



St. James' Blackburn  
CE Primary School

### Vision Statement

Guided by our Christian Values, we endeavour to inspire, cherish and serve our school community. We strive to be exceptional in all we do. We will nurture a love of all God's children. We seek to build respect for all faiths and beliefs.

*'Serve one another in love' (Galatians 5.13)*

### Mission Statement

Together we value, inspire and develop each other within a happy, safe community based on Christian values and respect for other faiths.

*'Show respect to everyone'  
(Peter 1 2.17)*

## LOVE

*'Serve one another in love'  
(Galatians 5.13)*

## RESPECT

*'Show respect to everyone'  
(Peter 1 2.17)*

## COURAGE

*'Be strong and courageous;  
do not be frightened or  
dismayed, for the Lord your  
God is with you wherever you  
go.'  
(Joshua 1.9)*

# Online Safety Policy

Date Agreed by Governors: 04/07/2019

Governor Review Date: 04/07/2021

## **School Vision**

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## **School Mission Statement**

Together we value, inspire and develop each other within a happy, safe community based on Christian values and respect for other faiths.

*'Show respect to everyone' (Peter 1 2.17)*

## **School Values**

The school has 9 school values underpinned by 3 core Christian Values of:

### **Courage**

*'Be strong and courageous; do not be frightened or dismayed, for the Lord your God is with you wherever you go.'* (Joshua 1.9)

### **Love**

*'Serve one another in love' (Galatians 5.13)*

### **Respect**

*'Show respect to everyone' (Peter 1 2.17)*

At St James' Church of England Primary School we strive to be exceptional in all that we do and ensure that the curriculum and its delivery reflect this vision. We are committed to high quality teaching and learning to raise standards of achievement for all pupils'.

Staff have been consulted in developing this policy, which summarises expectations and common working practices. It reflects what has been agreed in terms of approach and consistency and makes explicit the exceptional practice to which the school aspires. It also reflects the mission and values of the school and supports its vision.

## **Contents**

**Safety Audit**

**Teaching and Learning**

**Managing Internet Access**

**Staying Safe**

**Policy Decisions**

**Communications Policy**

**Use of Technology in Primary School**

**Useful Sites and Resources**

Our Online Safety Policy has been written by the school, building on the Blackburn with Darwen policy that has been adapted from Kent County Council/The Education People Online Safety Policy template 2018. It has been agreed by the Senior Leadership Team and approved by Governors.

### **Writing and reviewing the Online Safety policy**

The Online Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for child protection.

- C Forshaw is the schools Online Safety Co-ordinator who will work in collaboration with the Designated Safeguarding Lead.
- The Online Safety Policy and its implementation will be reviewed annually or in response to an incident.
- The Online Safety Policy was revised by V Moore.
- Lead Governor: Janet Chester

## Safety Audit

This quick self-audit will help the Senior Leadership Team assess whether the Online Safety basics are in place to support a range of activities.

Has the school an Online Safety Policy that complies with Becta guidance?	Yes
Date of latest update: 01.05.2019	
The Policy was first agreed by governors on: 14.10.14	
The Designated Lead for Child Protection is: V Moore	
The Online Safety Co-ordinator is: C Forshaw	
Has Online Safety training been provided for both students and staff?	Yes
Do all staff sign an ICT Code of Conduct on appointment? (Our Acceptable Use Policy)	Yes
Do parents sign and return an agreement that their child will comply with the School Online Safety Rules?	Yes
Have school Online Safety Rules been set for students?	Yes
Are these Rules displayed in all rooms with computers?	Yes
Internet access is provided by an approved educational Internet service provider and complies with DfES requirements for safe and secure access	Yes
Has an ICT security audit been initiated by SLT, possibly using external expertise	Yes
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Yes

## Teaching and learning

**As the children's access and understanding expands, so should the guidance and rules to ensure safe access use of the internet**

