St George's School Bourton Online Safety & Internet Usage Policy

Work Together, Play Together, Learn Together… Shine!

Online Safety and Internet Usage:
Online safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's online safety policy will operate in conjunction with other policies including:
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Code of Conduct.

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 a responsible and mature approach to its use and St George's has a duty to provide pupils with quality internet access.

Many pupils will access the internet outside school and will need to learn how to evaluate online 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:
1. access to world-wide educational resources including museums, libraries and art galleries
2. rapid and cost-effective worldwide communication
3. inclusion in the National Education Network which connects all UK schools
4. educational and cultural exchanges between pupils worldwide
5. access to experts in many fields for pupils and staff
6. professional development for staff through access to national developments, educational materials and effective curriculum practice
7. collaboration across support services and professional associations
8. improved access to technical support including remote management of
9. networks and automatic system updates
10. exchange of curriculum and administration data with the Local Authority
11. access to learning wherever and whenever convenient
12. greatly increased skills in Literacy.

How Can Internet Use Enhance Learning?

- The school internet access is designed expressly for pupil use and includes filtering appropriate to the age of our pupils.
- Children 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 online 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.

Good Habits:

Online safety depends on effective practice at a number of levels:

- ❖ Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- ❖ Sound implementation of the online safety policy in both administration and curriculum, including secure school network design and use.
- ❖ Safe and secure broadband from the provider including the effective management of content filtering.
- ❖ National Education Network standards and specifications.

Dangers to Consider:

Some of the dangers children may face include:

1. Access to illegal, harmful or inappropriate images or other content.
2. Unauthorised access to/loss of/sharing of personal information.
3. The risk of being subject to grooming by those with whom they make contact on the internet.
4. The sharing/distribution of personal images without an individual's consent or knowledge.
5. Inappropriate communication/contact with others, including strangers.
6. Cyberbullying.
7. Access to unsuitable video/internet games.
8. An inability to evaluate the quality, accuracy and relevance of information on the internet.
9. Plagiarism and copyright infringement.
10. Illegal downloading of music or video files.
11. The potential for excessive use which may impact on the social and emotional development and learning of the young person.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks. We must demonstrate that we provide the necessary safeguards to help ensure that we have done everything that could reasonably be expected of us to manage and reduce these risks. The online safety policy that follows explains how we intend to do this.

Internet Access and Responsibility:
✓ All staff must read and sign the Staff Acceptable ICT Use Agreement (Appendix A) before using any school ICT resource.
✓ Parents are informed that pupils will be provided with supervised internet access.
✓ If staff or pupils discover unsuitable sites, the URL, time and content must be reported to the online safety coordinator and "turn IT on" technician who will investigate and take appropriate action, liaising with broadband provider if necessary.
✓ 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 & Online Collaboration (Teams):
When children use Microsoft Teams they must adhere to the following points:
1. Pupils may only use approved email accounts on the school system.
2. The recording of staff/pupils when in a video call without permission is forbidden.
3. Making inappropriate or unkind comments on class chats will not be tolerated and pupils must immediately tell a teacher if they receive offensive messages.
4. Pupils may must not access others pupil's accounts or files
5. There is an expectation that pupils engage in tasks in a manner similar to that of the classroom.
6. Children are expected to take reasonable steps to complete tasks within set timescales.
7. When working collaboratively, children must work in a respectful manner.
8. When on a video call to teachers, KS1 children must be supervised by an adult and KS2 children must be in a shared family room. E.G: The living room and not a bedroom.

Failure to comply with this policy will result in one or more of the following:
+ A ban - temporary or permanent, on the use of Microsoft Teams.
+ A letter - informing parents of the nature and breach of rules.

Social Networking:
➢ At St George's we block/filter access to social networking sites and newsgroups unless a specific use is approved.
➢ Pupils are advised never to give out personal details of any kind which may identify them or their location.
➢ Pupils are advised not to place personal photos on any social network space.
➢ Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.
➢ Pupils are encouraged to invite known friends only and deny access to others.
➢ Pupils and parents are made aware that some social networks are not appropriate for children of primary school age and the legal age to hold accounts on many such as YouTube or Instagram is 13 years old.

Filtering:
The school will work in partnership with Internet Service Provider to ensure filtering systems are as effective as possible.

Published Content & The School Website:
- The contact details on the web site should be the school address, email and telephone number. Staff or pupils personal information will not be published.
- The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

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. The school cannot accept liability for the material accessed, or any consequences of internet access.
- The school will audit ICT use to establish if the online safety policy is adequate and that the implementation of the online safety policy is appropriate.

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 head teacher.
- These will be logged and dealt with as deemed appropriate by the head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection and safeguarding procedures.

Communication Of online safety And Internet Usage Policy:
A) Pupils:
1. Pupils will sign an Acceptable Use Agreement.
2. Rules for internet access will be posted in all classrooms and in the Library.
3. Pupils will be informed that internet use will be monitored.
4. Pupils will be reminded of online safety rules regularly – especially when using the internet.

B) Staff:
1. All staff will be given the online safety Policy and its importance explained.
2. Staff will sign an Acceptable Use Agreement.
3. Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

C) Parents:
Parents will receive a copy of their child's Acceptable Use Agreement and information on using the internet will be displayed in the hall lobby.

Acceptable Use Agreement for KS1:

1. I will only use the internet or computer when a teacher or adult is with me.
2. I will only use my own login and password and I will not tell anyone else what it is.
3. I will not look at or delete other people's files.
4. If I see anything that upsets me, I will tell an adult.
5. I will not give out any details about me – like my name or address.
6. I know school will check my computer and be able to see what I am doing and what sites I have visited – If I break these rules, I know I may be stopped from using the internet and/or computers.

Acceptable Use Agreement for KS2:

1. I will use the school computers and technology sensibly.
2. I will ask permission from an adult before I look at the internet.
3. I will only log on using my own username and password which I will keep confidential.
4. I will only look at my own work and not delete anyone else's files.
5. I will only email people I know.
6. I will always be polite and use appropriate language when emailing or sending messages on the computer.
7. I will not give out my personal information or arrange to meet anyone.
8. If I think anything on the internet upsets me or a stranger sends me a message, I will tell an adult.
9. I know school will check my computer and be able to see what I am doing and what sites I have visited – if I break these rules, I know I may be stopped from using the internet and/or computers.

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Staff Agreement Form:

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others' online-safeguarding and I undertake to be a 'safe and responsible ICT user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety / safeguarding policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature .... Date..

Full Name .... (printed)

Job title / Role ....