# Online Safety Policy - draft

**If you'd like to comment on this draft policy, please email: *info@silverdaleschoolnt.org.uk***

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# Online Safety Policy

# 1. Rationale

Internet use is part of the Silverdale School curriculum and a necessary tool for learning, used to enrich and extend learning activities. With this comes the responsibility to ensure that this learning takes place safely.

ICT has an all-encompassing role within the lives of children and adults. Current and emerging technologies used in school and, more importantly in many cases, used outside of school by children include:

a) The Internet
b) E-mail
c) Instant messaging – often using web cams
d) Blogs (an on-line interactive diary)
e) Podcasting (radio/audio broadcasts)
f) Social networking sites
g) Video broadcasting sites
h) Chat Rooms
i) Gaming Sites
j) Music download sites and apps
k) Mobile phones with camera and video functionality
l) Phones with email, web functionality.

Silverdale School has a responsibility to educate our pupils in the safe use of technologies. This Online Safety Policy recognises our commitment to e-safety and acknowledges its part in the suite of our safeguarding practices. It shows our commitment to meeting the requirements to keep pupils and staff safe.

## 2. Scope of the Policy

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

The ==Education & Inspections Act 2006== empowers Head teachers to such extent as is reasonable, to regulate the behaviour of students 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 incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. ==The 2011 Education Act== increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the school's behaviour management policy, ==Relationships Policy: Our unique approach to Behaviour Management (SILVP0010)==.

Silverdale School will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform carers/parents of incidents of inappropriate online behaviour that take place out of school.

## Students

- are responsible for using the school's digital technology systems in accordance with the ==Pupil Acceptable Use Agreement (APPENDIX 1).==
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- will be expected to know and understand school rules on the use of mobile devices and digital cameras. They should also know and understand rules on the taking and use of images and on cyber-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that Silverdale School's Online Safety Policy covers their actions out of school, if related to their membership of the school.

## Staff

- are expected to follow the appropriate sections of the Silverdale School Staff Hand Book in relation to online activities, computer/device use and internet activity.
- are responsible for promoting and supporting safe online behaviours to pupils.
- must comply with any IT policies and procedures Silverdale School has in place, including the ==Staff Acceptable Use Policy (SILVP0069).==

# 3. E-Safety Education

Pupils will use the Internet outside school and will need to learn how to evaluate and judge which information accurate, in addition to taking care of their own safety and security, as well as understanding what Internet use is acceptable.

Staff will guide pupils in online activities that will support learning outcomes planned for the pupil's age and maturity and educate them in the effective use of the Internet, including the skills of:

1. knowledge location
2. retrieval
3. evaluation

The teaching of online safety is included in the ICT Scheme of Work, but all staff should be including online safety issues as part of their discussions with Silverdale School pupils.

As a minimum pupils will be taught:
a) if they see unacceptable content on a screen, they must turn off the screen, and then report it immediately to a member of staff.
b) what Internet use is acceptable and what is not and be given clear objectives for online activity.
c) to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
d) the risk of online bullying, how to avoid it and what to do if it happens.
e) the issues and risks of placing personal information (including photographs) on social networking sites.
f) never to give out personal details of any kind which may identify them or their location.
g) the use of social networks brings a range of dangers and only moderated social networking sites should be used for a specific age range.

Online Safety posters will be displayed around the school buildings.

As part of induction to Silverdale School, carers/parents will be informed that pupils will be provided with supervised Internet access in lessons.

# 4. Use of E-mail by Pupils

Pupils may only use approved email accounts on Silverdale School's systems. This is currently the NTLP email system, provided by North Tyneside Council's Education Support team.

1. Pupils' e-mail accounts will be moderated by staff in order to prevent exposure to offensive or inappropriate emails.
2. Pupils must not reveal personal details of themselves or others in e-mail communication.
3. Incoming e-mail should not opened unless the author is known
4. E-mails from pupils should be written carefully and authorised before sending.
5. The forwarding of chain letters, SPAM, memes and other unnecessary messages is not permitted.

# 5. Use of Social Networking by Pupils

Access to social networking sites by pupils on school devices/equipment is not allowed.

# 6. Use of Games Consoles

Games consoles, including the Sony PlayStation, Microsoft Xbox and others, have Internet access which may not include filtering. Staff and pupils must be mindful of this when using any games consoles owned by the school.

# 7. Publishing Content Online

Photographs taken for official school use, which are likely to be stored electronically alongside other personal data, are covered by the Data Protection Act and the General Data Protection Regulation.

Before taking or publishing any photographs (still or moving) of pupils, parental permission is sought at the point of the pupil's induction to Silverdale School. This ensures that parents are aware of the way images of their child may be used by the school.

Silverdale School's website and social media channels reflect the diversity of activities, individuals and education that can be found throughout the school, however, Silverdale School recognises the potential for abuse that material published online may attract, no matter how small this risk may be.

