other activities as recommended by the Headteacher and/or designated online safety/ICT coordinator.
- Promote online safety to parents and provide any updates/changes on online safety policies within the school.

ICT support manager/Schools ICT support

- Provide a technical infrastructure to support online safety practices.
- Ensure that appropriate processes and procedures are in place for responding to the discovery of illegal materials, or suspicion that such materials are, on the school's network. (Schools firewall systems)
- Develop an understanding of relevant legislation.
- Report network breaches of acceptable use of ICT facilities to the Headteacher and/or the ICT subject leader.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Teaching and Support Staff

- Contribute to the development of online safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of online safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Include online safety regularly in the curriculum.
- Deal with online safety issues they become aware of and know when and how to escalate incidents.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Wider School Community

- This group includes: non-teaching staff; volunteers; student teachers; other adults using school internet or other technologies.
- Contribute to the development of online safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of online safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Know when and how to escalate online safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Parents and Carers

- Contribute to the development of online safety policies.
- Read acceptable use policies and encourage their children to adhere to them.
- Adhere to acceptable use policies when using the school internet.
- Discuss online safety issues with their children, support the school in its online safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liaise with the school if they suspect, or have identified, that their child is conducting risky behaviour online