

St Augustine's Catholic Primary School

Online Safety Policy

1 Writing and reviewing the Online Safety policy

Our Online Safety Policy has been written by the school, following government guidance.

- The Online Safety Policy and its implementation will be reviewed annually.

2 Teaching and learning

Why Internet use is important?

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

Pupils will be taught how to evaluate Internet content

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

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3 Managing Internet Access

Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with Head Teacher/ICT Consultant and LA Advisors.

E-mail

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Photographs/Film that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs/film of pupils are published on the school Web site.
- Pupil's work can only be published with the permission of the pupil and parents.

Social networking and personal publishing

- The school will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.

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- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

- The school will work with the Local Authority and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the Senior Leadership Team.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

4 Policy Decisions

Authorising Internet access

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials. At Key Stage 2, access to the Internet will be independent, but with an adult present in the room.
- Parents will be asked to sign and return a consent form.

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Assessing risks

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.
- The school cannot accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT provision to establish if the Online Safety policy is adequate and that its implementation is effective.

Handling Online Safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

5. Communications Policy

Introducing the Online Safety policy to pupils

- Online Safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.

Staff and the Online Safety Policy

- All staff will be given the School Online Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff should not remain logged on to a machine or disclose details of passwords.

Enlisting parents' support

- Parents' attention will be drawn to the School Online Safety Policy in newsletters and on the school Web site.

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Failure to Comply

Failure to comply in any way with this policy will be considered a serious risk to health & safety and all incidents of non-compliance will be investigated by a senior member of staff.

Appendices:

1. Online Safety Rules for KSI
2. Online Safety Rules for KS2
3. Acceptable Use Agreement for staff
4. Acceptable Use Agreement for FKS/KSI children
5. Acceptable Use Agreement for KS2 children

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FKS/KSI

Think then Click

These rules help us to stay safe on the Internet



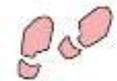
We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



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KS2

Think then Click

Online Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

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Acceptable Use Agreement for staff

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's Online Safety Policy for further information and clarification.

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that school information systems may not be used for private purposes without specific permission from the headteacher.
- I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will not install/download any software (legal/illegal) or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the Online Safety Coordinator, the Designated Safeguarding Lead or Headteacher.
- I will ensure that electronic communications with pupils including email and social networking are compatible with my professional rôle and that messages cannot be misunderstood or misinterpreted.
- I will promote online safety with children in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- I will treat the portable computer as if it is my own property; security is my responsibility at all times.
- I will not leave the portable computer in view in the inside of my car.

Virus Control:

The Portable Computer System must have an Anti-Virus software package installed. Users are not to alter the configuration of this package. This package has been installed to prevent an attack from malicious software and to prevent loss of data and corruption of programs/files.

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If a virus is discovered the following actions must be carried out:

- Disconnect immediately from the network
- Turn the Computer off
- Inform the ICT Consultant

Maintenance:

- Please do not drop or bump your portable computer
- Please do not place heavy objects on the case
- Please do not touch the screen
- Take care of cables as the connectors can be easily broken
- Always turn off your portable computer before storing it in its travelling bag
- Avoid subjecting the portable computer to extremes of temperature, for example leaving it in your car during hot days or cold nights
- Please keep all liquids away from your portable computer.

Maintenance is to be controlled by the ICT technician.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the Acceptable Use Agreement for staff

PORTABLE COMPUTER DETAILS/DESCRIPTION:

1. Make:
2. Service Tag (on a white label on underside of laptop)
3. Express Service Code

User's signature:

Date:

Approved/Authorised by Name (in Caps):

Signature:

Date:

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Acceptable Use Agreement for FKS/KSI

I want to feel safe all the time.

I agree that I will:

- always keep my passwords a secret
- only open pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable
- make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a friend in real life
- only email people I know or if my teacher agrees
- only use my school email
- talk to my teacher before using anything on the internet
- not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- not load photographs of myself onto the computer
- never agree to meet a stranger

Class Signatures:

Acceptable Use Agreement for KS2

When I am using the computer or other technologies, I want to feel safe all the time. .

I agree that I will:

- always keep my passwords a secret
- only visit sites which are appropriate to my work at the time
- work in collaboration only with friends and I will deny access to others
- tell a responsible adult straight away if anything makes me feel scared or uncomfortable online
- make sure all messages I send are respectful
- show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a known friend
- only email people I know or those approved by a responsible adult
- only use email which has been provided by school
- talk to a responsible adult before joining chat rooms or networking sites
- always keep my personal details private. (My name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult and my parents before I show photographs of myself
- never meet an online friend without taking a responsible adult that I know with me

Class Signatures: