



Inspiring Education

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St Patrick's Catholic Primary School

The Catholic Diocese of Lancaster



2022/2023

Background

Online Safety Policy

This Online Safety Policy is one of a number of policies which form part of the school's approach to safeguarding. Through this policy, we aim to set out:

- how technology can enhance learning and describe the range of technology used in school
- how we balance security measures with the need for children to learn effectively
- how we educate pupils to recognize the risks associated with technology and how to deal with them

Why the Internet and digital communications are important

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

Enhancing learning through the use of the internet

Internet access is an essential aspect of a school in the 21st century. The level of access is tailored to the needs of the users across the school and includes filtering appropriate to the age of pupils. Levels of staff access are different to those of pupils, but this higher level of access is restricted to computers used by staff.

At times, pupils will be taught specific skills for searching the internet effectively. At other times, they will use the internet as tool to enhance learning in other subjects.

- 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





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- Pupils will be shown how to publish and present information to a wider audience in an appropriate way.

Pupils will be taught how to evaluate internet content

The school makes use of 'Lightspeed' as a system for filtering content. Although it is filtered, the system does not provide a complete block as this is seen as limiting pupil ability to learn about appropriate use.

- - The school will ensure that the use of internet-derived materials by staff and pupils complies with copyright law.
- - Pupils will be taught the importance of cross-checking information before accepting its accuracy.
- - Pupils will be taught how to report unpleasant internet content to teachers

Authorising internet access

At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials. At Key stage 2, pupils have greater freedom to search the internet, but they should do this according to guidelines set by the teacher.

Published content and the school web site

The school website is primarily for the sharing of information about the school with parents, pupils and third parties who wish to find out more about the school's work. A number of basic rules will be followed to ensure that content is appropriate and does not expose staff or pupils to undue risk:

- Staff or pupil personal contact information will not be published. The contact details given online should be the school office.
- The number of staff who can physically upload material is restricted.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Photographs that include pupils will be selected carefully and should never include any pupils whose parents who not given consent.
- A pupil's full name will not be used anywhere on a school website or other on-line space, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Work can only be published with the permission of the pupil and parents/carers.
- Pupil image file names will not refer to the pupil by name.
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.





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Social networking and personal publishing

- The school acknowledges the popularity and widespread use of social networking sites for personal publishing and information sharing. Parents are advised that some social networking sites do not permit membership to children until they are 13 (eg. Facebook).
- The school will not allow access to social networking sites, but educates pupils in their safe use if used out of school.
- 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, their friends or their location.
- Pupils and parents are advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- Although staff, volunteers of students may have social network accounts, they are not permitted to make any comment about any aspect of school life in this forum.

Managing filtering

- - The school will work with CLEO to ensure systems to protect pupils are reviewed and improved.
- - If staff or pupils come across unsuitable on-line materials, the site must be reported to the classteacher
- - The ICT Subject Leader and the ICT Technician will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Use of mobile phones and cameras

Children have their photographs taken to provide evidence of their achievements for developmental records. Photographs may be taken during lessons as evidence of a child undertaking learning activity, on school visits or special events eg a show.

Any photographs should be taken on school equipment.

Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records during session times.

Parents may take photographs of special events including their child, on the understanding that the image cannot be shared electronically either via email or social media.

On admission, parents will be asked to sign the consent for photographs to be taken in school or by the media for use in relation to promoting/publishing the school. This consent will last for a maximum of 5 years only. This does not cover any other agency and if any other agency requests to take photographs of any child then





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separate consent before photographs are taken will be sought.

Staff are permitted to have mobile phones in school. However, they must not be used in the presence of pupils unless it is an emergency. Ideally they should be used in staff areas ie the staff room or office areas. They may be used at break-times in empty classrooms. They are not to be used in circulation areas unless it necessary to deal with an emergency or school related matter.

Cameras and mobile phones are prohibited in toilet or changing areas.

Staff should approach the Headteacher if there are circumstances where special arrangements are needed with regard to photographs or mobile phones.

