



Mersey Vale Primary School

Online Safety Policy

At Mersey Vale Primary School, we are committed to ensuring equality of education and opportunity for all irrespective of race, gender, ability, religion, socio-economic factors and disability. The achievement of all pupils is monitored and we use this data to raise standards and ensure inclusive teaching and learning.

We aim to provide our pupils with a firm foundation which will enable them to fulfil their potential. We seek to eliminate unlawful discrimination. At Mersey Vale we believe that diversity and inclusion are strengths, which should be respected and celebrated by all those who learn, teach and visit here.

Written by Matthew Ellis, January 2019

Review Date: Three years after implementation in school

Introduction

At Mersey Vale we recognise that ICT and the use of the Internet plays an important role in children's learning. It is important that the children in our school understand both the benefits and the risks of using new technologies. Our Online Safety policy explains the need for providing safeguards and awareness for users to enable them to control their online experience.

The school's online safety policy also operates in conjunction with other policies including the Social Media Policy and those for behaviour (incorporating Anti-Bullying, Learning and Teaching, and Data Protection and Security).

1.1 Aims

The Online Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for safeguarding.

2.2 Teaching and learning

2.2.1 Why internet use is important

- The internet is an essential element in 21st century life for education, business and social interaction. We have 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.

2.2.3 Internet use will enhance learning

- The school's internet access is designed expressly for pupil use and uses central local authority filtering services to ensure content that is accessed is appropriate to the age of pupils.
- At Mersey Vale pupils will be taught about internet uses that are acceptable and those that are not, and given clear objectives for internet use. This will be completed in both Computing and PSHCE lessons.
- During lessons, our children will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

2.2.4 Pupils will be taught how to evaluate internet content

- At school, we will ensure that the use of internet derived materials by staff and pupils complies with copyright law.
- Through our Computing and PSHCE lessons, our pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

2.3 Managing Internet Access

2.3.1 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 Stockport local authority and developed with our ICT technician.

2.3.2 E-mail

- Our pupils only use an approved e-mail account on the school system.
- Pupils are taught to immediately tell a teacher if they receive offensive e-mail.
- Through specific lessons and assemblies, children at Mersey Vale are taught not to reveal personal details of themselves or others in e-mail communication, to open messages from unknown parties, or to arrange to meet anyone without specific permission.
- Staff and pupils know that the forwarding of chain messages is not permitted.

2.3.3 Published content and the school website

- The contact details on our school website are the school address, e-mail and telephone number. Staff or pupils' personal information are **not** published.
- The head teacher takes overall editorial responsibility of the website and ensures that content is accurate and appropriate.

2.3.4 Publishing pupils' images and work

- Pupils' full names will not be used anywhere on the website, blogs or other social media, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website, blogs or social media such as Twitter.
- Pupil's work can only be published with the permission of the pupil and parents.

2.3.5 Social networking and personal publishing

- Pupils are routinely advised never to give out personal details of any kind which may identify them or their location, or to accept 'friend requests' or respond to other messages from unknown parties, and to report these where appropriate.
- Pupils are made aware of the dangers of social network spaces and how to minimise the risk.

2.3.6 Managing filtering

- The school will work with the local authority, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- We purchase a highly effective, sophisticated filtering and monitoring service (E-safe <https://www.esafeglobal.com/>) through the local authority. This reports, to the Safeguarding Lead, not only unsuitable activity but also identifies possible safeguarding concerns.
- If staff or pupils discover an unsuitable site, it must be reported to the Online Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

2.3.7 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 and tablets are not permitted for use by pupils in school.
- Staff will use a school phone where contact with pupils is required.
- Staff should not use their mobile phones in the presence of students.

2.3.8 Protecting personal data

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

2.4 Policy Decisions

2.4.1 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.
- Children must sign an internet consent form after a class discussion on the Online Safety rules.
- Parents will be asked to sign and return a consent form.

2.4.2 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. Neither the school nor Stockport Local Authority can accept liability for the material accessed, or any consequences of internet access.
- The school will audit Computing provision to establish if the Online Safety Policy is adequate and that its implementation is effective.

