Luxulyan C P Academy

Policy Co-ordinator – Paul Barron

Online Safety Policy & Acceptable Use Agreement

Date: Dec 2016	*Review Date*: Dec 2017

ONLINE-SAFETY POLICY

At Luxulyan CP school, we are committed to safeguarding children. The health, safety and emotional well-being of every child are our paramount concern. Our aim is that the children will thrive during their time with us in a safe and happy environment.

Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our children with the skills to access life-long learning and employment.

Information and Communications Technology (ICT) covers a wide range of resources including web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/Smart phones with text, video and/or web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

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At Luxulyan CP School we understand the responsibility to educate our pupils in online-safety issues; teaching them the appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

This policy is inclusive of both fixed and mobile internet technologies provided by the school (such as PCs, laptops, webcams, whiteboards, digital video equipment, etc) and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobiles phones, camera phones and portable media players, etc).

Roles and Responsibilities

As online-safety is an important aspect of strategic leadership within the school, the Head teacher and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The online-safety co-ordinator in our school is the named ICT co-ordinator. All members of the school community have been made aware of who holds this post. It is the role of the online-safety co-ordinator to keep abreast of current issues and guidance through organisations such as CEOP (Child Exploitation and On Line Protection), Childnet and Cornwall LA.

The Head/online-safety coordinator updates Senior Management and Governors and all governors have an understanding of the issues at our school in relation to local and national guidelines and advice.

Writing and reviewing the online-safety policy

This policy, supported by the school's Acceptable Use Agreement for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies including those for ICT, Home-school agreements, Child Protection, and PSHE policies including Anti-bullying.

Online-safety information for staff

- Our staff receive information and training on online-safety issues through the coordinator at staff meetings.

- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of online-safety and know what to do in the event of misuse of technology by any member of the school community.

- New staff receive information on the school's Acceptable Use Agreement as part of their induction

- All staff are encouraged to incorporate online-safety activities and awareness within their lessons.

Luxulyan C P Academy

Policy Co-ordinator – Paul Barron

Online Safety Policy & Acceptable Use Agreement

Date: **Dec 2016**   *Review Date*: **Dec 2017**

Online-safety information for parents/carers

- Parents/carers are asked to read through and sign the Acceptable Use Agreement on behalf of their child.

- Parents/carers are required to make a decision as to whether they consent to images of their child being taken/used on the school website.

- The school website contains useful information and links to sites like Thinkuknow, Childline, CEOP and the CBBC Web Stay safe page.

- The school will send out relevant online-safety information through newsletters, the school website and the school prospectus. The school will also hold an online-safety information evening for parents.

Community use of the Internet

- External organisations using the school's ICT facilities must adhere to the online-safety policy.

Teaching and Learning

Internet use will enhance learning

- The school will provide opportunities within a range of curriculum areas to teach online-safety.

- Educating pupils on the dangers of technologies that may be encountered outside school is done informally when opportunities arise, in assemblies and through the ICT curriculum.

- Pupils are aware of the impact of online bullying and know how to seek help if these issues affect them. Pupils are also aware of where to seek advice or help if they experience problems when using the Internet and related technologies; i.e. parent/carer, teacher/trusted member of staff, or an organisation such as Childline/CEOP.

- The school Internet access will be designed expressly for pupil use and will include 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.

- Pupils will be encouraged to use the 'Hector Protector' button to hide any material that they know is unsuitable for viewing. This will instantly cover the whole screen until it can be dealt with by the class teacher.

- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Luxulyan C P Academy

Policy Co-ordinator – Paul Barron

Online Safety Policy & Acceptable Use Agreement

Date: Dec 2016   *Review Date*:   Dec 2017

Pupils will be taught how to evaluate Internet content

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security

The Internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material, which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people.

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.

E-mail

- Pupils may only use approved e-mail accounts on the school system.
- 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.
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Published content and the school web site

The contact details on the Website should be the school address, e-mail and telephone number. Staff or pupils' personal information will **not** be published. The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Luxulyan C P Academy

Policy Co-ordinator – Paul Barron

Online Safety Policy & Acceptable Use Agreement

Date: Dec 2016	*Review Date*: Dec 2017

Publishing pupil's images and work

- Parents are informed that consent for the taking and use of images for school purposes and in the media (including online) is assumed until it is withdrawn; on entry to the school and regularly in newsletters and other communications.

