MOSSPITS LANE PRIMARY SCHOOL

Policy title	Online Safety policy
Function	For information and guidance about keeping children safe online
Last reviewed	March 2019

1. Introduction

This policy outlines view of Mosspits Lane Primary School of Online Safety. The policy has been drawn up as a result of staff discussion, parental consultation and has the full agreement of the Governing body. The implementation of this policy is the responsibility of all teaching and non-teaching staff.

2. Rationale

At Mosspits Lane Primary School we believe that the Internet and new technologies offer our students a wide variety of learning opportunities, both in the content that is available and howit can be accessed. These resources can enrich and enhance the teaching and learning that occurs in and outside of our classrooms.

The purpose of this policy is

- to protect children from undesirable content on the internet.
- to protect children from undesirable contacts over the internet.
- to protect children from excessive commercialism.
- to prevent unacceptable use of the internet by children or adults.

The focus of the policy is on both personal and shared responsibility. The policy also addresseslegal obligations with respect to copyright and data protection.

See Definitions - Appendix 1

3. Unintentional exposure of children to undesirable content

It is our school's policy that every reasonable step should be taken to prevent exposure of children to undesirable content on the internet. It is recognized that this can happen not only through deliberate searching, but also unintentionally when typing errors or a justifiable internet search yields unexpected results.

When it comes to protecting our students from inappropriate content, we use the filtering software and firewall, Smoothwall, provided by MGL, and this can certainly make a difference.However, we don't rely only on filtering, as it can never block everything. We recognise that our students should never use the technology or go online without permission from a memberof staff and always with supervision.

If a specific link is required, staff are encouraged to put this on their class page on the schoolwebsite. Staff must be vigilant when internet searches are carried out by children, and remindchildren to type 'for kids' after any key words and what to do if they find something inappropriate.

In the event of children being unintentionally exposed to undesirable content, the following steps will be taken:

1. Pupils should turn off the screen.
2. Notify a teacher immediately.

3. The teacher should isolate the PC in question and later identify how the undesirablecontent has been found.
4. The teacher will then notify the Headteacher
5. The incident should be recorded in the central e-Incident Log, by which the school mayreliably report the frequency and nature of incidents to any appropriate party.
6. The child's parents and/or the school Governors will be notified at the discretion of the Headteacher according to the degree of seriousness of the incident.

See e-Incident Log/Form - Appendix 2

4. Deliberate access to undesirable materials by adults

Deliberate access to undesirable materials by adults is unacceptable and will be treated as a disciplinary issue. If abuse is found, the matter will be treated as a very serious disciplinary issue. The Governors will be advised and the LA consulted.

5. Deliberate access to undesirable materials by children

Deliberate access to undesirable materials by children is unacceptable and will be investigatedfully by the Headteacher. The incident will be recorded in the central e-Incident Log, and the child's parents and/or the school Governors will be notified at the discretion of the Headteacher according to the degree of seriousness of the incident.

All children in the juniors have an individual log-in, so any breaches of 'Smoothwall' when monitored by the Headteacher, can be traced to an individual.

6. Receipt and transmission of e-mails by children

All e-mail accounts are managed by our Google Mail Account. All classes have class e-mail accounts, and Year 3 children have individual ones set up in the second half of Autumn Term as part of their online safety unit on e-mail.

Individuals may also have private e-mail accounts outside school at the discretion of their own parents.

7. Publishing materials on the internet & Parental Approval

It is recognized that staff and children may at some time produce and publish materials on a website associated with the school or LA.

No materials will be published on the internet, which contain any unacceptable images, language or content. Infringement of this rule will be taken as a serious disciplinary issue. No materials will be published, which reveal the identity of any child.

Photographs of children and materials produced by children are published on the internetwith parental permission.

It is important that staff are aware of children in their class who do not have parental permission to have pictures uploaded onto the web. This automatically includes Looked After

Children. The office will email these lists to staff as soon as available after September.

8. Use of the school internet by visitors and guests

Members of school staff will take responsibility for the actions of any adult guests or visitorsto whom access to the school internet facility is allowed. The essential do's and don'ts will be explained to such visitors and guests prior to their use of the internet and technology.

See Internet and Technology Do's and Don'ts - Appendix 3

Unacceptable use will lead to the immediate withdrawal of permission to use the school'sinternet facility, the Headteacher informed, and the adult may be escorted from the premises.

9. Legal Considerations

It is recognized that all materials on the internet are copyright protected unless copyright is specifically waived. It is the school's policy that the copyright of internet materials will be respected. Where materials are published on the internet as part of the teachers' professionalduties, copyright will remain with the City Council.

