

	Online Safety Policy
Committee:	LEO Academy Trust
Approved:	November 2018
Review:	November 2020

Online Safety Policy

Introduction

1 Why internet use is important:

The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning:

The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use. 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 taught how to evaluate internet content:

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law. Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

2 Managing internet access

2.1 Information system security:

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.

Email:

- Pupils may only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive email.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone.
- Email sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

- The forwarding of chain letters is not permitted.

Published content and the school website:

- The contact details on the Web site should be the school address, email and telephone number. Staff or pupils' personal information will not be published.
- The school will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work:

- Photographs that include pupils will be selected carefully and will only feature pupils with parental permission.
- Pupils' details will not be used anywhere on the Web site or Blog, particularly in association with photographs.

Social networking and personal publishing:

- The school will block/filter access to social networking sites on the curriculum network.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind that may identify them or their location.
- Pupils will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- Pupils will be given Online Safety talks by trained staff.

Managing filtering:

- The school will work with the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the Online Safety Coordinator immediately.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

3 Procedures for whole school

3.1 Authorising internet access:

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- The school will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- Parents will be asked for consent.

3.2 Assessing risks:

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of internet access. Any pupil who discovers such material must immediately report it to a member of staff.
- The school will audit ICT provision to establish if the Online Safety Policy is adequate and that its implementation is effective.

3.3 Handling Online Safety complaints

- Complaints of internet misuse will be dealt with by 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 safeguarding procedures.

3.4 School-sanctioned use of social media

- There are many legitimate uses of social media within the curriculum and to support student learning. For example, the trust school has an official Twitter account (@LeoAcademies).
- There are also many possibilities for using social media to enhance and develop students' learning.
- When using social media for educational purposes, the following practices must be observed:
 - Staff should only publish photographs of children who have written consent of parents / carers.
 - Do not identify by full name (forename and surname) any children featured in photographs, or allow personally identifying information to be published on school social media accounts
 - Care must be taken that any links to external sites from the account are appropriate and safe
 - Any inappropriate comments on or abuse of school-sanctioned social media should immediately be removed and reported a member of SLT.
 - Staff should not engage with any direct messaging of students through social media where the message is not public.

4 Online Safety communications

4.1 Introducing the Online Safety Policy to pupils:

- Online Safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- Pupils will be informed that network and internet use will be monitored.

4.2 Staff and the Online Safety Policy:

- All staff will be given the School Online 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 is essential whenever and wherever staff use the internet.

4.3 Enlisting parents' support:

- Parents' attention will be drawn to the school Online Safety Policy in newsletters, the school brochure and on the school website.

4.4 Failure to comply:

- Failure to comply in any way with this policy will be considered a serious risk to health and safety and all incidents of non-compliance will be investigated by a senior member of staff.

5 Appendices

5.1 The LEO Academy Trust Internet / Email Code of Practice:

Pupil Agreement

I agree to use the internet and email at The LEO Academy Trust in a responsible manner for purposes stated by my teacher. I can expect that adequate supervision will be available when I am using the internet.

- If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.
- If I receive email that makes me feel uncomfortable I will immediately inform my teacher.
- I will not give out personal information such as my surname, address and phone number or that of my parents.
- I will not publish a picture or send a picture of myself without first checking with my teacher.
- I will always have my teacher's permission before publishing web pages and sending email.
- When publishing web pages and composing email messages I will only use language I understand is acceptable in my school.
- I will not publish to the internet using material from other web sites unless I have permission from the person who created the material.

I understand that breaches of the rules will see me lose my internet/email access rights for a period of time as determined by my teacher.

Pupil signature

Date

5.2 The LEO Academy Trust Internet / Email Code of Practice:

Parent/Guardian Agreement

- I agree to _____ using the internet at school for educational purposes in accordance with the Student Agreement.
- I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.
- I do / do not consent to my child corresponding with others, using email through the school's internet access.

Parent / Guardian signature

Date
