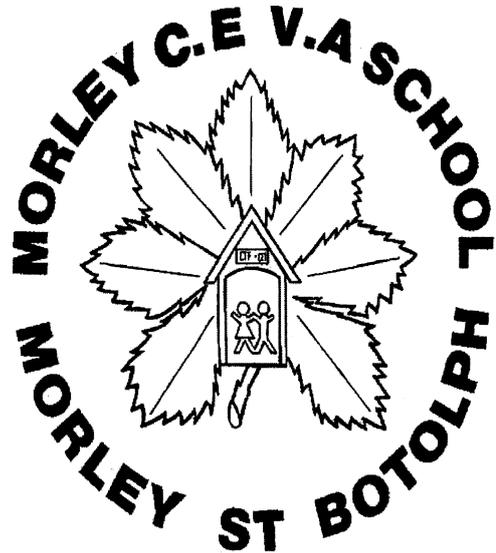


Tacolneston & Morley CE VA Primary Schools Federation

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ONLINE SAFETY POLICY

All policies at Tacolneston & Morley CE VA Primary Schools Federation should be taken as part of the overall strategy of the school and implemented within the context of our Safeguarding Policy and our vision, aims and values as Church of England Schools.

Agreed: Summer 2020

Head Teacher:

Governor:

Review: Summer 2021

(This policy is based on the Norfolk Model Online Safety Policy)

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ONLINE SAFETY POLICY

Writing and reviewing the Online Safety policy

This Policy is part of Federation's Statutory Safeguarding Policy. Any issues and concerns with online safety must follow the school's safeguarding and child protection processes.

- The Federation will identify a member of staff who has an overview of Online Safety, this is the Designated Safeguarding Lead (DSL).
- Our Online Safety Policy has been written by the Federation, based on best practice and government guidance. It has been agreed by the Headteacher, staff and approved by governors.
- The Online Safety Policy and its implementation will be reviewed November 2020
- The Online Safety Policy was discussed by Staff and approved by the Governors

Rationale

The purpose of this policy is to:

- Set out the key principles expected of all members of the Federation community at Morley and Tacolneston Schools with respect to the use of technologies.
- Safeguard and protect the children and staff.
- Assist Federation staff working with children to work safely and responsibly with technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of technologies for educational, personal or recreational use for the whole Federation community.
- Have clear structures to deal with online abuse.
- Ensure that all members of the Federation community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

The main areas of risk for our Federation community can be summarised as follows:

Content

- Exposure to inappropriate content
- Lifestyle websites promoting harmful behaviours
- Hate content
- Content validation: how to check authenticity and accuracy of online content

Contact

- Grooming (sexual exploitation, radicalisation etc.)
- Online bullying in all forms, social or commercial identity theft, including passwords

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Conduct

- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation
- Health and well-being (amount of time spent online, gambling, body image)
- Sexting
- Copyright (little care or consideration for intellectual property and ownership)

Scope

This policy applies to all members of the Morley and Tacolneston Federation community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of Federation technologies, both in and out of the schools.

Communication

The policy will be communicated to staff/pupils/community in the following ways:

- The Policy is posted on the school website.
- New staff are signposted to the Online Safety Policy on the Federation website in the Staff Induction Schedule.
- All staff must read and sign the 'Staff Code of Conduct' before using any Federation technology resource. The 'Staff Code of Conduct' is provided to new staff in the Induction Schedule.
- Regular updates and training on online safety for all staff, including any revisions to the policy
- ICT Code of Conduct (previously referred to as an Acceptable Use Policy) discussed with staff and pupils at the start of each year. ICT Code of Conduct to be issued to whole Federation community, on entry to the schools.

Handling Concerns

- The Federation will take all reasonable precautions to ensure online safety is in line with current guidance from the Department for Education (DfE)
- Staff and pupils are given information about infringements in use and possible sanctions.
- Designated Safeguarding Lead (DSL) acts as first point of contact for any safeguarding incident whether involving technologies or not
- Any concern about staff misuse is always referred directly to the Headteacher, unless the concern is about the Headteacher in which case the concern is referred to the Chair of Governors

Review and Monitoring

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- The online safety policy is referenced within other Federation policies (e.g. Safeguarding and Child Protection policy).
- The online safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the Federation
- There is widespread ownership of the policy and it has been agreed by staff and approved by Governors. All amendments to the Federation online safety policy will be disseminated to all members of staff and pupils.

