

Online Safety and Internet Usage Policy



PICKNALLS FIRST SCHOOL

Approved: September 2021

Due for review: Autumn 2023

Part of the Uttoxeter Learning Trust



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Picknalls First School recognises that ICT and the internet are fantastic tools for learning and communication that can be used in school to enhance the curriculum, challenge students, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the internet and ICT is seen as a responsibility and that students, staff and parents use it appropriately and practice good online safety. It is important that all members of the school community are aware of the dangers of using the internet and how they should conduct themselves online.

Online safety covers the internet, but it also covers mobile phones and other electronic communications technologies. We know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations or actions online, webcam filming, photography or face-to-face meetings. There is a 'duty of care' for any persons working with children and educating all members of the school community on the risks and responsibilities of online safety falls under this duty. It is important that there is a balance between controlling access to the internet and technology and allowing freedom to explore and use these tools to their full potential. This policy aims to be an aid in regulating ICT activity in school, and provide a good understanding of appropriate ICT use that members of the school community can use as a reference for their conduct online outside of school hours. Online safety is a whole-school issue and responsibility.

Cyber-bullying by pupils will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures which are outlined in our **Behaviour and anti-bullying policies**.

ROLES AND RESPONSIBILITY

The School Online Safety Leaders are Grahame Cope and Hannah Adams.

The designated member of the governing body responsible for online safety is Mark Underwood.

COMMUNICATING SCHOOL POLICY





This policy is available from the school office and on the school website for Parents, Staff, and Pupils to access when and as they wish. Rules relating to the school code of conduct when online, and online safety guidelines, are displayed around the school. Online safety is integrated into the curriculum in any circumstance where the internet or technology are being used, and during Relationships and health education lessons where personal safety, responsibility, and/or development are being discussed.





MAKING USE OF ICT AND THE INTERNET IN SCHOOL

The internet is used in school to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our students with all the necessary ICT skills that they will need in order to enable them to progress confidently into a professional working environment when they leave school.






Some of the benefits of using ICT and the internet in schools are:

For students:


-  Access to worldwide educational resources and institutions such as art galleries, museums and libraries.
-  An enhanced curriculum; interactive learning tools; collaboration, locally, nationally, and globally; self-evaluation; feedback and assessment; updates on current affairs as they happen.
-  Access to learning whenever and wherever convenient.
-  Freedom to be creative.

-  Freedom to explore the world and its cultures from within a classroom.
-  Social inclusion, in class and online.
-  Access to case studies, videos and interactive media to enhance understanding.
-  Individualised access to learning.

For staff:




-  Professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies.
-  Immediate professional and personal support through networks and associations.
-  Improved access to technical support.
-  Ability to provide immediate feedback to students and parents.
-  Class management, attendance records, schedule, and assignment tracking.

For parents:

-  We use Teachers2Parents to send text messages and emails to parents. This connects to our Management Information System software, SIMS, and will only use the details for the first priority contact with parental responsibility and has their mobile number or email address set as main and primary.

LEARNING TO EVALUATE INTERNET CONTENT

With so much information available online it is important that pupils learn how to evaluate internet content for accuracy and intent. This is approached by the school as part of digital literacy across all subjects in the curriculum. Students will be taught:







-  To be critically aware of materials they read, and shown how to validate information before accepting it as accurate
-  To use age-appropriate tools to search for information online
-  To acknowledge the source of information used and to respect copyright.

The school will also take steps to filter internet content to ensure that it is appropriate to the age and maturity of pupils. If staff or pupils discover unsuitable sites, then the URL will be reported to the school online safety leader, Mr Cope, Deputy Head. Any material found by members of the school community that is believed to be unlawful will be reported to the appropriate agencies. Regular software and broadband checks will take place to ensure that filtering services are working effectively. The school use also use SENSO, a software that monitors any violations made. Violations are then discussed at SLT to determine if any next steps are required.

MANAGING INFORMATION SYSTEMS

The school is responsible for reviewing and managing the security of the computers and internet networks as a whole and takes the protection of school data and personal protection of our school community very seriously. This means protecting the school network, as far as is practicably possible, against viruses, hackers and other external security threats. The IT technicians/ICT coordinator/network manager will review the security of the school information systems and users regularly and virus protection software will be updated regularly. The school use Sophos, an anti-virus software, which is the ULT anti-virus solution.