2.4.3 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 safeguarding nature must be dealt with in accordance with school safeguarding procedures.
- Pupils and parents will be informed of the complaints procedure.

2.4.4 Community use of the internet

- The school will liaise with local and national organisations to establish a common approach to online safety.

2.5 Communications Policy

2.5.1 Introducing the Online Safety policy to pupils

- Online Safety rules will be devised by the school's team of Digital Leaders (Key Stage 2 students) and posted in all networked rooms. These will be discussed with the pupils at the start of each year and revisited throughout the year in Computing and PSHE lessons, as well as in assemblies.
- Pupils will be reminded of the Online Safety rules at the beginning of each half term.
- Pupils will be informed that network and internet use will be monitored.
- Pupils will be educated in safe internet use in the home.
- The school will send parents literature so they can use the internet safely at home.
- Parents will have the opportunity to discuss any concerns with a member of staff

2.5.2 Staff and the Online Safety policy

- All staff will be asked to read 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.

2.5.3 Enlisting parents' support

- Parents' attention will be drawn to the School Online Safety Policy in newsletters, the school brochure and on the school website, which also contains a section on Online Safety.

Appendix I: Internet use - Possible teaching and learning activities

Activities	Key E-safety issues	Relevant websites
Creating web directories to provide easy access to suitable websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be directed to specific, approved online materials.	Favourites folders for curriculum work
Using search engines to access information from a range of websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with.	Web quests e.g. <ul style="list-style-type: none"> ▪ Yahoo!igans ▪ CBBC Search ▪ Google ▪ Espresso
Exchanging information with other pupils and asking questions of experts via e-mail.	Pupils should only use approved e-mail accounts. Pupils should never give out personal information. Consider using systems that provide online moderation e.g. SuperClubs.	Twitter (eg tweeting an author or a museum ahead of a visit) School email address E-mail a children's author E-mail Museums and Galleries E-mail children at a school where a formal link exists
Publishing pupils' work on school and other websites.	Pupil and parental consent should be sought prior to publication. Pupils' full names and other personal information should be omitted.	http://www.merseyvale.co.uk/ https://twitter.com/merseyvale
Publishing images including photographs of pupils.	Parental consent for publication of photographs should be sought. File names should not refer to the pupil by name.	http://www.merseyvale.co.uk/ https://twitter.com/merseyvale
Communicating ideas within chat rooms or online forums.	Not used in school at present. However if an opportunity arises to improve learning through chat rooms and forums the following issues will be addressed: Only chat rooms dedicated to educational use and that are moderated should be used. Access to other social networking sites should be blocked. Pupils should never give out personal information.	
Audio and video conferencing to gather	Pupils should be supervised.	Skype

information and share pupils' work.	Only sites that are secure and need to be accessed using an e-mail address or protected password should be used	
-------------------------------------	---	--

Appendix 2

Online Safety Rules	
<i>All pupils use computer facilities including Internet access as an essential part of their learning, as required by the National Curriculum. All pupils and their parents/carers are asked to sign to show that the Online Safety Rules have been understood and agreed upon.</i>	
Pupil:	Class:
Pupil's Agreement	
<ul style="list-style-type: none"> ● I have read and I understand the school's Online Safety Rules. ● I will use the computer, network, digital cameras, Internet access and other new technologies in a responsible way at all times. ● I know that network and Internet access may be monitored. 	
Signed:	Date:
<p>Parent's Consent for Web Storage and Publication of Work and Photographs I agree that my son/daughter's work may be saved using secure, password-protected cloud-based storage facilities and electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.</p> <p>Parent's Consent for Internet Access I have read and understood the school's Online Safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.</p> <p>I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.</p>	
Signed:	Date:
Please print name:	

Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school’s Online Safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the headteacher.
- I understand that the school may monitor my information systems and internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure 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 designated Child Protection Coordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote online safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school’s information systems, including internet access, the interception of e-mail and the deletion of 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, images or sound.

<p>I have read, understood and agree with the Information Systems Code of Conduct.</p> <p>Signed: Capitals:</p> <p>Date:</p> <p>Accepted for school: Capitals:</p>
--

