# Stoke by Nayland CEVC Primary School
## Policy for Online Safety

*(This should be read in conjunction with the policies for ICT, Acceptable User of ICT and Safeguarding)*

**Rationale**

At Stoke by Nayland CEVC Primary School we recognise that Internet use is an essential part of education at school and for the future prospects of our pupils. The speed with which the internet and access to it develops makes it imperative that our children are in the best possible position to take advantage of its merits but be aware and able to cope with problems that may arise, particularly in regard to safeguarding.

1. **What do we mean by the term ' Internet Safety'**
   Internet Safety refers to any access to the internet via computers, phones or other devices that may result in an individual being put at risk from unsolicited contact from individuals, groups or companies, that could result in safeguarding issues, bullying, extortion or other negative effects.

2. **Aims of this policy**
   To ensure that all members of the school community are appropriately protected from Online Safety related issues by:
   - Providing appropriate, age specific lessons that focus on Online Safety
   - Making parents aware of internet safety issues, and their responsibilities
   - Providing training for teaching staff and support staff
   - Maintaining a secure ICT network
   - Monitoring how the internet is used

3. **Internet Access and Filtering**
- The School's Internet access is designed expressly for pupil use and includes filtering appropriate to the needs of the curriculum.
- 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 will guide pupils in on-line activities that will support the 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.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The School will endeavour to ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.
- The school will work with SCC to ensure that systems to protect pupils are reviewed and improved.
- ICT Solutions will inform the Headteacher of filtering profile changes.
- If staff or pupils discover unsuitable sites, the URL must be reported to the Online Safety Coordinator and / or SCC.
- Any material that the School believes is illegal must be reported to appropriate agencies such as Child Exploitation and Online Protection Centre (CEOP) and SCC.

## 4. Network Security

- The ICT Subject Leader, the Headteacher and the ICT Technician will regularly review the security of the School information systems.
- Virus and Spyware protection is installed and updated regularly by the ICT Technician.
- When necessary, further security strategies will be discussed with ICT Solutions.
- Login details *must not* be shared. All pupils are taught the importance of this.

## 5. E-mail

- Pupils may only use approved e-mail accounts.
- 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 from a member of staff. This would be only as a pre-planned activity that supports schoolwork and with parental knowledge.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on School headed paper.

## 6. Website

- The contact details on the website should be the School address, Office e-mail and telephone number only.
- Staff or pupils' personal information must not be published.
- The Headteacher, ICT subject leader will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Images that include pupils will be selected carefully to ensure they cannot be misinterpreted or unwittingly put pupils or the School's name at risk.
- Pupils' full names will not be used on the website particularly in association with photographs.
- Written permission from parents or carers will be obtained before images of pupils are electronically published.
- All staff, volunteers, pupils (or parents on their behalf) must read and sign the Acceptable Use of ICT Policy and read the guidance before using any school ICT resource.

## 7. Online Safety Complaints

- Any issues should be reported immediately to the Headteacher. If there are safeguarding implications, procedures set out in the Schools Safeguarding Policy must be followed.
- Any online evidence of an issue should be collected as soon as possible.
- Where necessary the Complaints Policy and Disciplinary Procedures Policies will be followed.
- All users should be aware that Internet traffic can be monitored and traced back to the individual user.

## 8. Use of the Internet by Non School Personnel

- Students with outside access (e.g. on work experience) need to follow both the school's Online policy and any applicable to the placement.
- The School will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate support. However safeguarding issues will always be treated in line with our Safeguarding Policy
- Parents who use the community Internet point are subject to all policies relating to acceptable Internet use as it relates to our school.
- Parents may only use the Internet for personal use with the prior permission of the Headteacher and at an arranged time.

9. **Teaching Internet Safety**
   - Learning about Internet safety is an integral part of our ICT and PSHE curriculums.
   - Instruction in responsible and safe use should precede Internet access.
   - Pupils will be made aware of what to do should they have an Online Safety concern.
   - Online Safety rules will be posted in rooms with Internet access.
   - Users will be informed that network and Internet use will be monitored.
   - Full, age appropriate Online Safety training is given to pupils from when they start at our School including the use of ICT outside of the School.
   - All staff will discuss with pupils any Online Safety issues that relate to a particular activity.

10. **Information for Parents**
   - Parents' attention will be drawn to the School's Online Safety Policy in newsletters, on the School website and from time to time via specific letters or parent information evenings.
   - Any incidence of Internet misuse by pupils will be brought to the attention of parents and sanctions applied in line with our Acceptable User Policy.
   - A safeguarding matter will be dealt with in accordance with our Safeguarding Policy.

**Our Online Safety Policy has been written by the School staff and governors, building on the NCC e-Safety Policy and government guidance.**

*Signed:……………………………………………..(Headteacher)*

*Signed:……………………………………………(Chair of Governor)*

*Date: December 2015                    Review Date: December 2016*