On-line Safety in a Digital World Policy

Governing Body Sub-committee
Name: Student Matters, Equality and Community
Date approved: 14 April 2016

Full Governing Body (if applicable)
Date approved:

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1. Introduction

Our On-line Safety in a Digital World Policy has been written by the school using the DCC template.

It has been discussed with staff, agreed by the Leadership Group and approved by Governors.

It will be reviewed annually.

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

This Policy document is drawn up to protect all parties: the students, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

2. Context and Background

The technologies

ICT in the 21st Century has an all-encompassing role within the lives of young people and adults. New internet and online technologies are enhancing communication and the sharing of information. Current and emerging Internet and online technologies used in school and, more importantly in many cases, used outside of school by young people include, but not exclusively:

- The Internet – World Wide Web
- e-mail
- Instant messaging (often using simple web cams e.g. Instant Messenger)
- Web based voice and video calling (e.g. Skype)
- Online chat rooms
- Online discussion forums
- Social networking sites (e.g. Facebook)
- Blogs and Micro-blogs (e.g. Twitter)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Video broadcasting sites (e.g. You Tube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, messaging and internet access

Our whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- Having an effective range of technological tools;
- Implementing policies and procedures, with clear roles and responsibilities
- Ensuring On-line Safety in a Digital World teaching is embedded into the school curriculum and schemes of work

3. Roles and Responsibilities

On-line Safety in a Digital World is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

Leadership team

The Leadership Group (LG) ensures that the Policy is implemented across the school via the school MER (monitoring, evaluating and review) procedures.

On-line Safety in a Digital World Co-ordinator

Our school On-line Safety in a Digital World Co-ordinator is a nominated member of staff who is responsible for keeping up to date on all On-line Safety in a Digital World issues and ensuring that staff are updated as necessary and that the strategies are implemented.

Governors

The School Governing body is responsible for overseeing and reviewing all school policies, including the On-line Safety in a Digital World Policy for which a specific named governor has an overview.

School Staff

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school On-line Safety in a Digital World procedures. Central to this is fostering a 'No Blame' culture so students feel able to report any bullying, abuse or inappropriate materials.

Staff are expected to ensure that they are familiar with the school On-line Safety in a Digital World policy, and ask for clarification where needed.

They are expected to comply with the school's Acceptable Use of IT, Internet and Electronic Communications Policy.

Class teachers should ensure that students are aware of the On-line Safety in a Digital World rules, introducing them at the beginning of each new school year.

Students

Students are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with On-line Safety in a Digital World issues, both at home and school.

They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school (see the ICT Network Contract in the student's planner).

Parents/Carers

Parents/carers are given information about the school's On-line Safety in a Digital World policy when they first join the school. They are directed to the student On-line Safety in a Digital World information, and asked to support their young people by discussing these Top Ten safety tips with them.

4. Technical and hardware guidance

School Internet provision

The school uses the standard LA Internet Service Provider.

Content filter

Our Internet Provider uses a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

- All students and staff have been issued with clear guidelines on what to do if this happens, and parents/carers will be informed where necessary.
- Students or staff who deliberately try and access unsuitable materials will be dealt with according to our disciplinary procedures.

Downloading files and applications

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

- Students can download material from the internet in the course of their lesson from sites that our software does not block. For students we also have the Impero monitoring program installed on classroom computers and which sends an email notification to the IT Team when certain types of files are saved to the students' drive.

Portable storage media

- Staff are allowed to use their own portable media storage (USB Keys etc). If use of such a device results in an anti-virus message they should remove the device and immediately report to the ICT Administrator.

Security and virus protection

The school subscribes to Microsoft Forefront Endpoint Protection software. The software is monitored and updated regularly by the school technical support staff

- Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the ICT Administrator

5. On-line Safety in a Digital World for Students

We believe it is our responsibility to prepare students for their lives in the modern world, and ICT is an integral part of that world. At our school we are committed to teaching students to use the ICT effectively and appropriately in all aspects of their education.

a. Internet access at school

Use of the Internet by students
Internet access is controlled by teachers according to the age and experience of the students, and the learning objectives being addressed. Students are supervised by an adult when using the Internet in lessons, and computers with Internet access are randomly monitored remotely by the IT Technicians.