Some safeguards that the school takes to secure our computer systems are:

-  Ensuring that all personal data sent over the internet or taken off site is encrypted.
-  Making sure that unapproved software is not downloaded to any school computers. Alerts will be set up to warn users of this.
-  Files held on the school network will be regularly checked for viruses.
-  The use of user logins and passwords to access the school network will be enforced.
-  Portable media containing school data or programmes will not be taken off-site without specific permission from Mr Cope.
-  For more information on data protection in school please refer to our Data Protection Policy.

EMAILS

The school uses email internally for staff and with pupils as part of the computing curriculum, and externally for contacting parents, and is an essential part of school communication. Staff and pupils should be aware that school email accounts should only be used for school-related matters, i.e. for staff to contact parents, other members of staff and other professionals for work purposes. This is important for confidentiality. The school has the right to monitor emails and their contents but will only do so if it feels there is reason to. The school uses RM SafetyNet to filter and monitor staff and pupil emails. Tighter measures are in place for pupils' emails.

SCHOOL EMAIL ACCOUNTS AND APPROPRIATE USE

Staff should be aware of the following when using email in school:

- All staff must read and sign the Staff Acceptable ICT Use Agreement.
- Staff should only use official school-provided email accounts to communicate with pupils, parents or carers. Personal email accounts should not be used to contact any of these people and should not be accessed during school hours.
- Emails sent from school accounts should be professionally and carefully written. Staff are representing the school at all times and should take this into account when entering into any email communications.
- Staff must tell their manager or a member of the senior leadership team if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with this themselves.
- The forwarding of chain messages is not permitted in school.

Students should be aware of the following when using email in school, and will be taught to follow these guidelines through the Computing curriculum and in any instance where email is being used within the curriculum or in class:

- Pupils must read and sign the Pupils Acceptable ICT Use Agreement
- In school, pupils should only use school-approved email accounts
- Pupils should tell a member of staff if they receive any offensive, threatening or unsuitable emails from either within the school or from an external account. They should not attempt to deal with this themselves.
- Pupils must be careful not to reveal any personal information over email or arrange to meet up with anyone who they have met online without specific permission from an adult in charge.
- Pupils must not access other pupil's accounts or files

Pupils will be educated through the Computing curriculum to identify spam, phishing and virus emails and attachments that could cause harm to the school network or their personal account or wellbeing.

PUBLISHED CONTENT AND THE SCHOOL WEBSITE

The school website is viewed as a useful tool for communicating our school ethos and practice to the wider community. It is also a valuable resource for parents, students, and staff for keeping up-to-date with school news and events, celebrating whole-school achievements and personal achievements, and promoting school projects.

The website is in the public domain and can be viewed by anybody online. Any information published on the website will be carefully considered in terms of safety for the school community, copyrights and privacy policies. No personal information on staff or pupils will be published, and details for contacting the school will be for the school office only.

The Head teacher/ICT leader/website manager will take overall editorial responsibility and ensure that content is accurate and appropriate.

POLICY AND GUIDANCE OF SAFE USE OF CHILDREN'S PHOTOGRAPHS AND WORK

Colour photographs and pupils work bring our school to life, showcase our student's talents, and add interest to publications both online and in print that represent the school. However, the school acknowledges the importance of having safety precautions in place to prevent the misuse of such material.

Under the Data Protection Act 2018 images of pupils and staff will not be displayed in public, either in print or online, without consent. On admission to the school parents/carers will be asked to sign a photography consent form. The terms of use of photographs never change, and so consenting to the use of photographs of your child over a period of time rather than a one-off incident does not affect what you are consenting to. This consent form will outline the school's policy on the use of photographs of children, including:

- How and when the photographs will be used.
- How long parents are consenting the use of the images for.
- School policy on the storage and deletion of photographs.

Parents are formally asked to fill in the consent form on admission and permissions can be updated as and when required. A template of the consent form can be found at the end of this policy (appendix 1).

A record is kept of who has not given consent and those children do not appear in photographs.

