



Online Safety Policy

Rosebrook Primary School

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The school's appointed Online Safety Coordinator: Miss Gemma Driscoll

Schools Computing lead: Miss Fran Allen

1. Introduction

At Rosebrook Primary School we understand the responsibility we have to educate our pupils on e-safety issues, teaching them appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Rosebrook Primary School has a whole school approach to the safe use of computing and creating a safe learning environment it includes four main elements:

- Responsible computing use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of E-Safety policy in both administration and curriculum, including secure, robust school network design and use.
- Safe and secure broadband including the effective management of content filtering.
- A comprehensive e-safety programme for pupils, staff and parents.

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate pupils and young people about both the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

Currently the apps and software pupils and young people are using both inside and outside of the classroom include:

- Websites
- Podcasting
- Coding
- Gaming
- Mobile devices
- Video & Multimedia

At Rosebrook we understand the responsibility to educate our pupils on e-safety issues, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

The school's e-safety policy will operate in conjunction with other policies including those for Safeguarding, computing, Digital Image, Behaviour and Curriculum.

2. Roles and Responsibilities

As e-safety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named Online Safety Coordinator is Miss Gemma Driscoll and the computing lead is Miss Fran Allen. This policy, supported by the school's acceptable use agreement, is to protect the interests and safety of the whole school community. It is linked to the following school policies: computing, child protection, behaviour, health and safety, anti-bullying and PHSE.

3. The Importance of the Internet in Learning in Schools

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems. Access to the Internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a responsible and mature approach.

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in modern education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access.

Pupils will use the Internet outside school and will need to learn how to evaluate the accuracy and quality of Internet information and to take care of their own safety and security.

4. How the use of the Internet Benefits the School

The Government has set targets for computing use in all schools and numerous studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits include:

- Access to world-wide educational resources including museums and art galleries.
- Inclusion in government initiatives such as NGfL and the Virtual Teacher Centre.
- Inclusion in the National Education Network which connects all UK schools.
- Information and cultural exchanges between pupils world-wide.
- Cultural, social and leisure use in libraries, youth clubs and at home.
- Discussion with experts in many fields for pupils and staff.
- Staff professional development - access to educational materials and good curriculum practice.
- Communication with the advisory and support services, professional associations and colleagues.
- Improved access to technical support.
- Exchange of curriculum and administration data with the LA and Government.
- Access to learning wherever and whenever convenient.

5. Using the Internet to provide effective learning

Teachers, parents and pupils need to develop good practice in using the Internet as a tool for teaching and learning. There is a fine balance between encouraging autonomous learning and maintaining adequate supervision. Systems that ensure Internet use is as safe as possible will enable increased use and the quality of that use is a critical factor.

All internet activity within school is monitored and filtered through Ad Astra Tech Support/Securly.com. Whenever any inappropriate use is detected, the ICT Manager is notified, and the incident will be followed up in line with the school Acceptable Use Policy. The school maintains students will have supervised access to Internet resources (where reasonable) through the school's

digital devices. If Internet research is set for homework, staff will remind students of their e-safety training. Parents are encouraged to support and supervise any further research.

- The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Internet access will be planned to enrich and extend learning activities.
- Pupils will be taught about acceptable Internet use.
- Pupils will be given clear objectives for Internet use.
- Access levels will be reviewed to reflect the curriculum requirement.
- Staff will select sites that will support the learning outcomes planned for pupils age and maturity.
- Approved sites can be bookmarked, listed or copied to the school intranet.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be educated in taking responsibility for Internet access.
- School and pupils will take part annually in safer internet day.

6. How pupils will be taught to assess Internet content

Pupils in school are unlikely to see inappropriate content in books due to selection by publishers and teachers. This level of control is not so straightforward with Internet-based materials. Therefore, teaching should be widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media. The tendency to use the Web when better information may be obtained from books will need to be challenged.

- Pupils will be taught ways to validate information before accepting that it is necessarily true.
- Pupils will be taught to acknowledge the source of information and observe copyright when using Internet material for their own use.
- Pupils will be made aware that the writer of an e-mail or the author of a web page might not be the person claimed.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy. The evaluation of online materials is a part of teaching & learning in every subject.
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Pupils will be taught to click on the CEOP sign if they feel uncomfortable with anything they access while online.

7. The management of e-mail

E-mail is an essential means of communication within education. The government is encouraging the ownership of personal e-mail accounts for both teachers and pupils, but care needs to be taken that the implications for the school and for the pupil are appreciated.