### Why Internet use is important

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

### Classroom use:

- Online safety will be taught as part of the Computing/PHSE curriculums and will be regularly revisited where necessary.
- Pupils will be taught to acknowledge the source of information used and to respect Copyright when using internet derived materials.
- Pupils will contribute to and follow age appropriate Online Safety Rules.
- Pupils will be taught how to evaluate Internet content appropriate to their age.
- Pupils should be shown how to build resilience and to develop strategies to manage and respond to risk online.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught what Internet use is responsible 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 appropriate to their age group.
- Sanctions for inappropriate use of the internet will be explained to the children.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

## Managing Internet Access

### Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection is updated regularly.
- Security strategies will be discussed with Blackburn with Darwen.

### Managing filtering

- The school will work with the LA and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the Online Safety Coordinator or DSL and the LA will be informed so that they can take appropriate action.

### Staying safe

The school will ensure that pupils and parents are aware of Online safety issues. A list of useful addresses and resources is included in this document.

- The school internet access is designed expressly for pupil use and includes appropriate filtering.

- Pupils may only use approved digital methods of communication on the school system for educational purposes.
- Pupils will be taught to tell an adult immediately about any offensive communications they receive or any inappropriate content they may encounter using digital technology.
- Pupils and staff will use setting owned equipment in accordance with our acceptable use policies.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location or arrange to meet anyone without specific permission.
- Pupils and parents will be advised that the unsupervised use of social network spaces outside school is inappropriate for pupils.

### **Published content**

Any information that can be accessed outside the school's intranet should be classed as published whether in electronic or paper format.

- Electronic communication sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- General contact details should be the school address, e-mail and telephone number.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

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

- Staff and pupils using digital cameras, video recorders or sound recorders will ensure that they inform others before recording them and always use equipment in a respectful manner.
- 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, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs or video of pupils are published.
- Where pupil's work is published the school will ensure that the child's identity is protected.

### **Managing emerging technologies**

- The educational benefit of emerging technologies and any potential risks will be considered before it is used in school.

### **Protecting personal data**

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and General Data Protection Regulations (GDPR).

### **Policy Decisions**

#### **Authorising Internet access**

All staff must read and sign the 'Staff Information Systems Code of Conduct,' before using any school ICT resource.

- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave.

- Parents will be asked to sign and return a consent form.

### **Assessing risks**

- 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. Neither the school nor Blackburn with Darwen LA can accept liability for the material accessed, or any consequences of Internet access. Any inappropriate access whether intentional or unintentional will be reported to the Online Safety Co-ordinator, DSL and to the LA where necessary.
- The school will audit ICT provision to establish if the Online Safety policy is adequate and that its implementation is effective.

### **Handling Online Safety complaints**

- Complaints of Internet misuse will be dealt with by a senior member of staff and where appropriate inform the LA.
- 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 the complaints procedure on request.

### **Communications Policy**

#### **Introducing the Online Safety policy to pupils**

- Online Safety rules are regularly updated in collaboration with the online safety champions. The rules will be posted in all classrooms and discussed regularly with the pupils.

#### **Staff and the Online Safety policy**

- All staff will be given the School Online Safety Policy and its importance explained.
- Staff should be aware that internet traffic may be monitored and traced to the individual device or login. Discretion and professional conduct is essential.
- The school may use monitoring software where this is available to ensure that inappropriate materials are not being stored or used on school equipment.

#### **Enlisting parents' support**

- Parents' attention will be drawn to the School Online Safety Policy in newsletters, the school prospectus and on the school website.
- Parents agree to Fair Use Policy when starting.

### **Useful addresses**

Safer Internet Centre Professional helpline

<http://www.saferinternet.org.uk/about/helpline>

CEOP videos

<http://www.thinkuknow.co.uk>

Digital parenting magazine

<http://www.parentzone.org.uk>

Internet matters

<http://internetmatters.org>

UK Safer Internet Centre

<http://saferinternet.org.uk>