Speedwell Infant School

On line Safety Policy

2017

Policy Statement

For clarity, the e-safety policy uses the following terms unless otherwise stated:

Users - refers to staff, governing body, school volunteers, students and any other person working in or on behalf of the school, including contractors.

Parents – any adult with a legal responsibility for the child/young person outside the school e.g. parent, guardian, carer.

School – any school business or activity conducted on or off the school site, e.g. visits, conferences, school trips etc.

Wider school community – students, all staff, governing body, parents

Safeguarding is a serious matter; at Speedwell Infant School we use technology and the Internet extensively across all areas of the curriculum. Online safeguarding, known as e-safety is an area that is constantly evolving and as such this policy will be reviewed on an annual basis or in response to an on line safety incident, whichever is sooner. The primary purpose of this policy is twofold:

- To ensure the requirement to empower the whole school community with the knowledge to stay safe and risk free is met
- To ensure risks are identified, assessed and mitigated (where possible) in order to reduce any foreseeability of harm to the student or liability to the school

This policy is available for anybody to read on the Speedwell Infant School website; upon review all members of staff will sign as read and understood both the e-safety policy and the Staff Acceptable Use Policy. Parents and carers receive and sign the ICT / Computing safety rules; which is contained within the starter pack of information/permissions when a child first starts in reception.

Headteacher Name: Signed:

Chair of Governors: Signed:

Review Date: Next Review: November 2015

Policy Governance (Roles & Responsibilities)

Governing Body
The governing body is accountable for ensuring that our school has effective policies and procedures in place; as such they will:

- Review this policy at least annually and in response to any on line safety incident to ensure that the policy is up to date, covers all aspects of technology use within the school, to ensure on line safety incidents were appropriately dealt with and ensure the policy was effective in managing those incidents.
- Appoint one governor to have overall responsibility for the governance of on line-safety at the school who will:

  o Keep up to date with emerging risks and threats through technology use.
  o Receive regular updates from the Headteacher in regards to training, identified risks and any incidents.
  o Chair the on line-Safety Committee (this is part of the Teaching and Learning Committee. On line safety is an agenda item at every meeting.

Headteacher
Reporting to the governing body, the Headteacher has overall responsibility for on line -safety within our school. The day-to-day management of this will be delegated to a member of staff, the on line -Safety Officer (or more than one), as indicated below.
The Headteacher will ensure that:
- o On line-Safety training throughout the school is planned and up to date and appropriate to the recipient, i.e. students, all staff, senior leadership team and governing body, parents.
- The designated on line -Safety Officer(s) has had appropriate CPD in order to undertake the day to day duties.
- All on line-safety incidents are dealt with promptly and appropriately.

On line Safety Officer
The day-to-day duty of on line-Safety Officer is devolved to ***Jan Ridsdale***
The on line-Safety Officer will:
- Keep up to date with the latest risks to children whilst using technology; familiarise him/herself with the latest research and available resources for school and home use.
- Review this policy regularly and bring any matters to the attention of the Headteacher.
- Advise the Headteacher, governing body on all on line-safety matters.
- Engage with parents and the school community re on line-safety matters at school and/or at home. We will regularly update parents about internet safety practices in school, via the school newsletter and website.
- Liaise with the local authority, IT technical support and other agencies as required.
- Retain responsibility for the on line-safety incident log; ensure staff know what to report and ensure the appropriate audit trail.
- Ensure any technical on line-safety measures in school (e.g. Internet filtering software, behaviour management software) are fit for purpose through liaison with the local authority and/or ICT Technical Support.
- Make him/herself aware of any reporting function with technical on line-safety measures, i.e. internet filtering reporting function; liaise with the Headteacher and responsible governor to decide on what reports may be appropriate for viewing.

ICT Technical Support Staff   Julie Gilbert in conjunction with DCC Staff
Technical support staff are responsible for ensuring that:
- The IT technical infrastructure is secure; this will include at a minimum:
  - Anti-virus is fit-for-purpose, up to date and applied to all capable devices.
  - Windows (or other operating system) updates are regularly monitored and devices updated as appropriate.
  - Any on line-safety technical solutions such as Internet filtering are operating correctly.
  - Filtering levels are applied appropriately and according to the age of the user; that categories of use are discussed and agreed with the on line-safety officer and Headteacher.
  - Passwords are applied correctly to all users regardless of age. Passwords for staff will be a minimum of 8 characters.
  - The IT System Administrator password is to be changed on a termly basis. A written copy of the password is kept by ICT Support, the e-safety officer and the Office.