- Pupils will not be allowed to access personal e-mail from the school system.
- Pupils may send e-mail as part of planned lessons. This assumes a high level of trust and pupils will be asked to sign the Acceptable Use Statement.
- In-coming e-mail will be regarded as public.
- Received e-mail may be examined.

- E-mail sent to external organisations should be written carefully and authorised before sending and should be regarded in the same way as a letter written on school headed paper.
- Staff must use the school's approved email system for any school business.

The e-mail access for staff is provided by (AD ASTRA ACADEMY) using Microsoft 365.

8. Social Networking

The school does not permit pupils to access their private accounts on social or gaming networks at any time during the school day.

The school also strongly discourages pupils from using age-inappropriate social networking outside of school. Should the staff be made aware of incidents or activities on these social networks, which has a direct effect on the pupil's behaviour or attitudes within school, then the school reserves the right to take action regarding their accounts. This may include discussions with parents, information letters or reporting the pupil's access to the respective organisations/companies.

- The school will block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils should be advised not to place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.
- Staff official blogs should be password protected and run from the school website with approval from the Senior Leadership Team. Staff must not run social network spaces for pupil use on a personal basis.
- Staff should not communicate with pupils or parents through their personal social networking applications and should ensure that their personal social networking applications are both secure and free from images and comments which may be regarded as unprofessional or bring the school or their profession into disrepute.
- Pupils and parents will be taught about the dangers of social media and gaming and look at ratings and age-appropriate content. They will have focused e-safety lessons/deliverance addressing this.

9. Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.

All staff are aware of specific pupils (they have responsibility for) in school which do or do not have photograph permissions. If they do have permission, staff are aware of which platforms they can be used on.

- When using digital images, staff should inform and educate students/pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their own children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published, made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital or video images.
- Staff and volunteers are allowed to take digital/video images to support educational aims using school equipment, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website and will be covered by a consent form.
- Pupil's work can only be published with the permission of the pupil and parents or carers.

10. The management of the school's website

<https://rosebrook.adastraschools.org/>

A well designed and regularly updated website can promote the school, celebrate achievement and publish resources for projects or homework. Ground rules are important to ensure that the website reflects the school's ethos, and that information is accurate and well presented. As the school's website can be accessed by anyone on the Internet, the security of staff and pupils must be considered carefully. Although common in newspaper reports, the publishing of pupil's names beside photographs that identify individuals is considered inappropriate on web pages. While any risks might be small, the parents' perception of risk has been taken into account in the devising of this policy.

- The Headteacher will delegate editorial responsibility to members of staff to ensure that content is accurate, and quality of presentation is maintained.
- Pupils will be made aware that the quality of their work published on the Web needs to reflect the diversity of the audience.
- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name.

- The point of contact on the website should be the school address and telephone number. Home information or individual e-mail identities will not be published.
- Photographs must not identify individual pupils. Group shots will be used in preference to individual "passport" style images.
- Full names will not be used anywhere on the website or school social media, particularly alongside photographs.
- Written permission from parents will be sought before photographs of pupils are published on the school website or social media.

11. The management of the school's online communication

<https://www.facebook.com/rosebrookprimary>

Strong links and good communication between home, school and the local community are essential. We communicate online through a number of different formats (e.g. website, Facebook, email, text messaging service). These sources of communication enable interaction and comments to be posted from external sources over which the school has limited control. This is identified as a potential risk and filtering measures are in place to ensure inappropriate comments linked to the school's communication pages are edited or deleted as appropriate. Pupils, staff and parents are reminded about appropriate use of online communication and that threats/abuse will be dealt with in an appropriate manner and originators of the comments will be held responsible for their actions. Any reported cases of this nature will be referred to the Ad Astra's legal services for advice and any individual responsible for comments which are defamatory and against the law, will be asked to remove the comments immediately. If this is not done, the matter will be reported to the Internet Service Provider and the police.

12. The availability of other Internet applications

The Internet is the underlying technology, but new applications are being developed to use this ability to communicate, such as blogs, Newsgroups and webcams. Many of these facilities have great potential for education, for instance pupils exchanging live text, speech or video with a similar class in another location around the country or world, at low cost. However, most new applications start without the needs of young users being considered, particularly the area of security.

- Pupils will not be allowed to access public chat rooms.
- Any Newsgroups or Blogs are password protected and only available to staff.
- New facilities will be thoroughly tested before pupils are given access.

