Internet Usage & On-line Safety Policy

Background

New technologies have become integral to the lives of young people in today's society, both within school and in their lives outside school. The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning.

However, the use of these new technologies can put young people at risk within and outside Northern House School (Wokingham). Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate sharing of personal information.
- Unauthorised access to, loss of, or inappropriate sharing of personal information.
- The risk of being subject to grooming by those with whom they make contact on the internet.
- Inappropriate communication or contact with others including strangers.
- Cyber-bullying.
- Access to unsuitable video/internet games.
- An inability to evaluate the quality, accuracy and relevance of information in the internet.
- Plagiarism and copyright infringement.
- Illegal downloading of music or video files.
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.
- The sharing or distribution of personal images without an individual's consent or knowledge.

Many of these risks reflect situations in the off-line world and it is essential that this Online Safety and internet Policy is used in conjunction with other school policies within the suite of Safeguarding and Child Protection policies. As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

The Online Safety and Internet Policy that follows explains how we intend to do this, while also addressing wider educational issues in order to help young people to be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

Internet Usage & On-line Safety Policy

This policy is based on a 'Southfield School' policy, which closed on 31 December 2016. This policy has been adopted as far as possible following the sponsored conversion to Northern House Academy Trust. The policy is due for full review and will be done so at the earliest opportunity by the Local Governing Body of Northern House School (Wokingham), within a period of 6 months.

Development / Monitoring / Review of this Policy

This Online Safety and Internet Policy has been developed by the Headteacher and School Business Manager in consultation with the staff team and the Safeguarding Committee.
Northern House School (Wokingham) will monitor the impact of this policy by   using:

- Logs of reported incidents
- Internal monitoring of network activity
- Surveys and questionnaires of pupils and parents/carers
- Staff comments and observations

Scope of the Policy

This policy applies to all members of the Northern House School (Wokingham) family, including staff, pupils, volunteers, parents/carers, visitors, and community users who have access to and are users of Northern House School (Wokingham) ICT systems, both in and out of school time.

The Education and Inspections Act 2006 empowers the Headteacher, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other online safety & internet use incidents covered by this policy, which may take place out of school. Northern House School (Wokingham) will deal with such incidents within this policy and associated Relationships/Behaviour and Anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate online safety and internet behaviour that take place out of school.

Roles and Responsibilities

The following section outlines the roles and responsibilities for online safety & internet use of individuals and groups within the School:

- The School Business Manager is responsible for working with our appointed IT Consultant to ensure network security and Data Protection
- The Headteacher is a member of the Safeguarding Committee.

Northern House School (Wokingham) Senior Leadership Team

Northern House School (Wokingham) SLT has delegated the approval of the Progress & Achievement Committee with regards to the Internet Usage and On-line Safety Policy and will be responsible for reviewing the effectiveness of the policy. A member of the SLT will be appointed to the role of Online Safety and Internet Member attending Committee Meetings and reporting directly to the Progress & Achievement Committee as required.

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Headteacher and Senior Leaders

The Headteacher is responsible for ensuring the safety (including online safety & internet use) of members of the Northern House School (Wokingham) family, though the day to day responsibility for online safety and internet will be delegated to SLT and the School Business Manager.

The Headteacher, through SLT, is responsible for making sure that the staff team receive suitable CPD to enable them to carry out their online safety and internet roles and to train other colleagues, as relevant.

The Headteacher will receive regular monitoring reports from SLT.

The Headteacher and SLT should be aware of the procedures to be followed in the event of a serious online safety and internet allegation being made against a member of staff.

SLT

- Takes day to day responsibility for online safety and internet issues and has a leading role in establishing and reviewing the Northern House School (Wokingham) Internet Usage & Online Safety Policy and documents.
- Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety and internet incident taking place.
- Provides training and advice for all staff.
- Receives reports of online safety & internet use incidents and creates a log of all incidents to inform future online safety & internet use developments
- Reports where necessary to the Headteacher the Safeguarding Committee and the Progress & Achievement Committee.

The School Business Manager through the LA Network Management Provider

- Liaises with the LA and LA School Network Manager
- Is responsible for ensuring that the ICT infrastructure is secure and not open to misuse or malicious attack.
- That users may only access Northern House School (Wokingham) School network through a properly enforced password protection system
- Ensures the network is monitored and any attempts of misuse or network outage are reported to the Headteacher and School Business Manager.
- Logs training for all staff.

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