USING PHOTOGRAPHS OF INDIVIDUAL CHILDREN

It is important that published images do not identify students or put them at risk of being identified. The school is careful to ensure that images published on the school website cannot be reused or manipulated through browser restrictions. Only images created by or for the school will be used in public and children may not be approached or photographed while in school or doing school activities without the school's permission. The school follows general rules on the use of photographs of individual children:

- 📌 Parental consent must be obtained. Consent will cover the use of images in:
 - 📌 all school publications including video
 - 📌 on the school website
 - 📌 in newspapers as allowed by the school
 - 📌 in social media linked with the school
- 📌 Electronic and paper images will be stored securely.
- 📌 Names of stored photographic files will not identify the child.
- 📌 Images will be carefully chosen to ensure that they do not pose a risk of misuse. This includes ensuring that pupils are appropriately dressed. Photographs of activities which may pose a greater risk of potential misuse (for example, swimming activities), will focus more on the sport than the pupils (ie a student in a swimming pool, rather than standing by the side in a swimsuit).
- 📌 For public documents, including in newspapers, full names will not be published alongside images of the child. Groups may be referred to collectively by year group or form name.
- 📌 Events recorded by family members of the students such as school plays or sports days must be used for personal use only.
- 📌 Pupils are encouraged to tell a member staff if they are concerned or uncomfortable with any photographs that are taken of them or they are being asked to participate in.
- 📌 Any photographers that are commissioned by the school will be fully briefed on appropriateness in terms of content and behaviour, will wear identification at all times, and will not have unsupervised access to the pupils. For more information on safeguarding in school please refer to our **Safeguarding Education Policy**.

SOCIAL NETWORKING, SOCIAL MEDIA AND PERSONAL PUBLISHING

Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging programmes. These online forums are the more obvious sources of inappropriate and harmful behaviour and where pupils are most vulnerable to being contacted by a dangerous person. It is important that we educate students so that they can make their own informed decisions and take responsibility for their conduct online. Pupils are not allowed to access social media sites in school, the school uses RM Safety Net web content filtering to block or allow website addresses and can be managed separately for staff and pupils. In line with safeguarding considerations and the schools plan to provide remote education and blended learning for its pupils, social networking tools are made available to staff and pupils through secure educationally sound online platforms to enable the delivery of teaching and learning online and to support communication and collaboration between the teacher and pupils. Careful consideration has been made in choosing appropriate platforms for the age of pupils and the school use the Just2Easy tool suite.

- 📌 Pupils are advised never to give out personal details of any kind which may identify them or their location.
- 📌 Any sites that are to be used in class will be risk-assessed by the teacher in charge prior to the lesson to ensure that the site is age-appropriate and safe for use.
- 📌 Pupils and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory. The school expects all staff and pupils to remember that they are representing the school at all times and must act appropriately.
- 📌 Safe and professional behaviour of staff online will be discussed at staff induction.

MOBILE PHONES AND PERSONAL DEVICE

While mobile phones and personal communication devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are:

- 📌 They can make pupils and staff more vulnerable to cyberbullying.

- They can be used to access inappropriate internet material.
- They can be a distraction in the classroom.
- They are valuable items that could be stolen, damaged, or lost.

They can have integrated cameras, which can lead to child protection, bullying and data protection issues.

The school takes certain measures to ensure that mobile phones are used responsibly in school. Some of these are outlined below.

- The school will not tolerate cyberbullying against either pupils or staff. Sending inappropriate, suggestive or abusive messages is forbidden and anyone who is found to have sent a message of such content will be disciplined. For more information on the school's disciplinary sanctions read the **Behaviour Policy**.
- Mobile phones can be confiscated by a member of staff, and the device can be searched by a member of the senior leadership team if there is reason to believe that there may be evidence of harmful or inappropriate use on the device.
- Mobile phones must be switched off during school lessons or any other formal school activities.
- Images or files should not be sent between mobile phones in school.
- If staff wish to use these devices in class as part of a learning project, they must get permission from a member of the senior leadership team.

MOBILE PHONE OR PERSONAL DEVICE MISUSE

Pupils

- Pupils are under no circumstances allowed to bring mobile phones or personal devices into school. If a pupil is found with a mobile phone in their possession it will be confiscated and held securely by a member of staff and handed back to the parent at the end of the day.

Staff

- Unless sanctioned by the Headteacher staff use their own personal devices to contact pupils or parents either in or out of school time. In this situation staff are to use the no-caller ID option on their devices.
- Staff are not permitted to take photos or videos of pupils. If photos or videos are being taken as part of the school curriculum or for a professional capacity, the school equipment will be used for this.
- The school expects staff to lead by example. Personal mobile phones should be switched off or on 'silent' during school hours.
- Any breach of school policy may result in disciplinary action against that member of staff. More information on this can be found in the **Safeguarding Education Policy**, or in the staff contract of employment.