13. The authorisation of Internet access

In school, all staff, and all pupils will be granted access to the Internet as a blanket requirement, with a single written record made by the Headteacher to this effect. Parental permission will be required before pupils can access the Internet.

- Internet access is a necessary part of statutory curriculum. It is an entitlement for a pupil that is based upon responsible use.
- At Foundation Stage and Key Stage 1, the majority of the access to the Internet will be by teacher or adult demonstration. However, there may be situations when pupils have supervised access to specific approved on-line materials.
- At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in the responsible use of the Internet.

- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a permission form (see Appendix C). This will be an indication by the parents and pupils that they have discussed, understand and accept the implications of the use the Internet in school and at home.

14. The assessment of risk when using the Internet in school

The school will address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system. In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and work with Ad Astra Tech Support to ensure reasonable precautions are in place to allow users access to appropriate material, including the use of filtering software. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a device. Neither the school nor Ad Astra can accept liability for the material accessed, or any consequences thereof.

15. The complaints procedure regarding E-Safety

Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school. Transgressions of the rules could include minor as well as the potentially serious consequences and a range of sanctions will be linked to the school's behaviour policy.

- A generalised process for dealing with e-safety complaints is provided in Appendix D.
- Responsibility for handling incidents will be given to a senior member of staff.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedures.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- Sanctions available include interview/counselling by staff, and if appropriate, informing parents or carers.
- A pupil may have e-mail, Internet or computer access denied for a period of time depending on the nature of the incident.

16. Security and data protection

All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's e-safety Policy.

When accessing, amending and saving any data or information, relating to the school or pupils, school staff follow the guidelines set out in the General Data Protection Regulations 2018.

Personal data will be recorded, processed, transferred and made available according to the act. Password security is essential for staff, particularly as they are able to access and use pupil data. Staff have secure passwords which are not shared with anyone.

Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals using the following standards:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Held no longer than is necessary
- Processed in line with individual's rights
- Kept secure
- Transferred only to other countries with suitable security measures.

17. Communication of Policy

17.1. Pupils

- Rules for Internet access will be posted in prominent positions around school.
- Pupils will be informed that Internet use will be monitored.
- Safe and responsible use of the internet and technology will be reinforced across the curriculum. Particular attention will be given where pupils are considered to be vulnerable.

17.2. Staff

- All staff will be given the School E-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 are essential.
- Staff training in safe and responsible Internet use both professionally and personally will be provided.

17.3. Parents

- Parents' attention will be drawn to the School E-Safety Policy in newsletters, on the school website, through an information leaflet and the availability of e-safety discussion during parents evening and parent partnership groups.
- A partnership approach with parents will be encouraged. This will include parent/carers events with Internet safety demonstrations and suggestions for safe home Internet use.

Appendix A: Staff Internet Access Agreement

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's computing and Internet Access Policy have been drawn up to protect all parties – governors, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- Access should only be made via the authorised account and password that should not be made available to any other person.
- Activity that threatens the integrity of the school computing systems, or that attacks or corrupts other systems, is forbidden.
- All Internet use, including the use of the Learning Platform, should be appropriate to staff professional activity or to student's education.
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Users should refrain from using their school accounts for personal mail.
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded.
- Members of the Teaching Team, with the exception of the Head and Deputy Head Teachers should not engage in one-to-one correspondence with parents via email.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Copyright of materials and intellectual property rights must be respected.
- Legitimate private interests may be followed, providing school use is not compromised.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.

Staff should sign a copy of this Internet Access Agreement and return it to the Head Teacher.

Full Name: Post:

Signed: Date:

Approved: Date:

Appendix B: E-Safety Rules for Internet Use



We provide computers and Internet access as a research tool to help our learning.

The following rules will help keep everyone safe:

- I will use only my own username and password.
- To help protect other pupils and myself I will tell a teacher if I see anything I am unhappy with or if I receive a message I do not like.
- I will not access other people's files.
- I will use the computer only for school & homework.
- I will not bring memory sticks or DVDs into school without permission.
- I will ask permission from a member of staff before using the Internet.
- I will only e-mail people I know or those my teacher has approved.
- The messages I send will be sensible with no bad language.
- I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- I will report any cyber bullying at home or school to an adult who can help stop it.
- I understand that the school can check my saved files and what websites I visit.

