



# MANBY LODGE INFANT SCHOOL

## Online Safety Policy

**Policy reviewed: Spring 2021**

**Date of next review: Spring 2022**

The Online Safety Policy relates to other policies including those for Anti-bullying, Safeguarding and Child Protection, Acceptable Use of Technology (for staff), Behaviour, and the Staff Code of Conduct.

Manby Lodge has a Computing Leader, Miss Lonergan who works in collaboration with The Designated Safeguard Leads, and the PSHE Lead, in order to ensure this policy meets the ever-changing issues relating to the Internet and its safe use.

Our Online Safety Policy has been written, building on best practice and government guidance.

### **Remote Learning**

With schools now having a statutory duty to provide Remote Education while schools are closed to the majority of children, under Covid-19 restrictions, we are now using and relying on technology to enable our children to learn in ways that are completely different to us. We have therefore made additions throughout this policy to ensure that Safeguarding and Online Safety remains a priority whilst we are offering Remote Education to the majority of our children.

### **1. Introduction and Overview**

#### **Review and Monitoring**

Our Online Safety Policy will be reviewed annually **or** when any significant changes occur with regard to the technologies in use within the school

#### **What is Online safety?**

Online safety encompasses internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. Online safety highlights the need to educate children about the benefits and risks of using internet technologies and electronic communications and provides safeguards and awareness for users to enable them to control their online experience.

#### **The purpose of this policy is to:**

- Set out the key principles expected of all members of the school community at Manby Lodge Infant School with respect to the use of technologies both in school and whilst learning remotely at home.
- Safeguard and protect the children and staff.

- Assist school 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 school community.
- Have clear structures to deal with online abuse such as online bullying, in line with the school's Behaviour / anti-bullying policy and Safeguarding policy.
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.

## **Rationale**

- The risks to pupils online could include: exposure to inappropriate content, promotion of harmful behaviours, hate content, inaccurate or illegal material, grooming and sexual exploitation, exposure to radicalisation, online bullying, lack of awareness of a digital footprint, identity theft, breach of copyright, invasion of privacy and sharing of private content.

## **Communication**

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

- Policy to be posted on the school website and available to all members of the school community.
- All staff or visitors must read and sign the 'Acceptable Use Policy' before using any school technology resource.
- Regular updates and training on online safety for all staff, including any revisions to the policy.

## **2. Education and Curriculum**

### **Pupil online safety curriculum**

- Manby Lodge has a clear, progressive online safety education programme as part of the Computing (Purple Mash), PSHE (Jigsaw) and other curriculum areas as relevant. This covers a range of skills and behaviours appropriate to their age and experience. SMARTY the school's Online Safety mascot will continue to underpin the key behaviours for staying safe online.
- Pupils will be taught to evaluate internet content for authenticity and to be critical of its contents.
- Pupils will be shown how to publish and present information appropriately to a wider audience.
- Pupils will be taught how to report unpleasant internet content.

### **Introducing the Online Safety policy to pupils**

- Appropriate elements of the Online Safety Policy will be shared with pupils through our online safety curriculum work and through use of SMARTY within the classrooms.

- SMARTY safety posters will be in all classrooms and inside the laptop trolleys.
- Pupils will be informed that network and internet use will be monitored.
- Curriculum opportunities to gain awareness of online safety issues and how best to deal with them will be provided for pupils, for example, Anti-bullying Week and Internet Safety Day.

### **Staff and the Online Safety policy**

- All staff will have access to the Online Safety policy and its importance explained.
- Regular updates and training on online safety shall be provided for all staff, including any revisions to the policy.
- The school 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 etc.
- Staff providing online lessons, or communicating with others through Microsoft Teams/Zoom have read 'Guidance for safer working practice for those working with children and young people in education settings, updated April 2020'.
- Staff are also guided by the covid 19 addendums in the Acceptable use of Technology Policy and the Staff Code of Conduct Policy.

### **Enlisting parents' support**

- Parents' and carers' attention will be drawn to the school Online Safety policy in newsletters, Dear Parents and on the school website
- Internet issues will be handled sensitively to inform parents without undue alarm
- A partnership approach with parents will be encouraged. This will include an opportunity for an Online Safety focussed Shared Learning, which will provide suggestions for safe Internet use at home
- The school will ask all new parents to sign the parent agreement when they register their child with the school
- The school will ask parents to support the same principles, as outlined in the parent agreement and Remote Learning Computing Contract (Appendix 1), whilst learning at home.

### **3. Incident management**

- There is strict monitoring and application of the online safety policy, including the Acceptable Use Policy and a differentiated and appropriate range of sanctions
- Monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school

- Any concerns about staff misuse must be referred to the Head teacher, in line with the school's Whistleblowing Policy
- Concerns of a child protection nature must be referred to one of the DSLs via yellow Concerns forms, unless the concern is about the Head teacher in which case the concern is referred to the Chair of Governors
- Staff, pupils, volunteers and parents will be informed of the online safety concerns procedure
- The Police will be contacted if one of our staff 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 and inform the L.A.
- Incident managing and reporting should continue as usual during remote learning.