All Staff
Staff are to ensure that:
- All details within this policy are understood. If anything is not understood it should be brought to the attention of the Headteacher.
- Any on line-safety incident is reported to the on line-Safety Officer (and an on line -Safety Incident report is made), or in his/her absence to the Headteacher. If you are unsure the matter is to be raised with the on line-Safety Officer or the Headteacher to make a decision.
- The reporting flowcharts contained within this on line-safety policy are fully understood.
- We have a duty to safeguarding pupils/students from potentially harmful and inappropriate on line material and will ensure appropriate filters and monitoring, and this will mean frequent audit checks on online activity in the school. We aim to prevent access to terrorist material and sites when accessing the internet in the school.

All Students

The boundaries of use of ICT / computing equipment and services in this school are given in the student Acceptable Use Policy; any deviation or misuse of ICT / computing equipment or services will be dealt with in accordance with the behaviour policy.
On line-Safety is embedded into our curriculum; students will be given the appropriate advice and guidance by staff. Similarly all students will be fully aware how they can report areas of concern whilst at school or outside of school.

Parents and Carers
Parents / carers play the most important role in the development of their children; as such the school will ensure that parents / carers have the skills and knowledge they need to ensure the safety of children outside the school environment. Through school newsletters and information on the school website, the school will keep parents / carers up to date with new and emerging on line-safety risks, and will involve parents in strategies to ensure that students are empowered.
Parents /carers must also understand the school needs to have rules in place to ensure that their child can be properly safeguarded.

On line Safety Committee
Chaired by the Governor responsible for on line safety and the on line safety Committee is responsible

- to advise on changes to the on line safety policy.
- to establish the effectiveness (or not) of on line-safety training and awareness in the school.
- to recommend further initiatives for on line-safety training and awareness at the school.

Established from on line Safety Officer, responsible Governor and other governors represented on the teaching and learning committee. On line safety will be an agenda item every term.

Technology

Speedwell Infant School uses a range of devices including PC's, laptops and tablets. In order to safeguard the student and in order to prevent loss of personal data we employ the following assistive technology:

Internet Filtering – we use openhive webshield software that prevents unauthorised access to illegal websites. It also prevents access to inappropriate websites; appropriate and inappropriate is determined by the age of the user and will be reviewed in line with this policy or in response to an incident, whichever is sooner. The ICT / computing Co-ordinator, on line - Safety Officer and IT Support are responsible for ensuring that the filtering is appropriate and that any issues are brought to the attention of the Headteacher.

E-mail Filtering – we use openhive mailshield software that prevents any infected email to be sent from the school, or to be received by the school. Infected is defined as: an email that contains a virus or script (i.e. malware) that could be damaging or destructive to data; spam email such as a phishing message.

Encryption – All school devices that hold personal data (as defined by the Data Protection Act 1998) are encrypted. No data is to leave the school on an un-encrypted device; all devices that are kept on school property and which may contain personal data are encrypted. Any breach (i.e. loss/theft of device such as laptop or USB keydrives) is to be brought to the attention of the Headteacher immediately. The Headteacher will liaise with the local authority to ascertain whether a report needs to be made to the Information Commissioner's Office.

Passwords – all staff and students will be unable to access any device without a unique username and password. Staff and student passwords will change on a termly basis or if there has been a compromise, whichever is sooner. The ICT / Computing Co-ordinator and IT Support will be responsible for ensuring that passwords are changed.

Anti-Virus – All capable devices will have anti-virus software. This software will be updated at least weekly for new virus definitions. IT Support will be responsible for ensuring this task is carried out, and will report to the Headteacher if there are any concerns. All USB peripherals such as keydrives (if you allow them) are to be scanned for viruses before use.