Access for all students
In line with our inclusion policies across the school, we want to ensure that all out students have access to the Internet, particularly where this will directly support their learning.

b. Using the Internet for learning

The Internet is an invaluable resource for learning for all our students, and we use it across the curriculum both for researching information and a source of digital learning materials.

Using the Internet for learning is a part of the Computing Curriculum.

We teach all of our students how to find appropriate information on the Internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is.

- Teachers carefully plan all Internet-based teaching to ensure that students are focused and using appropriate and relevant materials.
- Young people are taught how to use search engines and how to evaluate Internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.
- They are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials.
- They are taught how to carry out simple checks for bias and misinformation.
- They are taught that web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

c. Teaching safe use of the Internet and ICT

We think it is crucial to teach students how to use the Internet safely, both at school and at home, and we use the Kidsmart safety code to support our teaching in this area:

Kidsmart has been developed by the Childnet charity, and is endorsed by the DfE http://www.kidsmart.org.uk

The main aspects of this approach include the following five SMART tips:

- Safe - Staying safe involves being careful and not giving out your name, address, mobile phone no., school name or password to people online.
- Meeting someone you meet in cyberspace can be dangerous. Only do so with your parents'/carers' permission and then when they are present.
- Accepting e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages. Remember someone online may be lying and not be who they say they are. If you feel uncomfortable when chatting or messaging end the conversation.
- Tell your parent or carer if someone or something makes you feel uncomfortable or worried.

Suitable material

We encourage students to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger people, we provide students with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to young people, or using them in teaching. Students are encouraged to report inappropriate websites they may accidently access to teaching staff. These are then reported to an IT Technician and added to the blocked list for the school computer filtering system. Students are informed regularly which sites are not acceptable in school and possible consequences for students who may attempt to access them, or attempt to bypass filtering systems to access this content.

Non-Education materials

We believe it is better to support young people in finding their way around the Internet with guidance and positive role modelling rather than restrict Internet use to strict curriculum based research. As well as Internet material directly related to the curriculum, we encourage young people to visit appropriate entertainment and child-oriented activity sites that have interesting and relevant activities, games and information, in free time at out-of-school-hours provision, and at home. There is a selection of links to such resources available from on the school website, and in the shared student folders on the school network.

Unsuitable material

Despite the best efforts of the LA and school staff, occasionally students may come cross something on the Internet that they find offensive, unpleasant or distressing. Students are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken. The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICT Administrator
3. Discussion with the student about the incident, and how to avoid similar experiences in future.

d. Using E-Mail at school

E-Mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our students understand the role of e-mail, and how to use it appropriately and effectively.

- We teach the use of e-mail as part of our ICT curriculum, and use appropriate student email accounts where necessary
- Students are not allowed to access personal e-mail using school Internet facilities

e. Chat, discussion and social networking sites

These forms of electronic communication are used more and more by students out of school, and can also contribute to learning across a range of curriculum areas.

Online chat rooms, discussion forums and social networking sites present a range of personal safety and privacy issues for young people, and there have been some serious cases highlighted in the media.

We use the resources, guidelines and materials offered by Kidsmart, as outlined above in the Safe use of the Internet section to teach young people how to use chat rooms safely.

All commercial Instant Messaging and Social Networking sites are filtered as part of the LA Internet policy. Students may take part in discussion forums or post messages on bulletin boards that teachers have evaluated as part of specific lesson activities. Individual student names or identifying information will never be used.

f. Internet-enabled mobile phones and handheld devices

More and more young people have access to sophisticated new internet-enabled devices such as SMART mobile phones, tablets and music players.

It is important that whilst the school recognises the potential advantages these devices can offer, there are clear and enforceable rules for their use in school, particularly when they give access to the Internet, and allow pictures and information to be remotely posted to a website or weblog.

Students will be taught the legal and moral implications of posting photos and personal information from mobile phones to public websites etc and how the data protection and privacy laws apply.

- Students are allowed to have personal mobile phones or other similar devices in school but to only use them in their social time OR in the lesson as part of the lesson with teacher permission. Their use is covered by our Acceptable Use of Mobile Phones/Electronic Devices Policy.

g. Cyberbullying - Online bullying and harassment

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on students. Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. These include:

- No access to public chat-rooms, Instant Messaging services and bulletin boards.
- Students are taught how to use the Internet safely and responsibly, and are given access to guidance and support resources from a variety of sources.