Internet materials will contain due copyright acknowledgements for any third party materials contained within them.

10. Parental Involvement

We encourage parents to be involved by:

- Presenting a short Online Safety briefing during their EYFS induction meeting andevery year thereafter at the September Parents Curriculum Meetings.
- Encouraging parents to support their children at home as they explore thetechnological world.
- Encouraging parents to be vigilant as their children explore the technological world.
- Sharing the SMART Rules.
- Encouraging parents to speak to us should an incident occur outside school.
- Providing information about what to do and where to go for help and advice via a reference sheet given at the Online Safety briefing, links on the school website and regular Digital Parenting magazines published by Vodaphone.

11. Role of the Coordinator

The Computing Curriculum Leader is responsible for managing and leading Online Safety throughout the school. This includes:

- Keeping the written policy up to date and in line with current thinking.
- Leading professional development of all staff in current Online Safety measures in accordance with staff development needs and supporting and guiding staff by encouraging the sharing of ideas.
- Advising and supporting colleagues in the implementation of Online Safety throughout the school.
- Liaise with class teachers and support staff regarding procedures.
- Contributing to whole-school Online Safety improvement by advising the SLT and

Governors on areas of strength and weakness and identifying clear ways to improveand sustain pupil safety.

- Being aware of national developments in Online Safety through reading relevantmaterials and attending courses where appropriate.
- Auditing Online Safety practise across the school using 360° safe online.

12. Link Governor

At Mosspits Lane Primary School we have an identified governor for Online Safety. The OnlineSafety governor visits the school regularly to talk with the Online Safety Co-ordinator. The Online Safety governor reports back to the appropriate Committee on the above.

For this academic year the Online Safety Governor is **Mr. J. Bailey**
j.bailey@mosspits.com

13. Internet Access

The children are aware that it is their responsibility to follow the Online Safety Rules of the school. Online Safety and Awareness is embedded in the curriculum and is age-appropriate for every year-group. As a school we have adopted the SMART Rules, and these are displayedin every classroom.

See SMART Rules - Appendix 4

14. Laptops and iPads for Staff – Appropriate Use

All teaching staff employed by Mosspits Lane Primary School, are given a laptop and an iPad for school and professional use. Key workers in EYFS and Year 1 are given an iPad to allow observations of children's learning to be collected and used. Teaching Assistants in other yeargroups are expected to use the class teachers' iPad in the course of a school day.

By using the equipment you agree to the following terms and conditions.

General Responsibilities

- Keep the equipment clean and in good working order.
- If taken home, ensure the equipment is in school for use every day.
- Ensure equipment is stored securely when not in use (in Computer Room)
- Report any technical problems asap to the Computing Co-Ordinator or Technician.
- Do not install additional software without the agreement of the Technician.

Laptops

- Ensure that there is sufficient anti-virus protection when using an Internet connection.
- Ensure that you check with the Computing Co-Ordinator or technician before installing new software for personal use – this should be removed when the equipment is returned.
- Ensure that any sites visited are completely child friendly.
- Ensure that no personal documents or files are stored on the equipment, as it is to be used in school.

iPads

- Ensure that you check with the Computing Co-Ordinator before installing new apps.
- Ensure that any sites visited are child friendly.
- Ensure that any personal documents or files, including pictures are not stored on thedevice.

Security

- The school will ask for the return of any piece of school electronic equipment atregular times, at the discretion of the Headteacher, for a random check of contents or for routine maintenance.

See Monitoring of School Equipment - Appendix 5

- Equipment in cars must be stored out of sight, and should never be left in a vehicle for prolonged periods or overnight.
- Ensure that the equipment is not used by unauthorized persons, including family orfriends.
- Take all reasonable steps to ensure the equipment is not damaged through misuse.
- When travelling, never leave equipment unattended.
- Try to refrain, where possible, from using your equipment in public places eg. Library,train station etc…
- Ensuring that the protection settings are left as set by the Technician.
- Passwords should be kept safe, and not stored with the equipment.
- Report any security breaches to the Headteacher immediately (either lost or stolen).
- Back up your files regularly and store them securely.
- Never use your own equipment to photograph children (always use the school's equipment) and ensure any photographs are stored on the school network.

Insurance

- All portable equipment is insured whilst in school or at home via the school's insurancewhere forced entry can be proven, or in an unattended motor vehicle as long as it was within the boot.
- If any equipment is lost or stolen, a report must be made to the Police. The Police should be given the school telephone number so that the equipment's serial number can be provided, and the school must be given a crime number for insurance purposes.

