

Online Safety

Where there is no guidance, a people falls, but in an abundance of counselors there is safety.

Proverbs 11:14



At The Cathedral Catholic School we are safe and cared for; we make Christ known and loved, using his example to strive for excellence in all we do.

In close partnership with parents and the parish of The Cathedral and St Thomas More, we aim to deliver an outstanding and distinctive Catholic education with Christ at its heart. Each person's unique value is recognised and nurtured so that, through God's grace we can grow, learn and realise our full potential.

We use our gifts and talents for the glory of God and in the loving service of others, proclaiming the Gospel and striving for the values of the Kingdom of God.

We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

Rationale

- The Internet is an essential element in 21st Century life for education, business and social interaction. The Cathedral Catholic Primary School has a duty to provide students with quality Internet access as part of their learning experience.
- 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 business administration systems.

Aims

By using the Internet we aim to:

- communicate with support services, professional associations and colleagues;
- develop staff professional development through access to national developments, educational materials and good curriculum practice;
- access experts in many fields for pupils and staff-*attend e-safety say at Our Ladies Catholic College;*
- develop educational and cultural exchanges between pupils world-wide and enhance cultural, vocational, social and leisure use in libraries, clubs and at home-*e-safety week February 8th 2016;*
- access world-wide educational resources;
- improve access to technical support including remote management of networks-use of tablets across the school;
- exchange curriculum and administration data with the LEA and DfES

Learning Outcomes

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupil *e-safety week February 8th 2016;*
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.
- In continuous provision children will be guided on how to use the internet and encourage/guided to make good choices when using the internet.
- Children will be supported when first using the internet.

How will pupils learn to evaluate Internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the ICT Subject Leader.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

The 'Do's and Don't's' of using the Internet

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- The head teacher or nominee will take overall editorial responsibility for the website and ensure content is accurate and appropriate.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.
- Pupils will not be allowed access to chat rooms.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

How Internet access is authorised.

The school will keep a record of all staff and pupils who are granted Internet access.

- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials-especially in continuous provision in KS1 and EYFS.
- At Key stage 2 pupils will be supervised and teacher-directed activities will make use of appropriate safe-search engines and online tools.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Use of the internet outside of lesson times will be at the discretion of the adult supervising the children. Children may only use the internet with permission.

How Photos, Images and Work Will be Published.

We consider our school website to be an asset to the school, providing a useful link between home and school. Work and photographs may be published on the website, to celebrate our achievements. No personal information or details will be published alongside pictures other than a first name if deemed necessary.

The Headteacher alongside the Senior leadership team will take responsibility for making decisions regarding the acceptability of published data including work published on the Pobble website.

All school material published, e.g. on the school website, prospectus, etc. will comply with the school's guidelines for publications including respect for intellectual property rights, privacy policies and copyright.

Risk Assessment

- 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.

- Methods to identify, assess and minimise risks of accessing inappropriate materials are detailed in:
 - Section 9 of this document – relating to ISP Internet Filtering and staff selection of Internet search keywords, screening of Internet search result listings and web-sites selected for use.
 - Section 10 of this document – Relating to pupil conduct.
 - Section 13 of this document – Relating to staff awareness.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The ICT Subject Leader along with the Headteacher will ensure that education/ technology shows and course are attended to attempt to keep abreast of emerging technology. The policy will be amended as the need arises; however it will be reviewed annually at the least.
- The Head teacher will ensure that the e-Safety policy is implemented and compliance with the policy monitored.

Filtering

We operate a number of strategies to filter access to Internet materials in order to minimise the possibility that pupils may access content of an inappropriate nature.

At The Cathedral Catholic Primary School we make use of the filtering system to ensure children are not exposed to anything inappropriate. In addition, staff will seek to enhance the screening of web-sites made available to pupils by:

- NEVER allowing aimless surfing of the Internet.
- Wherever possible avoid the pupil searching for a site of pertinence – teachers are to search and have the web-site available to the children as a link. Teachers will have visited the site previously and checked its content.
- When Internet search skills are the focus of the lesson teachers are to select specific, unambiguous keywords to be entered by pupils into search engines. Teachers are to only allow children to enter sites within such a search that the teacher has previously visited and checked. Where the use of a search-engine is a required element of the lesson, a safe-search will be used; by accessing Google safe-search through the home page or by addressing the children to Yahoologans or other child friendly search engines.