- Parents/carers may withdraw permission, in writing, at any time.

- 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 alongside images anywhere on the Luxulyan CP Website or other online environments.

- Pupil's work can only be published by outside agencies with the permission of the pupil and parents.

Photographs taken by parents/carers for personal use

In the event of parents/carers wanting to take photographs for their own personal use, the school will demonstrate our protective ethos by announcing that photographs taken are for private retention and not for publication in any manner, including use on personal websites, e.g. school performances and assemblies etc.

Social networking and personal publishing

- The school will block / filter access to social networking sites.

- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils. However, we accept that some pupils will still use them; they will be advised never to give out personal details of any kind, which may identify them or their location.

- Pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.

- Our pupils are asked to report any incidents of bullying to the school.

- School staff are advised not to add children past or current pupils as 'friends' if they use these sites and are trained in maintain a professional identity online. The acceptable use policy covers such behaviours.

Luxulyan C P Academy

Policy Co-ordinator – Paul Barron

Online Safety Policy & Acceptable Use Agreement

Date: Dec 2016   *Review Date*:   Dec 2017

Managing filtering

- The school will work with the LA, DCSF and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If pupils or staff discover an unsuitable site, it must be reported to the Class Teacher, online-safety Coordinator, ICT technician or Headteacher.
- The ICT technician will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

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.
- The use of portable media such as memory sticks and CD ROMS will be monitored closely as potential sources of computer virus and inappropriate material.
- The sending of abusive or inappropriate text messages outside school is forbidden.
- Staff should not use personal mobile phones during designated teaching sessions, unless for an approved and identified purpose.

Protecting personal data

The school will collect personal information about staff fairly and will let them know how the school and Cornwall LA will use it. The school will use information about pupils to further curriculum, professional and managerial activities in accordance with the business of the school and will contact the parents or guardians, if it is necessary, to pass information beyond the school or Cornwall LA. For other members of the community the school will tell you in advance if it is necessary to pass the information on to anyone else other than the school and Cornwall LA.

The school will hold personal information on its systems for as long as you remain a member of the school community and remove it in the event of a member of staff leaving or until it is no longer required for the legitimate function of the school. We will ensure that all personal information supplied is held securely, in accordance with the policies and practices of Cornwall County Council and as defined by the Data Protection Act 1998.

You have the right to view the personal information that the school holds about you and to have any inaccuracies corrected.

Policy Decisions

Luxulyan C P Academy

Policy Co-ordinator – Paul Barron

Online Safety Policy & Acceptable Use Agreement

Date: Dec 2016   *Review Date*:   Dec 2017

Authorising Internet access

- Pupil instruction in responsible and safe use should precede any Internet access and all pupils must sign up to the Acceptable Use Agreement for pupils and abide by the school's online-safety rules. These online-safety rules will also be displayed clearly in all networked rooms.

- Access to the Internet will be by directly supervised access to specific, approved on-line materials.

- All parents will be asked to sign the Acceptable Use Agreement for pupils giving consent for their child to use the Internet in school by following the school's online-safety rules and within the constraints detailed in the school's online-safety policy.

- All staff must read and agree in writing to adhere to the Acceptable Use Agreement for Staff before using any school ICT resource.

Password Security

- Adult users are provided with an individual network and email login username and password, which they are encouraged to change periodically.
- All pupils are provided with an individual network and email login username and password.
- Pupils are not allowed to deliberately access on-line materials or files on the school network, of their peers, teachers or others.
- Staff are aware of their individual responsibilities to protect the security and confidentiality of the school network.

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

Handling online-safety complaints

Luxulyan C P Academy

Policy Co-ordinator – Paul Barron

Online Safety Policy & Acceptable Use Agreement

Date: **Dec 2016**   *Review Date*: **Dec 2017**

- Complaints of Internet misuse will be dealt with by a senior member of staff and reported to the online-safety coordinator. Complaints will be recorded and any actions taken. OR dealt with by the school's complaints procedure.
- Any complaint about staff misuse must be referred to the Head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Cyber-bullying

Cyberbullying can be defined as "The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone" DCSF 2007.

