The Shrubbery School

Online Safety Policy

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Review Interval: Annual	**Next Review Date:** Oct 2022	**Version: 2**

Online Safety Policy

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm. An effective approach to online safety empowers a school to protect and educate the whole school community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

Using the internet is a part of the statutory curriculum and a necessary tool for staff and pupils. The purpose of using such technologies in school is to raise educational standards, to promote pupil achievement and to support the professional work of staff. It is important however to ensure that pupils and staff use the internet responsibly and that the school has systems in place to ensure that its usage is as safe as is realistically possible. We are committed to teaching children about what is meant by responsible use; how to use technological devices and the internet; what to do if you are concerned/worried about a website or something you come across connected to technology and the consequences of misuse.

Using the Internet in School

The benefits include:

- access to world-wide educational resources;
- inclusion in government initiatives;
- opportunities for educational and cultural exchanges world-wide;
- cultural, vocational and leisure use in lessons and clubs;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national initiatives, educational materials and good curriculum practice;
- communication with support services, parents, professional associations and colleagues;
- easy exchange of curriculum and administration data. The internet enhances learning by:

- using planned activities to enrich and extend learning;

- enabling research, including the skills of location, retrieval and evaluation of information;
- greatly increasing skills in Literacy, particularly in being able to read and evaluate then communicate what is important to others;
- giving pupils the opportunity to exchange information;

Ensuring Safe and Responsible Use

Using the Internet:

- the school uses a “filtered” Internet Service provided a reputable third party, which minimises the chance of pupils encountering undesirable material;
- mobile devices are restricted using appropriate mobile device management software;
- pupils are only allowed to use the internet when there is a responsible adult present;

- where possible staff review and evaluate resources available on web sites to ensure that they are appropriate to the age range and ability of the pupils being taught;
- children are taught how to evaluate whether a website is useful and appropriate for the task and what to do if they or another child comes across inappropriate material;
- children are encouraged to tell a teacher immediately if they come across anything inappropriate;
- when in school pupils are not allowed to access chat rooms or social networking sites;
- responsible internet use, including use of social media and messaging, is included in the PSHE programme covering both school and home use;
- failure to use the internet responsibly will result in a child been banned from using the internet for a fixed period of time.

Using Email:

- the school does not provide email accounts to pupils;
- pupils may not access personal email accounts from any school computers;

Social networking:

- children are not allowed to access social networking sites in school. However, through PSHE they will be taught about how to network responsibly;
- pupils and parents are advised that the use of social network spaces outside of school brings a range of dangers for younger pupils.

Management of the school's systems:

- the point of contact on the school's website is the school address and telephone number. Staff or pupils' home information is never published;
- all personal details stored on the school's networks that relate to pupils, parents and staff are kept securely through password-protected systems;
- website photographs that include pupils are carefully selected in line with permission received;
- the website content is updated and maintained by authorised individuals who have their own identification and password in order to be able to access the site;
- virus protection is updated regularly and the appropriate licenses are in place for every machine;
- the school's systems automatically block a range of sites.

School Website

We are aware that this may be accessed by anyone, including paedophiles. With this in mind we do not publish photographs with names of pupils available. In news releases to the newspaper and newsletters published on the website, children are referred to only by their Christian name. Our terms and conditions, which are signed by the parents and returned to the School, include a declaration giving permission for pictures of pupils to be published on the website and in the prospectus and any other promotional material published by the school.

Responsibilities of Staff

- all staff must accept and comply with the terms of this policy;
- staff are not permitted to use the internet to access chat rooms or social networking sites in school;
- staff must adopt the same level of professionalism when using the internet at home for personal use as they do at school, this includes keeping staff and children's names and details confidential;
- staff are encouraged to check the security settings on their own personal profiles on social networking sites and ensure that the general public can only access a 'Limited' amount of information;
- parents are able to contact staff and teachers on school email accounts;

- school staff must not add children or parents currently attending the school to their personal social networking profiles except in the case where parents are also members of staff.
- staff will report any offensive emails to the office manager;
- staff should ensure that computers are either locked or logged off when not in use.

Under no circumstances should adults in school access inappropriate images. Accessing child pornography or indecent images of children on the Internet, and making and disseminating such material is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people. More detailed information is contained within the **ICT Policy.**

Responsibilities of Parents

- to encourage children to use the internet and other technology responsibly by following the guidelines and recommendations set by the school and outlined in this policy;
- it is ultimately a parent's responsibility to closely monitor their son/daughters use of technology outside of school - including use of mobile phones, the internet etc. If they have evidence of cyberbullying involving school pupils and feel unable to resolve the matter themselves, they should liaise directly with the school (normally via the class teacher first) about how best to proceed.

Safeguarding Children

Children are taught about the dangers of having conversations with unidentified people in 'chat rooms' (e.g. that sometimes adults pretend to be young people in order to 'groom them' and encourage them to meet them after having 'got to know' them via the Internet.) They are also taught that if they receive unkind messages from members of the school via e-mail or a chat room at home they should immediately tell their parents or a member of staff in school as this may be a form of bullying.

The PSHE Curriculum teaches children about safeguarding, including online. Children are encouraged to adjust their behaviours in order to reduce risks and build resilience, including to radicalisation, with particular attention to the safe use of electronic equipment and the internet. Children are taught about the risks posed by adults or young people who use the internet and social media to bully, groom, abuse or radicalise other people, especially children. Internet safety is also taught through the ICT Curriculum.