At all times the Equipment remains the property of Mosspits Lane Primary School, and will labelled as such and recorded on the Asset Register held by the Site Manager. It is to be returned in good working order before leaving the employment of the school.

Mosspits Lane Primary School issues laptops/iPads etc to members of staff to assist them withtheir daily teaching & learning and management & administration tasks and other professionalduties. This should be seen as a privilege not a right and the devices should be brought into school each day, not left at home.

Staff are required to sign and date an agreement when the device is issued to them, which makes clear that the device is the property of the school and is provided to them on a long term loan basis and that the member of staff can be asked to return the device to the HT at anytime - this may be for the operating system or other software updates and also as a checkthat the device is being used in accordance with the school's Acceptable Use Policy.

A member of staff accepting a device on long term loan also accepts that they will look after

the device to the best of their ability and take every reasonable endeavour and precautions toensure the security of the device. If the device is lost or stolen, the member of staff must report the loss of the device to the HT as quickly as is reasonably possible. In the case of the theft of the device, this must be reported to the Police and a crime reference number obtained.

Failure to comply with this policy may lead to disciplinary action and the school reserves the right not to issue devices or charge for repairs to members of staff, who choose not to look after school property to the expected standards.

Any illegal activity will be reported to the police immediately after it is discovered.

15. Portable Media

The use of USB memory sticks is no longer allowed. It poses a risk of virus infection to our school network, and also may contain personal pupil data that if taken off site could fall into the wrong hands. Personal pupil data is to remain stored on our secure server. Any documents that you need at home or from home can be emailed to yourself as a way of transporting them.

All laptop hard drives are now encrypted, but reasonable care should still be taken to avoid loss or theft.

16. Social Media

The school will use class or department based Twitter accounts as a way of sharing what we do with parents and the wider educational community. Staff must always ensure content is appropriate and no children can be identified.

Due to the age limit of 13 for most well-known social networking sites, it is the view of Mosspits Lane Primary School, that no child on roll should have their own social networking accounts outside school. We are aware that some parents allow it.

Staff who use social networking sites, may do so outside school hours, and not using school equipment. The school name must not appear on their profile. Staff are reminded to always consider the appropriateness of content posted on social networking sites and who is able to access it.

Liverpool have published a 'Use of Social Media' Policy, which we will be adopting.

See Use of Social Media - Appendix 6

17. Mobile Phones

Mosspits Lane Primary School recognise that many pupils own a mobile phone. We also recognise that some parents request that their child/ren bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school strongly discourages the bringing of mobile phones to school by pupils. The school is prepared to allow mobile phones

on the premises but only within the parameters stated below.

Staff

During teaching time, while on playground duty and during meetings, mobile phones will be switched off or put on ‘silent' or ‘discreet' mode. Except in urgent or exceptional situations,mobile phone use is not permitted. If using a phone in your own time, please do so out ofview of the children.

Be aware that on entering the school, smart phones will automatically detect and try to join our wireless network. Any internet searches performed off site may be picked up by our network.

Pupils

In general, pupils should not bring valuable items to school, as they can be easily lost orstolen, which can be distressing.

Pupils remain responsible for all of their personal effects whilst at school.

When pupils enter the school grounds, the school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

There are no reasons why a student needs to have in their possession or use a mobile phone during the school day.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

Students are advised that if they bring a mobile phone onto the school grounds during the school day, their parents need to complete the Mobile Phone Consent Form and they must hand the phone in at the office before school and collect it at the end of the school day. The phones will be secured in the office and students can retrieve their phone at the conclusion ofthe day.

See Mobile Phone Consent Form - Appendix 7 If

students do bring their mobile phone to school it should be clearly marked with their name.

Sanctions

Pupils who fail to follow these guidelines, may face:

- Confiscation of the mobile phone (parent to collect from office at the end of the day).
- Communication with parents/guardians regarding mobile phone use at school.
- A student being banned from bringing a mobile phone onto the school grounds.

Inappropriate Use

Generally, a mobile phone will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operationof the school.
- Threatens or is likely to threaten the safety or well-being of any person.
- Is in breach of any law.
- Is used to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video, use of Social Media or other data transfer system available on the phone.

It should be noted that it is a criminal offence to use a mobile phone to menace,harass or offend another person. The school may consider it appropriate to involve the police.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, applyequally to the inappropriate use of portable computer games, ipods and similar devices, whichare not permitted in school unless agreed by the Headteacher.

Exemptions
Exemptions of this policy can only be approved by the Headteacher and then only inexceptional circumstances.