It is essential that young people, school staff and parents and carers understand how cyberbullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse. Promoting a culture of confident users will support innovation and safety.

Cyberbullying (along with all forms of bullying) will not be tolerated in school. Full details are set out in the school's policy on anti-bullying.

Policy Communication

Introducing the online-safety policy to pupils

- Online-safety rules will be displayed in all classrooms and the ICT suite and discussed with the pupils at the beginning of every year and at relevant points throughout e.g. during ICT lessons/PSHE lessons/circle times/anti-bullying week.
- Pupils will be informed that network and Internet use will be monitored.
- The 'Hector the Protector' online-safety button will be discussed and its use encouraged when inappropriate material is displayed.

Staff and the online-safety policy

- All staff will be given the School online-safety policy and its importance explained.
- Any information downloaded must be respectful of copyright, property rights and privacy.
- Staff should be aware that Internet traffic could be monitored and traced to the individual user. Discretion and professional conduct is essential.

Luxulyan C P Academy

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Online Safety Policy & Acceptable Use Agreement

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- A laptop issued to a member of staff remains the property of the school. Users of such equipment should therefore adhere to school policy regarding appropriate use with regard to Internet access, data protection and use of software, both in and out of school.

Monitoring and review

This policy is implemented on a day-to-day basis by all school staff and is monitored by the online-safety Coordinator.

This policy is the Governors' responsibility and they will review its effectiveness annually. They will do this during reviews conducted between the online-safety Coordinator, ICT Coordinator, Designated Child Protection Coordinator, and Governor with responsibility for ICT and Governor with responsibility for Child Protection. Ongoing incidents will be reported to the full governing body.

The online-safety policy will be revised by the online-safety Coordinator.

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Online Safety Policy & Acceptable Use Agreement

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PUPIL GUIDELINES FOR SAFE INTERNET/EMAIL USE

- ➢ I will only use the Internet when there is a teacher present.
- ➢ I will always ask for permission before accessing the Internet/Email.
- ➢ I will only use my own usernames and passwords to log on to the system/email and keep them secret.
- ➢ I will not access other people's files.
- ➢ I will only email people I know or my teacher has approved, and will ensure that the messages that I send will be polite and responsible.
- ➢ I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using Email etc.
- ➢ I will not give personal details (like my home address, telephone or mobile number), or the personal details of any other person to anyone, or arrange to meet someone unless my parent/carer or teacher has given me permission.
- ➢ I will only download, use or upload material when I have been given the owner's permission.
- ➢ I will only view, download, store or upload material that is lawful, and appropriate for other users. If I am not sure about this, or come across any potentially offensive materials, I will inform my class teacher straight away.
- ➢ I will avoid any acts of vandalism. This includes uploading or creating computer viruses and mischievously deleting or altering data from its place of storage.
- ➢ I will use the Internet for research and school purposes only.
- ➢ I will not bring in memory sticks or CD Roms from home to use in school unless I have been given permission by my class teacher.
- ➢ I understand that the school may check my computer files/Emails and may monitor the Internet sites that I visit.
- ➢ I understand that if I don't follow these rules, my access to the school computer system/Internet/Email may be suspended, and my parents/carers will be informed.

Luxulyan C P Academy

Policy Co-ordinator – Paul Barron

Online Safety Policy & Acceptable Use Agreement

Date: Dec 2016   *Review Date*:   Dec 2017

St Luxulyan CP Academy
Acceptable Internet Use Agreement
For Pupils

Please complete and return this form to your child's class teacher

Pupil's Name		**Class Teacher**	
As a school user of the Internet, I agree to follow the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by my school.			
Pupil Name (print)			
Pupil Signature		**Date**	

Parents Name	
As the parent or legal guardian of the pupil above, I give permission for my son or daughter to use the Internet, including Email. I understand that pupils will be held accountable for their own actions. Although the school does its best to filter unsuitable sites, I also understand that some of the materials viewed on the Internet may be unsuitable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information.	
Parents Name (print)	
Parents Signature	