#### **4. Managing IT and Communication Systems**

##### **Managing internet access and filtering**

- The school's internet access is provided by RM and includes filtering appropriate to the age of pupils, in accordance with DfE guidelines. The school will work in partnership with RM to ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable and updated as necessary.
- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and inter-linked online content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor TurnITon (our school's IT support provider) can accept liability for the material accessed, or any consequences of internet access.
- Virus protection will be updated regularly
- If staff or pupils come across unsuitable online materials, the source/website must be reported to one of the DSLs via yellow concerns forms

##### **E-mail**

###### **Manby Lodge:**

- Provides staff with an email account for their professional use, and should use personal email addresses through a separate account
- We will also use anonymous e-mail addresses, for example 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

###### **Staff email:**

- Staff will use LA- or school-provisioned e-mail systems for professional purposes

- Never use email to transfer staff or pupil personal data unless it is protected with secure encryption through Egress Switch when emailing outside of the school

### **Authorising internet access**

- All staff must read and sign the '**Acceptable Use Policy**' before using any school ICT resource. They are aware of the Covid -19 Addendum which has been added to this policy.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems
- Parents have been provided with a **Remote Learning Computing Contract**.

## **5. Digital Content**

### **Published content and the school website**

- The school website will comply with the statutory DfE requirements
- The contact details on the school website and other public sites should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The School Business Manager, Hayley Atkins, will take overall editorial responsibility and ensure that the school's website and other related public content is accurate and appropriate.
- The school will seek to ensure that the use of internet-derived materials by staff and by pupils complies with copyright law.

### **Publishing photographs, images and work**

- Written permission from parents or carers will be obtained before photographs or video of pupils are published
- Photographs that include pupils will be selected carefully.
- Pupils' full names or personal information will be not be used on the school website or other public sites
- Parents should be clearly informed of the school policy on publishing images, both on school and independent electronic stores.

### **Managing emerging technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- The school will audit ICT use to establish if the Online Safety Policy is adequate and that the implementation of the Online Safety Policy is appropriate and effective.

## **6. Data Security and equipment**

- Management information system access, storage and data transfer will comply with the General Data Protection Regulations.
- Permission needs to be sought from the Head teacher for school devices to be taken off the school premises. No encryption-level data will be stored on non school-based external devices. The school will provide encrypted storage devices for sensitive data.
- The school may issue devices to some pupils during a school closure to support remote learning. The parent will sign the Loan of Computing Equipment (Appendix 2) document on receipt of the device.
- Devices from home should not be used at school unless permission has been given from the Head teacher.



# January 2021

## Acceptable Online Usage and Permission

Parent/guardian name .....

Pupil name: .....

Pupil's class: .....

### Part 1)

ICT and the related technologies such as the Internet are an expected part of children's daily learning in school. The following is designed to ensure that all parents/ guardians are aware of their responsibilities when using the internet with their children. Parents/ guardians are expected to sign this form and adhere at all times to its contents. Any concerns or clarification should be discussed with the head teacher or ICT leader.

*I, the parent / carer, am aware of the pros and cons of my child using the internet. I will support the school's E-safety policy and help my child to be safe and responsible in their use of ICT and related technologies. I will promote E-safety with my child and will help them to develop a responsible attitude to system use, communications and publishing.*

### For example:

- I will encourage my child not to share personal information e.g. address and telephone number with people online.
- I will encourage my child not to use inappropriate language and to be polite and friendly when using the internet
- I understand that all my/my child's use of the internet is monitored and logged when using school software

*I will report any incidents to the school that may breach this policy.*

*I agree to follow this code of conduct and to support the safe use of ICT with my child.*

### Part 2)

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the internet and other digital technology, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered service and teaching online-safety skills to children.

**A signature is not required for this document, the terms herein are confirmed by all parties upon receipt.**

## APPENDIX 1: Remote Learning Computing Contract



### Manby Lodge Infant School

#### Computing Code of Conduct:

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of school staff.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not reveal my passwords to anyone.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to a member of school staff.

#### During Remote Learning:

- I will blur or change my background during video meetings.
- I will use the raise hand feature during a meeting when I want to speak.
- I will ensure that my camera is angled to only show my face.
- I will be mindful of the things I write on the class chat.
- I will not set up my own personal Teams.
- I will only contact my teacher during school hours and this will only be for academic reasons.
- I will not share the details of any other children's names that I see on Teams.

I understand that my internet use at Manby Lodge Infant School and when using Microsoft Teams will be monitored and logged and can be made available to the school staff.

I understand that these rules are designed to keep me safe and that if I choose not to follow them, Manby Lodge Infant School may contact my parents/carers.

**A signature is not required for this document, the terms herein are confirmed by all parties upon receipt.**



## APPENDIX 2: Loan Agreement for Computing Equipment



### LOAN AGREEMENT FOR COMPUTING EQUIPMENT

Manby Lodge Infant School is lending equipment for the purpose of remote home learning and this loan will enable your child to access this learning when otherwise they may not have been able to.

By signing this form, you agree to the following;

1. To only use the equipment for educational home learning purposes as advised by the school.
2. **Unless related to school**, not to download or install any apps or systems onto the device. This includes photographs.
3. To keep the equipment in good working condition (as it was received) and to clean it before returning it to school, using appropriate cleaning materials.
4. You are responsible for replacement costs if the equipment is lost, damaged, destroyed or stolen. If you fail to return the equipment you will be charged for the cost of replacing it.
5. The school is not responsible for any technical issues you may have. If the equipment stops working for any reason, you need to let us know via email and do your best to fix it.

By signing this Loan Agreement you acknowledge you have received a copy, have read the contract and understand and agree to the conditions of the agreement. Your signature is your commitment to adhere to these responsibilities and terms.

Name (print):

Signature:

Date:

Child's Name:

Class:

Relationship to child:

**Details of Equipment:**