Appendix C: Responsible Use of the Internet

Dear Parent/Carer,

As part of pupil's curriculum enhancement and the development of computing skills, Rosebrook Primary School is providing supervised access to the Internet including email. We believe that the effective use of the World Wide Web and email is worthwhile and is an essential skill for pupils as they grow up in the modern world. Would you please read the attached rules for Responsible Internet Use and sign and return the consent form so that your child may use Internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet access provider operates a filtering system that filters access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable filters are placed on the ability of pupils to access inappropriate materials, Ad Astra cannot be held responsible for the nature or content of materials accessed through the Internet. The council will not be liable under any circumstances for any damages from your child's use of the Internet facilities.

The access your child will have to the Internet will be highly planned for and appropriate to enhance their educational needs.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

Headteacher

Parent/Carer's permission

I give permission for access to the Internet on the terms set out in the above letter.

Signed:

Print name

Date

Pupil's agreement

I agree to follow the rules for Responsible Internet Use.

Signed:

Print name

Class

Appendix D: Child Internet, Video & Photography

Consent

Dear Parent/Carer,

During your child's life at Rosebrook Primary School, we may wish to take photographs of activities that involve your child. The photographs may be used for school displays, presentations, newsletters and use on school's social media sites, such as our school website and Facebook page. As you know, photography can be a powerful tool for pupils learning and forms an interesting and exciting visual record of work and events. We are actively encouraged to take photographs for assessment purposes, and pupils should also be encouraged to take digital images for their computing work.

When we display photographs, we will only ever use first names and class. The photographs we take will be archived periodically but may be used for presentations or special occasions.

From time to time, we are approached by the media. Photography or filming will only take place with the permission of the head Teacher, and under appropriate supervision. When filming or photography is carried out by the news media, pupils first names only will be used. Images that might cause embarrassment or distress will not be used, nor will images associated with material on issues that are sensitive.

Before taking any photographs of your child, we require permission. Please complete the consent form below and return to school as soon as possible.

Consent form for Images of Children

Name of Child:.....

Name of Person Responsible for the Child:.....

I understand that:

- Staff, pupils, or professional photographers acting on behalf of the school, may take images for use in displays, presentations and newsletters.
- Some images may be used on social media sites, such as the school website and school Facebook page.
- The local media may take images of activities that show the school and children in a positive light, e.g. Reception Year, new starters, drama and musical performances, sports and prize giving.
- Embarrassing or distressing images will not be used.
- The images will not be associated with distressing or sensitive issues; and
- The school will regularly review and delete unwanted material.

Having read the above statement, do you give your consent for photographs and other images to be taken or used?

(Please circle as appropriate)

I DO/DO NOT give my consent for photographs to be taken and used in school displays and presentations

I DO/ DO NOT give my consent for photographs to be taken and used on school website and school Facebook page

Signature of person responsible for the child:
Relationship to the child:
Date (Date/Month/Year):

Appendix E: Acceptable Use of Computing for Pupils

Early Years

- I will take care when using the school computing equipment and use it properly
- I will only share my password or login details with trusted adults
- I will tell an adult if I see anything which upsets me
- I will only take a photograph or video of someone if they say it is alright
- I will not deliberately write anything which upsets other people
- I understand that the school may talk to my parent or carer if they are worried about my use of school computing equipment
- I understand that if I do not follow these rules I may not be allowed to use the school computers or internet for a period of time, even if it was done outside school

KS1 Pupils

- I will look after all the school computing equipment and use it properly
- I will only share my password or login details with trusted adults
- I will tell an adult if I see anything which upsets me
- I will always ask before downloading from the internet or using material I have brought into school because I understand the risks from virus infections
- Any work I upload to the internet will be my own
- I will only take a photograph or video of someone if they say it is alright
- All of the messages I send will be polite
- I will not send messages which upset other people
- I will not give away my personal information or talk to people I do not know using the internet
- I understand that the school may check my use of computing and talk to my parent or carer if they are worried about my E-safety
- I understand that if I do not follow these rules I may not be allowed to use the school computers or internet for a period of time, even if it was done outside school

KS2 Pupils

- I will look after all the school computing equipment and use it properly
- I will only share my password or login details with trusted adults
- I will tell an adult if I see anything which upsets me
- I will always ask before downloading from the internet or using material I have brought into school because I understand the risks from virus infections
- Any work I upload to the internet will be my own
- I will only take a photograph or video of someone if they say it is alright
- All of the messages I send will be polite
- I will not send messages which upset other people
- I will not give away my personal information or talk to people I do not know using the internet
- I understand that the school may check my use of computing and talk to my parent or carer if they are worried about my E-safety
- I understand that if I do not follow these rules I may not be allowed to use the school computers or internet for a period of time, even if it was done outside school