



# Millhouse

Primary School and Nursery

## Online Safety Policy

To be reviewed: Autumn 2024

*Inspiring tomorrow's generation, today.*

# MILLHOUSE PRIMARY SCHOOL AND NURSERY

## ONLINESAFETY POLICY

### INTRODUCTION TO ONLINE SAFETY

Online-safety encompasses Internet technologies and electronic communications. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

At Millhouse Primary School and Nursery, we aim to provide a happy, safe and healthy environment for all.

Our online-safety policy is part of the school development plan and it operates in conjunction with other policies including those for Safeguarding, Behaviour, Anti-Bullying, Curriculum and Data Protection.

Our appointed online-safety co-ordinator is the school's safeguarding lead.

The schools e-safety curriculum shall be devised, planned, and monitored by the ICT lead to ensure that it encompasses all current relevant aspects of online safety whilst pro-actively responding to any new threats or issues that the rapidly updating technology may bring. This shall be conducted under the supervision of the Safeguarding lead.

### TEACHING & LEARNING

The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

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 part of the statutory curriculum and a necessary tool for both staff and pupils.

#### **Authorising internet access**

Access to the internet for pupils will be a combination of adult demonstration and supervised access to specific, approved on-line materials.

#### **Publishing staff and pupil's images and work**

Photographs that include pupils will be selected carefully and will not contain any pupils who have not had permission granted.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Parents and carers may photograph or video special events, such as school plays, where the focus lies on their own child/children.

## Social Networking and Online Presence

Social networking is, in its broadest sense, any online platform whereby a user can interact and communicate with another. Millhouse Primary School classifies online sites such as Facebook, Twitter and Instagram as social media networks. This term also applies to other third-party communication software such as WhatsApp, snapchat and discord (plus any other form of group chat).

Staff, pupils and children's parents agree upon joining Millhouse Primary School that they are representatives of the school and as such will act accordingly both in public and online, in any form of social networking.

Millhouse primary School believes in an environment in which all pupils feel safe. Bullying, discrimination and peer on peer abuse – both online and offline – are not accepted. Such instances will be dealt with quickly and consistently whenever they occur. Online Bullying is deemed a criminal offense under UK law, as such where there is significant proof that a pupil, person or member of staff has engaged in online bullying, then the incident may be referred to the police.

Issues of 'sexting' will be dealt with in a consistent manner as outlined in the child protection policy.

All social networking sites and newsgroups will be blocked unless a specific use is approved.

Pupils will be advised never to give out personal details of any kind which may identify them or their location (i.e. Real name, address, phone numbers, email address, names of friends, specific clubs, etc.)

Pupils and parents will be advised that the use of social networking sites outside school is inappropriate for primary aged pupils.

Platforms and programs that may contain dangerous, misleading or inappropriate content, such as YouTube, TikTok or similar sites, will be blocked for pupils. Staff will have access to use only in an educational capacity.

## Filtering

The school will work in partnership with the Local Authority and the Internet Service Provider to ensure filtering systems are as effective as possible. We employ a state-of-the-art cloud base web filtration system which ensures that not only are inappropriate webpages flagged and filtered, but attempts to access them are reported by email to the ICT lead. Such instances provide teachable opportunities to help enable the pupils to identify for themselves why a website or online platform might not be appropriate for them.

Any website which directly relates to mental health issues, or seeking help with issues of self-harming, domestic or drug abuse will not be blocked. However, an alert will be sent to the ICT lead, whose responsibility is to investigate the site and pass any information to the Safeguarding Lead.

Pupils of Millhouse Primary are provided a personal google email address. This provides them with a bespoke login to Google Chrome and its associated features, such as Google classroom. To ensure that all procedures are being followed by the pupils, including the sharing of personal data and online bullying, these emails will have restrictions implemented on them.

Senior staff will ensure that regular checks are made to ensure the filtering methods selected are appropriate, effective and reasonable.

## World Wide Web

If staff or pupils discover unsuitable sites, the URL (address), time, date and content must be reported to the online-safety coordinator.

Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.

## Emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed.

Any electrical device, including mobile phones, which can access the internet, are not permitted to be used by pupils in school. For personal safety reasons, children in year 5 and 6 who have been given permission to walk to and from school on their own, are allowed to bring a mobile phone to school but it must not be kept on them nor in their bags and must be given to their teacher before the commencement of the school day, where it will be stored in class in a safe location. The school takes no responsibility for any mobile device brought into school and the pupil does so at their own risk.

## Information System Security School

ICT systems capacity and security will be reviewed regularly.

Virus protection will be kept up to date.

Security strategies will be in line with those provided by and supported by the Local Authority, and managed by the network manager (technician).

### **Protecting personal data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

### **External risks**

The world is a rapidly advancing place. Unfortunately, this brings with it new, ever evolving threats and issues. The use of technology has become a significant component of many safeguarding issues: risks from criminal and sexual exploitation, domestic abuse, female genital mutilation, forced marriage, substance misuse, radicalisation and extremism.

As part of the online safety curriculum children will be taught, in an age-appropriate manner, to recognise online and offline threats to their wellbeing.

Mechanisms and systems are in place for any adult or employee within the school to identify, intervene in and escalate any incident whereby an online safeguarding concern places the wellbeing of a pupil at risk.

### **Assessing Risks**

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. 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.

The school will audit ICT usage annually to establish if the online-safety policy is adequate and that its implementation is effective.

### Handling E-Safety Complaints

Complaints of internet misuse will be dealt with by a senior member of staff.

Any complaints about staff misuse must be referred to the head teacher. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

### Training & Understanding

#### **Pupils**

Pupils will be informed that internet use will be monitored.

An online-safety training programme is studied in each year group to raise the awareness and importance of safe and responsible internet use. This is taught at the start of every academic year.

Any misuse of the internet or technologies will be dealt with through the school's Behaviour Policy.

#### **Staff & Governors**

All staff & governors will be given the school online-safety policy and its importance explained.

Training of all staff is the responsibility of the Safeguarding Lead. It is considered as part of the overarching safeguarding approach of the school to ensure all pupils' safety and wellbeing. Online safety training forms part of staff induction for new starters.

Staff & governors should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are essential.

Staff I.P. addresses are registered and recorded by the school to ensure that all staff abide by the rules laid out in this document.

All staff & Governors will sign our Acceptable Use Agreement.

#### **Parents**

Parents will be advised of the risks of internet use in the home, and a list of suitable websites to support learning at home will be provided on request. Regular updates and advice will be communicated via email or on the school newsletter.

Where appropriate or necessary, workshops or meetings will be held for parents to support their understanding of safer internet use.

### Published Content and the School Website

The contact details on the website should be the school address, email and telephone number. Staff or pupil's personal information will not be published.

The Headteacher (or named delegate) will take overall editorial responsibility and ensure that content is accurate and appropriate.

This online-safety policy will be reviewed annually by the ICT lead to ensure that adequately reflects the needs of the pupils and staff of Millhouse Primary School.