Appendix One

Definitions

- **Undesirable Content**

-Pornographic images or obscene text on Internet Websites.
-Language that is abusive, profane, inflammatory, coercive, defamatory, blasphemous orotherwise offensive on websites or in e-mail messages.
-Racist, exploitative or illegal material or messages on websites or in e-mail.

- **Undesirable Contacts**

-e-mail messages from unknown or unverified parties who seek to establish a child's identityand/or to communicate with the child for advertising or potentially criminal purpose.

- **Unacceptable Use**

-Deliberate searching for and access to undesirable materials
-Creating and transmitting e-mail messages that contain unacceptable language or content.
-Creating and publishing internet materials that contain unacceptable language or content.

- **Adults**

-School teaching staff
-Non-teaching school staff
-Governors
-Parents & Visitors

Appendix Two

	e-Incident Log	2021 - 2022

Date	Child's name	Class	Staff	Brief Details of Incident

e-Incident Form

Date

Date	Child/ren's name/s	Class	Staff Reporting

PC internet mobile phone social networking e-mail website blog

Details of Incident

Action Taken

People Informed

Headteacher Parents Governors

Printout/Screenshot attached yes/no

Internet and Technology Do's and Don'ts

Do

-use the equipment as intended to avoid damage or injury.
-access software and websites either directed by the teaching staff orapproved to enhance your teaching.
-ensure vigilance when children are performing internet searches.
-report any incident directly to the teacher.

Don't

-use any school devices to access inappropriate materials or websites.
-remove any portable devices from the premises.

Never

-give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc or meet a young person outof school unless part of a planned school activity with the knowledge of your Line Manager.
-have conversations on social networking sites that make reference tochildren, parents or other colleagues at the school or be derogatory about the school.
-make any statements or post images on social networking sites that might cause someone to question your suitability to act as a role modelto young people or bring your own or the school's reputation into disrepute.
-communicate with parents through social networking sites and you arestrongly advised to declare any existing friendships/relationships to yourLine Manager.
-use personal equipment to photograph children, always use the schoolequipment, and ensure any photographs are stored on the designated secure place on the school's network and not on portable equipment.
-use your mobile phone in areas used by children unless in emergenciesor under agreed protocol set out by the Headteacher.

The SMART Rules



Appendix Five

Monitoring of iPads and Laptops

This will occur at least once, any time within any academic year. It is our aim that each piece of equipment is seen and monitored. The equipment will be selected by its serial number, and staff may or may not be given notice of this. There will always be two or more people carrying out themonitoring, made up of any combination of the following;

- ✓ Technician
- ✓ Headteacher
- ✓ Computing Co-ordinator
- ✓ Member of SLT
- ✓ Governor

Every effort will be made to remove equipment from the classroom for the least amount of timeand at the most convenient time, so as to minimize the disruption to lessons.

Records of dates and findings of monitoring will be held by the Computing Co-Ordinator. Feedback need

only given to a member of staff if anything is found that requires further action.

Use of Social Media Appendix Six

1. Introduction

1.1 Mosspits Lane Primary School recognises its statutory responsibilities related to employment. Day to day management of staff is delegated to the Headteacher; ultimate responsibility lies with the Governing Body.

1.2 The Governing Body of Mosspits Lane Primary School is committed to ensuring that all staff are aware of their responsibilities in connection with the growing use of social networking sites. It recognises that the use of such sites has become a very significant part of life for many people. They provide a positive way to keep in touch with family, friends and colleagues, and can be used to exchange ideas and thoughts on common interests. Examples of such sites include, but are not limited to, blogs (short for web logs), MySpace, Facebook, Bebo, YouTube, Windows Live Spaces, LinkedIn, forums, bulletin boards, multiplayer online gaming, chatrooms and instant messenger apps.

1.3 The Governing Body will ensure that all staff are made aware of this policy and any other related ICT protocols. This policy will be easily accessible to staff and the headteacher will make any new or temporary staff aware of this policy.

1.4 The Governing Body expect staff to keep a professional distance from students and to make a clear separation between their private social lives and those of students. Social networking between staff and students is prohibited. The exception to this is where the school social networking sites as a communication tool with parents, the community and the wider population (see 6.1.14)

1.5 It is important that all staff are able to use technologies and services effectively and flexibly whilst ensuring that they do not make themselves vulnerable. The Governing Body must balance this with their duty to safeguard students and the reputation of the school and the wider community.

2. To whom does this policy apply?

This policy applies to all employees, governors and volunteers at the school.