Despite careful design, filtering systems and teacher screening cannot be completely effective due to the speed of change of Web content.

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- Any material that the school believes is illegal must be referred to CEOP, through the ICT Coordinator.
- Any such inappropriate event must be reported to the child-protection manager

Introducing e-Safety to Pupils

- Rules for Internet access will be shared with all children.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- All pupils will have assemblies, either whole school, as a key-stage or as a year group, relating to e-Safety.

How Will Data Be Protected

All computers, within school, will be password protected. All computers will be locked or have been logged off, to prevent users from accessing information not relevant to them.

Dealing With eSafety Incidents

All members of the school community will be informed of the procedures for dealing with e-Safety concerns. The DCPC will keep a record/ log of any incidents and the actions taken. The school will manage any incident in accordance with other policies, including but not limited to the Behaviour/ Anti-Bullying/ ICT/ Safeguarding Policy. The school will inform parents of any concerns or issues it deals with.

Any complaints will be dealt with according to our complaints procedure (see complaints section below).

Staff Involvement

It is important that teachers and learning support assistants are confident to use the Internet in their work. The School Internet Policy will only be effective if all staff subscribe to its values and methods.

- All staff must accept the Agreed user document before using any Internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- Staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required.
- Staff must ensure that any mobile devices, for personal use, brought into school are not accessible by the children.

How should website content be managed?

The following four points are listed in Section 5 (the 'Do's and Don'ts' of Internet use) are emphasised:

- The point of contact on the Website should be the school address, school e-mail and telephone number.
- Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

Complaints procedure:

1. Initial complaints about misuse should be made to the class teacher with the Head Teacher informed.
 2. The class teacher will attempt to resolve the issue in line with the detail of the Cathedral Catholic Primary Schools e-Safety policy.
 3. Should the matter remain unresolved then the Head teacher will seek a resolution.
 4. If despite the e-Safety coordinator's involvement the complaint remains then the Headteacher will be informed.
- Parents and pupils will need to work in partnership with staff to resolve issues.
 - There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

- Sanctions available include: – interview/counselling by head; – informing parents or carers; – removal of Internet or computer access for a period, which could prevent access to school work held on the system, including examination coursework.
- Complaints of a child protection nature must be dealt with in accordance with child protection procedures.

How will parents' support be enlisted?

Parents' attention will be drawn to the School's e-Safety Policy.

Internet issues will be handled sensitively to inform parents without undue alarm.

Acceptable Use

The following statement has been the subject of consultation with the recognised trade unions in Lancashire Schools and Lancashire County Council.

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school is keen to see staff make full use of the system, in order that they might broaden their skills and enhance their professional development. The school's Internet Access Policy has been drawn up to protect all parties. With the agreement of the Head teacher, the system and internet access can be made available for occasional personal use, during the employee's own time i.e. after school and during the lunch break. Staffs are reminded that inappropriate use of the internet could result in action being taken under the terms of the School's disciplinary procedure. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited. Therefore, it is important that all staff familiarise themselves with the principles set out below All Internet activity should be appropriate to staff professional activity, including research for professional purposes. Where the system is made available for personal use, the same principles apply. Under the terms of the Authority's Trade Union Facilities Agreement, reasonable use of computer facilities for authorised trade union representatives is permitted. Access should only be made via the authorised account and password, Staff password should be a complex password containing 6 characters or more with capitals, numbers or special characters, which should not be made available to any other person; the password policy can be found in the Staff Handbook on Moodle. Activity that threatens the integrity of the school ICT systems and laptops, or activity that attacks or corrupts other systems, is forbidden; Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received; Use for personal financial gain, gambling, political purposes or advertising is forbidden; Copyright of materials must be respected; Posting anonymous messages and forwarding chain letters or video clips is forbidden; As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media; Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Review

Our e–Safety Policy has been written by the ICT coordinator, building on government guidance. It has been agreed by the Senior Leadership Team and approved by governors.

This policy will be reviewed annually.