Safe Use

Email – All staff are reminded that emails are subject to Freedom of Information requests, and as such the email service is to be used for professional work-based emails only. Emails of a personal nature are not permitted. Similarly use of personal email addresses for work purposes is not permitted.

Photos and videos – Digital media such as photos and videos are covered in the schools' Policy on the use of images, and is re-iterated here for clarity. All parents must sign a photo/video release slip at the beginning of each academic year; non-return of the permission slip will not be assumed as acceptance.

Social Networking – there are many social networking services available; Speedwell Infant School is fully supportive of social networking as a tool to engage and collaborate with learners, and to engage with parents / carers and the wider school community. The following social media services are permitted for use within Speedwell Infant School and have been appropriately risk assessed; should staff wish to use other social media, permission must first be sought via the on line-Safety Officer who will advise the Headteacher for a decision to be made. Any new service will be risk assessed before use is permitted.

- Facebook – used by the school as a broadcast service (see below).

A broadcast service is a one-way communication method in order to share school information with the wider school community.

In addition, the following is to be strictly adhered to:

- Permission slips must be consulted before any image or video of any child is uploaded.
- There is to be no identification of students using first name and surname; first name only is to be used.
- All posted data must conform to copyright law; images, videos and other resources that are not originated by the school are not allowed unless the owner's permission has been granted or there is a licence which allows for such use (i.e. creative commons).

Notice and take down policy – should it come to the schools attention that there is a resource which has been inadvertently uploaded, and the school does not have copyright permission to use that resource, it will be removed within one working day.

Incidents - Any on line-safety incident is to be brought to the immediate attention of the e-Safety Officer, or in his/her absence the Headteacher. The on line-Safety Officer will assist you in taking the appropriate action to deal with the incident and to fill out an incident log.

Training and Curriculum - It is important that the wider school community is sufficiently empowered with the knowledge to stay as risk free as possible whilst using digital technology; this includes updated awareness of new and emerging issues. As such, Speedwell Infant School will have an annual programme of training which is suitable to the audience.

On line Safety for students is embedded into the curriculum; whenever ICT is used in the school, staff will ensure that there are positive messages about the safe use of technology and risks as part of the student's learning.
As well as the programme of training we will establish further training or lessons as necessary in response to any incidents.
The on line safety Officer is responsible for recommending a programme of training and awareness for the school year to the Headteacher and responsible Governor for consideration and planning. Should any member of staff feel they have had inadequate or insufficient training generally or in any particular area this must be brought to the attention of the Headteacher for further CPD.
The on line Safety Training Programme information can be found in the headteacher's office.

Acceptable Use Policy – Children
Our Charter of Good Online Behaviour
Note: All Internet and email activity is subject to monitoring

On line -Safety – Using the computers - Displayed in all classes

I will only use the internet when my teacher says I can

I will only use the programs my teacher has set for me

I will use the computers safely

If something happens to the computer I will stop what I am doing and tell an adult

If I see something on the internet I don't like, I will turn off the monitor and tell an adult.