3. Aims:

- to enable staff and volunteers to use social networking sites safely and securely
- to ensure staff and volunteers are aware of the risks associated with inappropriate use of social networking sites
- to safeguard staff and volunteers with respect to use of social networking sites and make sure they do not make themselves vulnerable
- to ensure the Governing Body maintains its duty to safeguard students and the reputation of the school
- to ensure duty of care towards staff and volunteers adversely affected

4. Legislation

This policy has taken account of the following legislation:

- Human Rights Act 1998

- Data Protection Act 1998
- Freedom of Information Act 2000
- Computer Misuse Act 1990, amended by the Police and Justice Act 2006

5. Responsibilities

The Governing Body will:

a) ensure this policy is implemented
b) ensure that all staff and volunteers have access to this policy and all new employees and volunteers are made aware of it
c) seek professional advice and support from the Human Resources provider when necessary.
d) take appropriate action, up to and including referring the matter to the police in the case of staff and volunteers being subjected to abuse on social media.

The headteacher will:

a) know this policy and make sure that staff and volunteers also understand the policy and their own responsibilities
b) ensure that staff and volunteers understand the risks of the use of social networking sites and the possible implications of inappropriate use
c) instigate disciplinary procedures where appropriate
d) seek advice from HR providers where necessary in the case of potential misuse

Staff will:

a) behave responsibly and professionally in connection with their use of social networking sites
b) co-operate with the headteacher and Governing Body in implementing this policy

6. Use of Social Networking Sites

For their own security, employees should regularly review their privacy settings on all their social networking sites; however all communication via social networking should be made with the awareness that anything said, shown or received could be made available intentionally or otherwise to an audience wider than that originally intended. If in doubt guidance should be sort from an appropriate manager.

6.1 Staff must not access social networking for personal use through school information systems or using school equipment

6.2 Staff must not accept students as friends - personal communication could be considered inappropriate and unprofessional, and makes staff vulnerable to allegations

6.3 In no circumstances should staff post photographs of students, except where the staff member's own children attend the school. In these circumstances, staff members may post images of their own children and friends at social events; members of staff should take care to ensure the suitability of the images and that they are not posted in relation to the school.

6.4 Staff are advised not to be friends with recent students; the potential for staff to be compromised in terms of wall content and open to accusations makes the risk not worth taking

6.5 Staff must not place inappropriate photographs on any social network

6.6 Staff must not post indecent remarks

6.7 If a member of staff receives messages via social networking that they think could be from a student, they must report it to their line manager and contact the internet service or social network so that they can investigate and take the appropriate action

6.8 Staff are advised not to disclose their affiliation with the school on their profile(s), or write about their work.

6.9 Staff must not disclose any information that is confidential to the school or disclose personal data or information about any individual which could be in breach of the Data Protection Act.

6.10 Staff must not disclose any information about the school that is not yet in the public arena

6.11 Staff must not make defamatory remarks about the school / colleagues / students / parents or post anything that could potentially bring the school into disrepute.

6.12 Staff should not disclose confidential information relating to their employment at the school

6.13 Staff should avoid language which could be deemed as offensive

6.14 Where a school uses social networking for communication purposes, these networks can be accessed via school equipment. School will monitor this closely and only those with administrator rights should communicate in this way. Any misuse or abuse by staff, students or the wider community should be reported to the Headteacher

7. Breaches of the Policy

7.1 The Governing Body does not discourage staff from using social networking; however staff should be aware that they will take inappropriate use of social networking seriously. Any posts or comments which could be deemed online bullying or harassment will be dealt with in the same way as other instances of bullying or harassment.

7.2 The headteacher may take disciplinary action in the case of allegations of inappropriate use of social networking, depending on the seriousness of the allegations.

7.3 There may be instances where the school would be obliged to inform the police of any activity or behaviour where there are concerns about its legality

7.4 From time to time, staff and volunteers at school may be subject to abuse on social networking sites in connection with their role in school. Any such abuses should be reported immediately to the headteacher, who will inform governors and take whatever action is possible to deal with the situation and support the affected colleagues.

Appendix Seven

Mosspits Lane Primary School

Mobile Phone Consent Form

This form must be completed, signed by parents and returned to the school office beforeyour child brings their mobile phone to school.

Child's Name:_____

Class:_____

Reason for mobile phone being in school: _____

We (parent and child) understand that whilst the mobile phone is on the school site it must remain switched off and should never be used for any function eg. Phoning, texting, taking photos, playing of games, apps etc…

We (parent and child) understand that if the phone is switched on and used in any way whilst on school site that this will result in the mobile phone beingconfiscated (returned to parent) and not being allowed back into school.

We (parent and child) understand that whilst the mobile phone is in school that the school cannot be held responsible for any damage or loss that mayoccur.

Signed

Parent Child

_____ _____

Print Name Print Name