



## ONLINE POLICY

**2018-19**

Date	Review Date	Coordinator	Nominated Governor
February 2018	June 2019	Gianna Colizza	Lucy Rome

## E-Safety

At Gesher School, we are committed to safeguarding and promoting the welfare of all pupils in our care. Our e-safety strategy enables us to create a safe e-learning environment that:

- Promotes the teaching of Computing within the curriculum
- Protects children from harm
- Safeguards staff in their contact with pupils and their own use of the internet
- Ensures the school fulfils its duty of care to pupils
- Provides clear expectations for all on acceptable use of the internet NB We additionally have an Acceptable IT Use Policy

We have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that used correctly Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems.

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security, as and where appropriate and as part of a safe learning environment

E-Safety, which encompasses Internet technologies as well as learning about and (where appropriate) using forms of electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

We believe all pupils and other members of the school community have an entitlement to safe and secure Internet access.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists' groups both foreign and within our country who wish to radicalize vulnerable children and to involve them in terrorism or in activity in support of terrorism. School personnel must be aware of the increased risk of online radicalization, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalization or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalization and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

## **Aims**

- To ensure that there is a secure firewall in place with regular monitoring of internet use by staff and children with immediate action take if inappropriate use is discovered i.e. referral to the DSL and to the LADO or Children's Services in the case of misuse by a child.
- To provide pupils with quality, appropriate and monitored Internet access as part of their learning experience across all curricular areas.
- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet.
- To evaluate Internet information and to take care of their own safety and security.
- To raise educational standards and promote pupil achievement.
- To protect children from the risk of radicalization and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and organizations to share good practice in order to improve this policy.

## **Responsibility of this Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff as Coordinator to be responsible for e-Safety including overseeing the monitoring of internet use;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;
- undertaken training in order to understand e-Safety issues and procedures;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel including pupils and parents are aware of and comply with this policy;
- work closely with the Governing Body and the coordinator to create a safe ICT learning environment by having in place:
  - a secure firewall and an effective range of technological tools
  - clear roles and responsibilities
  - safe procedures
  - a comprehensive policy for children, staff and parents
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable; appropriate action is taken including referral to the DSL if any misuse is discovered;
- embed e-Safety in all aspects of the curriculum and other school activities;
- work closely with the link governor and coordinator;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
  - monitoring learning and teaching through observing lessons and work scrutiny
  - monitoring planning and assessment
  - speaking with children, school personnel, parents and governors
- annually report to the Governing Body on the success and development of this policy.

### **Role of the e-Safety Coordinator**

The coordinator will:

- be responsible for the day to day e-Safety issues including maintenance of a secure firewall;
- undertake an annual e-safety audit in order to demonstrate that this policy is being effectively implemented;
- ensure that all Internet users are kept up to date with new guidance and procedures;
- have editorial responsibility of the school Web site and will ensure that content is accurate and appropriate;
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- undertake risk assessments in order to reduce Internet misuse;
- maintains a log of all e-Safety incidents and action taken including reporting to the Headteacher and Governing Board;
- ensure e-Safety is embedded in all aspects of the curriculum and other school activities;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- make effective use of relevant research and information to improve this policy;
- provide guidance and support to all staff;

- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;  
annually report to the Governing Body on the success and development of this policy in conjunction with the head teacher.

### **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- undertake appropriate training;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training;
- before using any Internet resource in school must read any related policy and accept the terms of the 'Responsible Internet Use' statement;
- be responsible for promoting and supporting safe behaviours with children;
- promote e-Safety procedures such as showing children how to deal with inappropriate material;
- report any unsuitable website or material to the e-Safety Coordinator;
- ensure that the use of Internet derived materials complies with copyright law;
- ensure e-Safety is embedded in all aspects of the curriculum and other school activities;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- report any concerns they have on any aspect of the school community

### **Role of Pupils**

Pupils will be aware of this policy and will be taught to (where appropriate):

- be critically aware of the materials they access or read;
- validate information before accepting its accuracy;

- acknowledge the source of information used;
- safely use the Internet for research;
- respect copyright when using Internet material in their own work;
- report any suspicious or offensive e-mail;
- report any unsuitable website or material to their class teacher or the e-Safety Coordinator;
- know and understand the school regulations on the use of:
  - mobile phones (If phones are needed at school, there will be a meeting with parents to develop a plan of use)
- know and understand the school regulations on the taking and use of photographic images and cyber bullying; (To be covered in ICT Lessons)
- treat others, their work and equipment with respect whether digital or otherwise;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- use language which is neither abusive nor offensive whether online or offline;