CYBERBULLYING

Cyberbullying, as with any other form of bullying, is taken very seriously by the school. Information about specific strategies or programmes in place to prevent and tackle bullying are set out in the **Behaviour Policy and anti-bullying policy**. The anonymity that can come with using the internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of the school community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

- If an allegation of bullying does come up, the school will:
 - Take it seriously
 - Act as quickly as possible to establish the facts. It may be necessary to examine school systems and logs or contact the service provider in order to identify the bully
 - Record and report the incident
 - Provide support and reassurance to the victim
 - Make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the school will make sure that they understand what they have done and the impact of their actions.

If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be asked to remove any harmful or inappropriate content that has been published, and the service provide may be contacted to do this if they refuse or are unable to remove it. They may have their internet access suspended in school.

Repeated bullying may result in a fixed-term exclusion.

MANAGING EMERGING TECHNOLOGIES









Technology is progressing rapidly and new technologies are emerging all the time. The school will risk-assess any new technologies before they are allowed in school, and will consider any educational benefits that they might have. The school keeps up-to-date with new technologies and is prepared to quickly develop appropriate strategies for dealing with new technological developments.

PROTECTING PERSONAL DATA

Picknalls First School believes that protecting the privacy of our staff and pupils and regulating their safety through data management, control and evaluation is vital to whole-school and individual progress. The school collects personal data from pupils, parents, and staff and processes it in order to support teaching and learning, monitor and report on pupil and teacher progress, and strengthen our pastoral provision.

We take responsibility for ensuring that any data that we collect, and process is used correctly and only as is necessary, and the school will keep parents fully informed of the how data is collected, what is collected, and how it is used. National curriculum results, attendance and registration records, special educational needs data, and any relevant medical information are examples of the type of data that the school needs. Through effective data management we can monitor a range of school provisions and evaluate the wellbeing and academic progression of our school body to ensure that we are doing all we can to support both staff and students.

In line with the Data Protection Act 2018, and following principles of good practice when processing data, the school will:

-  Ensure that data is fairly and lawfully processed.
-  Process data only for limited purposes.
-  Ensure that all data processed is adequate, relevant and not excessive.
-  Ensure that data processed is accurate.
-  Not keep data longer than is necessary.
-  Process the data in accordance with the data subject's rights.
-  Ensure that data is secure.
-  Ensure that data is not transferred to other countries without adequate protection.

There may be circumstances where the school is required either by law or in the best interests of our students or staff to pass information onto external authorities; for example, the local authority, Ofsted, or the Department of Health. These authorities are up-to-date with data protection law and have their own policies relating to the protection of any data that they receive or collect. For more information on the school's safeguards relating to data protection **read the school's data protection policy.**

Appendix 1

PHOTOGRAPH CONSENT FORM

Occasionally, we may take photographs of the children at our school. We may use these images in printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

In compliance with the General Data Protection Regulations 2018, we need your permission before we can photograph or make any recordings of your child for non-educational purposes. Please answer questions 1 to 4 below, then sign and date the form where shown. Please return the completed form to the school as soon as possible.

Child's name			
Type of media	Yes	No	
I am happy for photos or videos of my child to be used on the school website			
I am happy for photos of my child to be used in printed school materials, for example, internal school displays			
I am happy for photos of my child to be used in the media, for example, local newspaper			
I am happy for photos of my child to be used on social media accounts linked to the school, for example, Instagram, Twitter			
<i>*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies*</i>			

Conditions of use

1. This form is valid for the period your child attends this school. The consent will automatically expire after this time.
2. You can withdraw your consent at any time by making a written notice to the school.
3. We will not use the personal details or names of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 4 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Please note

- i. The press, in certain circumstances are exempt from the General Data Protection Regulations 2018 and may want to include the names and personal details of children and adults in the media.
- ii. Parents, family members and friends taking photographs of children within school at events such as plays and sports day for their personal, domestic use is also exempt from the Data Protection Act and therefore do not need to gain consent.

Signed Person with parental responsibility	
Print name	
Relationship to child	
Date	