Pupils and mobile phones

Pupils are not ordinarily be permitted to bring mobile phones to school. In the event of a child having a phone in school, then it should be stored in the office safe until the end of the day.

Please refer to our separate 'Cyberbullying Policy' for further comments about our approach to pupils, mobile phones and social networking.

Parents taking photographs / videos

Parents are allowed to take photographs of their own child at school events such as sports day and school productions. They are advised that their photograph is for their own use and must not be shared via email or any form of social media.

Managing videoconferencing & webcam use

- - Videoconferencing should use the educational broadband network to ensure quality of service and security.
- - Pupils must ask permission from the supervising teacher before making or answering a videoconference call.
- - Videoconferencing and webcam use will be appropriately supervised for the pupil's age.

Managing emerging technologies

- - Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- - The senior leadership team should note that technologies such as mobile phones with wireless internet access can bypass school filtering systems and present a new route to undesirable material and communications.
- - Pupils are not permitted to have or use mobile phones in school





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- Games machines including the Sony Playstation, Microsoft Xbox and others have internet access which may not include filtering. Care is required in any use in school or other officially sanctioned location.

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- The appropriate use of learning platforms will be discussed as the technology becomes available within the school.

Security and data management

Personal data will be recorded, processed, transferred and made available according to GDPR

Data must be:

- Accurate
- Secure
- Fairly and lawfully processed
- Processed for limited purposes
- Processed in accordance with the data subject's rights
- Adequate, relevant and not excessive
- Kept no longer than is necessary
- Only transferred to others with adequate protection

In practice this means that:

- all staff computers are password protected
- passwords are required to access emails
- staff should not access pupil data through unsecured wireless systems at home
- mobile devices should be password protected (laptops and mobile phones) but should not contain personal details about pupils if they are used off-site (addresses, date of birth, medical conditions or information relating to safeguarding). They may be used to write comments about achievements or make comments about work
- only a limited number of desk-top computers have access to data about pupils other than that relating to teaching and learning
- transfer of information to third parties should be through the LCC secure email system or through another closed system

Assessing risks

The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. Neither the school nor CLEO can accept liability for any material accessed, or any consequences of Internet access. The school should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

Dealing with Incidents





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Handling online safety complaints

Complaints of internet misuse will be dealt with by an appropriate 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 child protection procedures. Pupils and parents will be informed of consequences for pupils misusing the internet.

Illegal Incidents

Any suspected illegal material or activity must be brought to the immediate attention of the Headteacher who must refer this to external authorities eg Police, CEOP. Staff must not personally investigate, interfere with or share evidence. Always report illegal content to the Internet Watch Foundation.

Examples of illegal offences include:

- Accessing child sexual abuse images
- Accessing images of child abuse
- Accessing criminally obscene adult content
- Incitement to racial hatred.

Communicating the Policy

A key principle of our approach is to involve the children in the development of our practice. All pupils have been involved in developing our "Responsible Use" statements

- Online Safety rules will be posted in rooms where computers are used and will be discussed with pupils regularly.
- Pupils will be informed that network and internet use will be monitored and appropriately followed- up.
- There is an ongoing programme of online safety training. This includes a number of elements: i)'Kidsafe' is followed through school as an approach for teaching about safeguarding and includes an online safety element ii) Specific teaching about online safety as part of our computing curriculum

Staff and the Online Safety policy

- All staff will be given the School Online Safety Policy and its importance explained.
- Staff must be informed that network and internet traffic can be monitored and traced to the individual user.
- Staff will use school cameras and school computers for taking, processing and storing images of pupils. Personal mobile phones must not be used

Enlisting parents' and carers' support

Parent awareness of the school's approach to Online Safety is a vital part of the school's work.

- - Parents' and carers' attention will be drawn to the School Online Safety Policy in newsletters,





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the school brochure and on the school website.

- - The school will maintain a list of online safety resources for parents / carers.
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Evaluation and Review

The policy will be reviewed at least annually or when significant changes in technology occur. We will consider the number of complaints received, the occurrence of inappropriate materials, the receipt of any offensive messages and computer or phone misuse by staff or pupils.