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be asked to support the e-Safety policy and to sign the consent form appended to this policy allowing their child to have appropriate Internet access in school;
- make their children aware of the e-Safety policy (where appropriate);
- be asked to take part periodic surveys conducted by the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

### **Internet filtering and Use**

We shall be entering into a contract with a reputed and national Internet provider to manage a secure and filtered Internet service which enables us to safely access and use the Internet and all email. The Internet filtering service will be annually reviewed.

Access to the Internet is designed to protect pupils and school personnel by blocking the following content:

- adult content containing sexually explicit images
- violent content containing graphically violent images
- hate material content promoting violence or attack on individuals or institutions on the basis of religious, racial or gender grounds
- illegal drug taking content relating to the use or promotion of illegal drugs or the misuse or prescription drugs
- criminal content relating to the promotion of criminal and other activities
- gambling content relating to the use of online gambling websites
- any inappropriate, non educational websites such as some social networking sites (some such sites may be made available if deemed to have educational value)

All users access the Internet in accordance with the School's Acceptable Internet Use & Agreement and will inform the ICT coordinator if at any time they find they have accessed inappropriate Internet sites.

When inappropriate material has been accessed the Internet Service Provider will be contacted and if necessary the Police.

### **Authorizing Internet Access**

- Before using any school ICT resource, all staff must read and sign the 'Acceptable IT Use Agreement'.
- Parents must sign a consent form before their child has access to the Internet.
- An up to date record will be kept of all pupils and school personnel who have Internet access.

### **Password Security**

All users are responsible for the security of their username and password and must not allow other users to use this information to access the system. All breaches of security must be reported.

### **E-mail**

Pupils must, where appropriate:

- only use approved e-mail accounts;
- report receiving any suspicious or offensive e-mails;
- not divulge their own or others personal details;
- not arrange to meet anyone via the e-mail;
- seek authorization to send a formal e-mail to an external organization
- not take part in sending chain letters

### **School Website**

Contact details on the website are as follows:

- the school address
- e-mail address
- telephone number

The school website will not publish:

- staff or pupils contact details;
- the pictures of children without the written consent of the parent/carer;
- the last names of any pupils who are shown;
- children's work without the permission of the pupil or the parent/carer

### **Social Networking and Personal Publishing**

Pupils will not be allowed access:

- to social networking sites except those that are part of an educational network or approved Learning Platform;
- to newsgroups unless an identified need has been approved

### **Inappropriate Material**

- Any inappropriate websites or material found by pupils or school personnel will be reported to the e-Safety Coordinator who in turn will report to the Internet Service Provider. Headteacher/DSL/Governor

### **Internet System Security**

- New programs will be installed onto the network or stand alone machines by a reputable IT firm;
- Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

### **Complaints of Internet Misuse**

- The Headteacher will deal with all complaints of Internet misuse by school personnel or pupils.
- Parents will be informed if their child has misused the Internet.

### **Raising Awareness of the Policy**

We will raise awareness of this policy via:

- the School Handbook
- the school website
- the Staff Handbook

- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel
- reports such annual report to parents and Headteacher reports to the Governing Body

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Safeguarding & Child Protection
  - Anti - Cyber bullying
  - Acceptable IT Use Policy and Agreement
  - ICT
  - Pupil Behaviour & Discipline
  - Anti-bullying
  - School Website
  - Mobile Phone Safety & Acceptable Use
  - Photographic & Video Images
  - Internet Social Networking Websites
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

## Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

# APPENDIX

## Internet Permission Form

Please complete and return this form to the School as soon as possible.

As part of your child's study at school there will be times when s/he will need to gain access to the Internet. In order for your child to make use of the school's internet facilities we require that this form is completed and signed.

Pupil Name: \_\_\_\_\_

Class: \_\_\_\_\_

\_\_\_\_\_

Parent or Guardian

As the parent or legal guardian of the pupil named above, I grant permission for my son / daughter to the Internet in school. I understand that the school has taken reasonable care to protect its pupils from inappropriate and objectionable materials but that this protection cannot be guaranteed to be 100% successful. I also understand that pupils will be held accountable for their own actions. I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media.

Parent/Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_