



Gosford Park Primary School

Online Safety Policy

Online Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The Online Safety Policy reflects the need to raise awareness of the safety issues associated with electronic communications as a whole.

- Online Safety depends on effective practice at a number of levels:
- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.

Sound implementation of Online Safety policy in both administration and curriculum, including secure school network design, use and monitoring.

Our Online Safety Policy has been written in line with school and government guidance. The Online Safety Policy and its implementation will be reviewed annually.

Why is Internet Use Important?

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show responsible and mature approach to its use. Gosford Park Primary School has a duty to provide pupils with quality Internet access.

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in the National Education Network which connects all UK schools;
- Educational and cultural exchanges between pupils world-wide;
- Access to experts in many fields for pupils and staff;
- Professional development for staff through access to national developments, educational materials and effective curriculum practice; • Collaboration across support services and professional associations;
- Improved access to technical support including remote management of Networks and automatic system updates.
- Exchange of curriculum and administration data with the Local Authority and DFE; access to learning wherever and whenever convenient.

How can Internet Use Enhance Learning?

- The school Internet access will be designed expressly for pupil use and includes 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.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Authorised Internet Access

- All staff and pupils have been granted Internet access.
- All staff must read and sign the 'Acceptable ICT Usage Agreement' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a consent form for pupil access.

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk via the Online Safety coordinator or network manager.

- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.

- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Email

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a member of staff if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.
- Whole class and group e-mail addresses will be used in school for pupils
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations should be written carefully in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Social Networking

- Schools should block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils should be advised not to place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

Filtering

The school will work in partnership with the Local Authority and the Internet Service Provider to ensure filtering systems are as effective as possible.

Video Conferencing

- IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

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 for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Staff should sign out a school mobile phone if participating on off-site educational activities.

Published Content and the School Web Site

- The contact details on the Web site should be the school address, email and telephone number. Staff or pupil's personal information will not be published.
- There will be a set of blogging rules agreed and adhered to by each class.
- The headteacher has overall responsibility for the content of the school website.

Publishing Pupils' Images and Work

- Photographs 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 of pupils are published on the school Web site.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

Protecting Personal Data

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

Assessing Risks

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Coventry City Council can accept liability for the material accessed, or any consequences of Internet access.

- The school should audit ICT use to establish if the Online Safety policy is adequate and that the implementation of the Online Safety policy is appropriate.
- All staff to check the content of materials before using it.

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 complaint's procedure.

Communication of Policy

Pupils

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.

Staff

- 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.

Parents

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