I will not download anything from the Internet unless my teacher has asked me to.
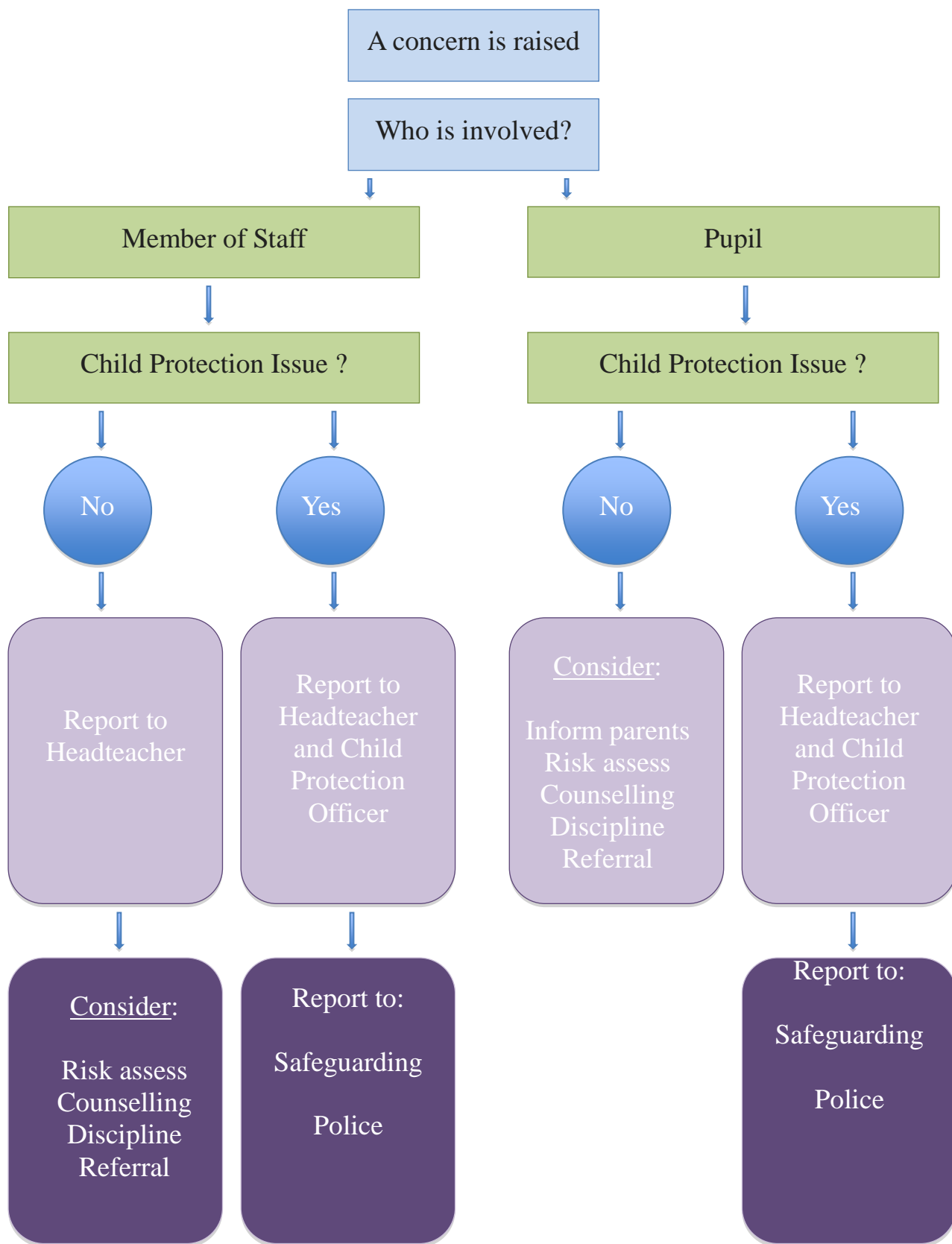
I will let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

I will be respectful to everybody online; I will treat everybody the way that I want to be treated.

On line-Safety Incident Log

Number:	Reported By: *(name of staff member)*	Reported To: *(e.g. Head, e-Safety Officer)*
	When:	When:

Incident Description: (Describe what happened, involving which children and/or staff, and what action was taken)

Review Date:	

Result of Review:

Signature (Headteacher)		Date:	

Signature (Governor)		Date:	

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Inappropriate Activity Flowchart

A concern is raised

Who is involved?

Member of Staff

Pupil

Child Protection Issue ?

Child Protection Issue ?

No

Yes

No

Yes

Report to Headteacher

Report to Headteacher and Child Protection Officer

Consider:

Inform parents
Risk assess
Counselling
Discipline
Referral

Report to Headteacher and Child Protection Officer

Consider:

Risk assess
Counselling
Discipline
Referral

Report to:

Safeguarding

Police

Report to:

Safeguarding

Police

If you are in any doubt, consult the Headteacher, Child Protection Officer or Safeguarding

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Illegal Activity Flowchart

A concern is raised

Who is involved?

Member of Staff

Pupil

Child Protection Issue ?

No

Yes

Report to:

Police

Safeguarding

Inform Parents

Refer to Police

Inform Safeguarding

Secure evidence in locked storage.

Note: NEVER investigate
NEVER show to others for your own assurance
DO NOT let others handle evidence – Police only

Report to:

Police

Safeguarding

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