We encourage students to discuss any concerns or worries they have about online bullying and harassment with staff, and have a range of materials available to support students and their families.

- Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy.
- Complaints related to child protection are dealt with in accordance with school child protection procedures.

h. Contact details and privacy

As specified elsewhere in this policy, student's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

Students are taught that sharing this information with others can be dangerous – see Teaching the Safe Use of the Internet.

i. School and student websites – pictures and student input

As part of the ICT and wider curriculum, students may be involved in evaluating and designing web pages and web-based resources.

Any work that is published on a public website and attributed to members of our school community will reflect our school, and should therefore be carefully checked for mistakes, inaccuracies and inappropriate content.

Students may design and create personal web pages. These pages will generally only be made available to other school users, or as part of a password protected network or learning platform.
Where student websites are published on the wider Internet, perhaps as part of a project with another school, organisation etc, then identifying information will be removed, and images restricted. Content published online is subject to scrutiny from companies/sites that employ image crawler software to find images used on other sites without permission. The fines for these can be quite heavy for guilty parties. We ensure students do not upload this content to publically accessible web pages. Any content uploaded is non-commercial and covered under the creative commons agreement. All content is password protected and can only be accessed by users in school

j. Deliberate misuse of the Internet facilities

All students have discussed the rules for using the Internet safely and appropriately.

Where a student is found to be using the Internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse.

Sanctions will include:

- Initial warning from class teacher
- Banning from use in school for a period of time
- Referral to the FOCUS Room

k. How will complaints regarding On-line Safety in a Digital World be handled?

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

Due to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and students are given information about infringements in use and possible sanctions. Sanctions available include:

- All incidents will be recorded
- Interview/counselling by class teacher, LG members, On-line Safety in a Digital World Coordinator and Headteacher
- informing parents or carers
- Removal of Internet or computer access for a period
- Referral to LA / Police.

Our On-line Safety in a Digital World Coordinator acts as first point of contact for any complaint and this can be accessed via an email to office@belperschool.co.uk. Any complaint about staff misuse is referred to the Headteacher.

6. Use of the Internet and ICT resources by school staff

The Internet

Our school understands that the Internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion. We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

Internet Availability

To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use. The school also provides an OPENHIVE user account that gives further access to specific resources, online tools and email, including https://derbyshire.inthehive.net/learning/sitePages/home.aspx

ICT Equipment and Resources

The school also offers staff access to appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, video camcorders, sound recorders, control and data logging equipment and a range of professional and curriculum software.

Professional use

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our students both in school and at home.

Staff are also careful to consider inclusion and equalities issues when using ICT and the Internet, and to provide students with appropriate models to support the school in addressing Inclusion and Equal Opportunities.
Staff who need support or INSET in using ICT as part of their professional practice can ask for support from the ICT Co-ordinator (ICTCo).

Personal use of the Internet and ICT resources

Some equipment (including laptops) is available for loan to staff, with permission from the ICTCo and Head teacher. The appropriate forms and agreements must be signed.

However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in Appendix B.

E-mail

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.

Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

E-mail accounts provided by the school may sometimes need to be accessed, although personal privacy will be respected.

Online discussion groups, bulletin boards and forums, online chat and messaging

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin board to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

Social Networking

The school appreciates that many staff will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff is covered in Staff Professional Conduct expectations and agreements.

Appendix:

A. Data Protection Policy (copy on school website)

Our school is aware of the data protection law as it affects our use of the Internet, both in administration and teaching and learning.

We adhere to the LA Guidelines on Data protection. Staff and students understand the legal and disciplinary implications of using the Internet at school for illegal purposes.

Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the Internet by members of the school community using the connection provided by the school.

B. Acceptable Use of the Internet and Electronics Communication Policy (copy on the staff website)

C. Staff Laptop and ICT Equipment Loans

Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this On-line Safety in a Digital World Policy.

This must be the case wherever the laptop, computer or other such device is being used as it remains the property of Belper School at all times.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, they will replace or arrange for the repair of the equipment at their own expense.

Staff must sign the 'Staff Laptop and Computer Loans Agreement before taking the equipment away from the school premises.