Therefore, when considering material for publication online, the following principles must be followed:
1. Only images of pupils in suitable dress (to reduce the risk of inappropriate use) will be used.
2. The full names of pupils will not be used anywhere.
3. No link will be made between an individual and any home address.

# 8. Cyber Security

Silverdale School will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked online content, it is not possible to guarantee that unsuitable material will never appear on a school device. Silverdale School cannot accept liability for the material accessed, or any consequences of online access.

Silverdale School takes system security and cyber security very seriously. Silverdale School is a member of the *Schools Risk Protection Arrangement (SRPA)*, a Government-provided alternative to commercial insurance, which can help save time and money in the event of a cyber-security incident.

Silverdale School meets the four conditions of SRPA membership:
1. All Silverdale employees or Governors who have access to the Member's information technology system undertake NCSC Cyber Security Training.
2. Silverdale School is registered with Police CyberAlarm.
3. Silverdale School has a Cyber Response Plan in place.
4. Silverdale School has offline backups.

# 9. Cyberbullying

Cyberbullying is the deliberate use of information and communications technology, particularly mobile phones and online devices to upset or harm someone else. It may consist of threats, harassment, embarrassment, humiliation, defamation or impersonation.

In some cases incidents may be unintentional. The person responsible may not realise that remarks are publicly accessible or understand the effect that technologies produce. They may not be fully aware of the potential seriousness or impact of their actions. Therefore prevention activities are key to ensuring that whole school community clearly understands the serious consequences of cyberbullying including sanctions.

- Cyberbullying of pupils by pupils will be dealt with by following the school's **Student Anti-Bullying Policy (SILVP0093).**

- Cyberbullying of staff by pupils will be dealt with by following the school's established pupil disciplinary procedures.

- Cyberbullying by staff will be dealt with by the school's established staff disciplinary policies and procedures.

# 10. Reporting & Recording of Online Safety Incidents

Concerns over pupils' online safety should be reported immediately to one of the school's Safeguarding Leads or Deputies and to the child's Link Worker in the usual manner using the school's well established daily reporting procedures.

Complaints related to child protection must always be dealt with in accordance with Silverdale School's **Child Protection & Safeguarding Policy (SILVP0001)**.

## 1. Access of unsuitable materials

**Pupils** - Incidents will be recorded on the BehaviourWatch system in the usual manner as physical incidents are.

**Staff** - Incidents will be reported to the Head Teacher who will review the incident and decide on the appropriate course of action.

## 2. Illegal material or activity (found or suspected)

Such incidents should be reported to the Head Teacher (if appropriate), following the school's established safeguarding procedures. The Head Teacher will:

1. Report to the police.
2. Secure and preserve evidence.
3. Await police response.

- If illegal material or activity <u>is confirmed</u>, the police will be allowed to complete their investigations. The Head Teacher will seek further advice from the Local Education Authority on the interim treatment of the staff member or pupil.

- If <u>no</u> illegal material or activity is confirmed, the Head Teacher will instigate the school's disciplinary procedures for staff members/pupils.

# 11. Unsuitable Websites

If staff or pupils discover unsuitable websites, the URL (address), time, content must be reported to North Tyneside Council's Education Support team and/or IT Help Desk by a member of staff.

## 12. Policy Review

Due to the ever changing nature of digital technologies, it is best practice that the school reviews this Online Safety Policy at least annually and, if necessary, more frequently in response to any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place.

# APPENDIX 1 - Pupil Acceptable Use Agreement

**The following rules apply to ALL pupils at Silverdale School:**

- ✓ I will be responsible for my behaviour when using technology because I know these rules are to keep me safe.
- ✓ I will use school equipment & resources responsibly & with respect when directed by a member of staff.
- ✓ I will take full responsibility for damage caused to school equipment if used inappropriately and if I cause damage will be accountable for repairs or replacement.
- ✓ I will only use my own login details that has been given to me by my teacher when using devices and online learning environments and I will keep them secret.
- ✓ I will only use the internet in school when instructed by a member of staff.
- ✓ I agree not to join or use any social networking sites on school devices.
- ✓ I will turn off my device and tell a member of staff IMMEDIATELY if I see anything inappropriate online.
- ✓ I will inform my carers/parents if this happens at home.
- ✓ I will only send messages during lessons when instructed by the teacher.
- ✓ I will NEVER give out my own or others personal details.
- ✓ I will support the school approach to online safety and NOT deliberately download/upload any inappropriate images, videos, sounds or text.
- ✓ I know that the school can check my files and Internet sites that I visit will be filtered and monitored. The school may contact my parent/guardian/carer if the school is concerned about my online safety.
- ✓ I will NOT bring data storage devices (USB sticks, memory cards, etc) into school.
- ✓ I will never use the Internet or devices in an offensive way that may hurt or upset others.

**I understand that I am responsible for my actions, both in and out of school:**

I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement when I am outside of school and where they involve my membership of the school community (examples would be Cyberbullying, inappropriate use of images or personal information).

**I have read and understood the rules about online safety and I know that these rules are to help keep me safe.**

**Name:** _____ **Date:** _____