



'Valuing Learning, Learning to Value'

E-Safety / Online Safety Policy

Policy status:

Recommended

Purpose

This policy statement outlines the online safety work and access to the Internet and E-mail facilities at Yorkley School.

The purpose of Yorkley School's online safety policy is to:

- Safeguard and protect all members of Yorkley School's community online.
- Identify approaches to educate and raise awareness of online safety throughout the community.
- Enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards practice when using technology.
- Identify clear procedures to use when responding to online safety concerns.

The implementation of this policy is the responsibility of all teaching staff and should be overseen and monitored by the co-ordinator, Head Teacher and subject governor.

Aims and Objectives

Online safety incorporates Internet technologies and electronic communications such as mobile phones and wireless technology. Technology is constantly changing at home and in the community; its impact on the lives of individuals continues to grow, therefore, it is essential to educate children about the benefits and risks of using new and existing technology. At Yorkley School, we aim to provide safeguards and awareness to users to enable them to control their online experiences.

As part of the curriculum, children will be made aware of the guidelines for the acceptable use of the Internet. They will be taught how to use the Internet responsibly and will always be given clear objectives when using the Internet. Throughout the school, children will be taught that they are responsible for their actions on the Internet.

Pupils will be taught that publishing personal information and photographs on the Internet is not advisable due to potential risks. Whilst using the Internet at school, children will be taught to report any issues, and inappropriate Internet content, immediately to a member of staff.

Complaints of a child protection nature will be reported to the designated Child Protection Officer and will be dealt with in accordance with school child protection procedures.

Ensuring Internet access is appropriate and safe

The Internet is used in school to support and enhance learning opportunities; it is part of the statutory curriculum and is a necessary tool for learning. A large majority of pupils use the Internet outside school and will need to be taught how to evaluate information obtained from the Internet.

Whilst at Yorkley School, children will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. It is also vital that they are fully equipped in knowing how to take care of their own safety and security whilst using the Internet.

Whilst using the Internet in school, children will be undertaking activities that will extend and enrich their learning as part of our Creative Curriculum. Children will be given clear objectives for Internet use and will access material under guidance from their class teacher. Teachers will supervise children and take all reasonable precautions to ensure that users only access material appropriate to their learning.

In school, children will only be allowed to access their allocated and approved school e-mail account. Any e-mails sent will only be to others in school, or to pre-approved e-mail addresses.

Just as with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. As a school, we will take every practical measure and precaution to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet. However, due to the international scale and nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Instead, children will be suitably equipped to know how to react and respond if the situation did arise.

Internet users may encounter a range of risks online; these are identified as the three Cs:

- **Content:** being exposed to illegal, inappropriate or harmful material
- **Contact:** being subjected to harmful online interaction with other users
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

This could include:

	Commercial	Aggressive	Sexual	Values
Content	<ul style="list-style-type: none"> • Advertising & Sponsorship • Spam • Copyright 	<ul style="list-style-type: none"> • Violent content • Hateful Content 	<ul style="list-style-type: none"> • Pornographic content • Sexual comments 	<ul style="list-style-type: none"> • Racist & extremist content • Misleading or biased information & advice • Body image & self esteem • Distressing or offensive content
Contact	<ul style="list-style-type: none"> • Tracking • Geo-location • Harvesting data 	<ul style="list-style-type: none"> • Being bullied (cyberbullying), harassed or stalked 	<ul style="list-style-type: none"> • Meeting 'strangers' • Sexualised bullying • Grooming • Online Child Sexual Exploitation 	<ul style="list-style-type: none"> • Self-harm & suicide • Unwelcome persuasions • Grooming for extremism
Conduct	<ul style="list-style-type: none"> • Sharing personal information • Illegal downloading &/or sharing • Hacking • Gambling 	<ul style="list-style-type: none"> • Bullying (cyberbullying), harassing or stalking others 	<ul style="list-style-type: none"> • Sexualised bullying of others • Sharing sexual content • Creating or sharing Youth produced sexual imagery (Sexting) • Unhealthy/inappropriate sexual relationships • Child on child sexualised or harmful behaviour 	<ul style="list-style-type: none"> • Providing misleading or biased information & advice • Encouraging others to take risks online • Sharing extremist views • Creating &/or sharing inappropriate content • Problematic Internet Use or "Addiction" • Plagiarism

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our Internet access provides a service designed for pupils, including a "firewall" filtering system through SWGFL; intended to prevent access to material inappropriate for children

- children using the Internet will normally be working in the classroom/ICT suite, during lesson time and will be supervised by an adult (usually the Class Teacher)
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils
- if staff or pupils discover an unsuitable site, it will be reported to the Class Teacher and then Computing Co-ordinator or IT Support Technician who will ensure that it is subsequently blocked
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed home/school agreement
- pupils will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others
- pupils will have access to information from relevant outside agencies.

Children using the school's computing facilities will be expected to comply with the above measures. Failure to comply, may result in a temporary or permanent ban on a pupil's use of the facilities.

Staff use of email

Email is an essential method of communication for educational settings, however, it can provide for unregulated contact from unknown individuals outside of the community. Spam, phishing and virus attachments can make emails dangerous. Therefore, at Yorkley School, all staff (including teachers, teaching assistants, midday supervisors and Governors) must use their designated school email accounts to safeguard themselves and others.

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 cyber bullying 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.

Parents / Carers

Parents and carers are vital to teaching and empowering children to become safe and responsible digital citizens. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the Internet and may be unsure about how to respond. Yorkley School will therefore seek to provide information and awareness to parents and carers through:

- curriculum activities
- letters, newsletters, web site
- parents / Carers information sessions led by school / PSCOs
- high profile events / campaigns e.g. Safer Internet Day.

Governors

The Computing Governor is appointed by the Governing Body to support and make a positive contribution to the school. Their role will include:

- liaising with the school regarding current practice in classrooms
- keeping up-to-date with online safety practices
- providing feedback to the Governing Body

The Computing Governor will be supplied with all the appropriate information on matters regarding online safety through meetings with the Computing Coordinator and through Governors' meetings.

Links with other policies:

Acceptable Users policy

Allegations against staff

Anti-bullying

Behaviour, Rewards and Sanctions

Complaints

Data protection

Equal Opportunities

Health and Safety

Home School Agreement

Safeguarding and Child Protection

SRE policy

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