Education and Curriculum

Pupil online safety curriculum

This Federation:

- Provides children with a clear understanding of how to stay safe online. This covers a range of skills and behaviours appropriate to their age and experience
- Will remind pupils about their responsibilities through the online safety rule posted in all networked rooms. This is done at the start of the Autumn term and then at least the start of each term.
- Ensures staff are aware of their responsibility to model safe and responsible behaviour in their own use of technology, e.g. use of passwords, logging-off, use of content, research skills, copyright. This is consistent with GDPR.
- Ensures staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights

Staff and governor training

This Federation:

- makes regular up to date training available to staff on online safety issues and the Federation's online safety education program
- provides, as part of the induction process, all staff [including those on placement and work experience] with information and guidance on the Online Safety Policy and the Federation's ICT Code of Conduct

Parent/Carer awareness and training

This Federation:

- provides information for parents/carers for online safety as appropriate

Incident management

In this Federation:

- there is strict monitoring and application of the online safety policy, including the ICT Code of Conduct

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- support is actively sought from other agencies as needed (i.e. the local authority, UK Safer Internet Centre helpline, CEOP, Police, Internet Watch Foundation) in dealing with online safety issues
- monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the Federation
- parents/carers are specifically informed of online safety incidents involving children for whom they are responsible
- the Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law
- we will immediately refer any suspected illegal material to the appropriate authorities – i.e. Police, Internet Watch Foundation and inform the LA

Managing IT and Communication Systems

Internet access, security and filtering

In this Federation:

- we follow guidelines issued by the Department for Education to ensure that we comply with minimum requirements for filtered broadband provision

E-mail

This Federation:

- Provides staff with an email account for their professional use, e.g. nsix.org.uk and makes clear personal email should be through a separate account
- We use anonymous e-mail addresses for contacting the Federation e.g. head@, office@
- Will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date

Pupils email:

- Pupils are taught about the online safety and 'netiquette' of using e-mail both in school (if used) and at home.

Staff email:

- Staff will use LA or Federation provisioned e-mail systems for professional purposes
- Access in school to external personal e mail accounts may be blocked
- Never use email to transfer staff or pupil personal data unless it is protected with secure encryption. 'Protect-level' data should never be transferred by email. If there is no secure file transfer solution available for the situation, then the data / file must be protected with security encryption.

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Federation website

- The Federation and Schools web sites comply with statutory DfE requirements
- Most material is the Federation's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- Photographs of pupils published on the web do not have full names attached. We do not use pupils' names when saving images in the file names or in the tags when publishing to the Federation or schools websites.

Social networking

Staff, Volunteers and Contractors

- Staff are instructed to always keep professional and private communication separate.
- Teachers are instructed not to run social network spaces for pupil use on a personal basis or to open up their own spaces to their pupils, but to use the schools' preferred system for such communications.
- The use of any school approved social networking will adhere to ICT Code of Conduct

Pupils:

- Are taught about social networking, acceptable behaviours and how to report misuse, intimidation or abuse through our online safety curriculum work.
- Children are required to follow our online safety rules posted in all networked rooms

How will Cyberbullying be managed?

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

- Children are required to follow our online rules posted in all networked rooms
- It is essential that pupils, staff and parents/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. CEOPS and Childnet have produced resources and guidance that will be used to give practical advice and guidance on cyberbullying.
- Cyberbullying (along with all forms of bullying) will not be tolerated in our Federation. All incidents of cyberbullying reported to the Federation and will be recorded.

There are clear procedures in place to investigate incidents or allegations of bullying:

- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- The Federation will take steps to identify bullying behaviour, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.

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Sanctions for those involved in Cyberbullying may include: The perpetrator will be asked to remove any material deemed to be inappropriate or offensive. A service provider may be contacted to remove content. Internet access may be suspended at the relevant school for the user for a period of time. Parent/carers will be informed and the Police will be contacted if a criminal offence is suspected.

Parents/Carers:

- Parents/carers are reminded about social networking risks and protocols through our parental ICT Code of Conduct/AUP and additional communications materials when required.
- Parents' attention will be drawn to the Federation Online Safety Policy on the Federation website.
- Parents and carers will from time to time be provided with additional information about online safety.

Data Security

Management Information System access and data transfer

We use guidance from the Information Commissioner's Office to ensure that we comply with our responsibilities to information rights in our Federation

Equipment and Digital Content

Bring Your Own Device Guidance for Staff and Pupils

- Mobile phones will not be used. Parents and staff are informed of this in induction.
- The sending of abusive, offensive or inappropriate material is forbidden.
- Staff should not share personal telephone numbers with pupils and parents. (A school phone will be provided for staff where contact with pupils is required).

Digital images and video

In this Federation:

- We gain parental/carer permission for use of digital photographs or video involving their child as part of the Federation agreement form when their daughter/son joins one of the schools (or annually)