

## **Mendip Edge Federation**

### **Online Safety Policy**

#### **1 INTRODUCTION**

This policy has been developed to ensure that all adults of the Mendip Edge Federation schools are working together to safeguard and promote the welfare of children and young people. This policy has been ratified by the Governing Body and will be reviewed on an annual basis. This policy works alongside the school's acceptable use policy (AUP) which users will still be expected to sign and abide by

- 1.1 Online safety is a safeguarding issue not an ICT issue and all members of the Mendip Edge Federation community have a duty to be aware of online safety at all times, to know the required procedures and to act on them.
- 1.2 This document aims to put into place effective management systems and arrangements which will maximise the educational and social benefit that can be obtained by exploiting the benefits and opportunities by using ICT, whilst minimising any associated risks. It describes actions that should be put in place to redress any concerns about child welfare and safety as well as how to protect the children, young people and staff of the schools of the Mendip Edge Federation from risks and infringements.
- 1.3 The Headteacher, or in their absence, the authorised member of staff for online safety has the ultimate responsibility for safeguarding and promoting the welfare of pupils in their care.
- 1.4 This policy complements and supports other relevant Mendip Edge Federation and Somerset County Council CYPD policies.
- 1.5 The purpose of internet use in school is to help raise educational standards, promote pupil achievement, support the professional work of staff as well as enhance the school's management information and business administration systems.
- 1.6 The internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction and the Mendip Edge Federation has a duty to provide children and young people with quality access as part of their learning experience.
- 1.7 A risk assessment will be carried out before children and young people are allowed to use new technology in the Mendip Edge Federation and other settings.

Date of Review: January 2017  
Date of Next Review January 2018

## **2 ETHOS**

- 2.1 It is the duty of the Mendip Edge Federation to ensure that every child and young person in its care is safe in both the real and 'virtual' or digital world. This expectation also applies to any voluntary, statutory and community organisations that make use of the school's ICT facilities and digital technologies.
- 2.2 Safeguarding and promoting the welfare of pupils is embedded into the culture of the Mendip Edge Federation and its everyday practice and procedures.
- 2.3 All staff have a responsibility to support E-safe practices in school and all pupils need to understand their responsibilities in the event of deliberate attempts to breach online protocols.
- 2.4 Online safety is a partnership concern and is not limited to the school premises, school equipment or the school day.
- 2.5 Bullying, harassment or abuse of any kind via digital technologies or mobile phones will not be tolerated and complaints of cyber bullying will be dealt with in accordance with Mendip Edge Federation's Anti-Bullying Behaviour principles.
- 2.6 Complaints related to child protection will be dealt with in accordance with the school Child Protection/Safeguarding policy.

## **3 ROLES AND RESPONSIBILITIES**

- 3.1 All Headteachers within the Federation will ensure that:
  - All staff should be included in online safety training. Staff must also understand that misuse of the internet may lead to disciplinary action and possible dismissal.
  - A Designated Senior Member of Staff for E-Learning/online Safety is identified and receives appropriate on-going training, support and supervision and works closely with the Designated Person for Safeguarding.
  - All temporary staff and volunteers are made aware of the school's E-Learning/online Safety Policy and arrangements.
  - A commitment to online safety is an integral part of the safer recruitment and selection process of staff and volunteers. Questions related to E-online safety will form part of the interview process of all prospective staff.
- 3.2 The Governing Body of the Federation will ensure that:
  - There is a senior member of the school's leadership team who is designated to take the lead on E-Learning/online Safety within the school.
  - Procedures are in place for dealing with breaches of e-safety and security and are in line with Local Authority procedures.
  - All staff and volunteers have access to appropriate ICT training.

3.3 The Designated Senior Member of Staff for E-Learning/online safety in each school will:

- Act as the first point of contact with regards to breaches in online safety and security.
- Liaise with the Designated Person for Safeguarding as appropriate.
- Ensure that ICT security is maintained.
- Attend appropriate training.
- Provide support and training for staff and volunteers in online safety.
- Ensure that all staff and volunteers understand and are aware of the school's E-Learning/online safety policy.
- Ensure that the school's ICT systems are regularly reviewed with regard to security.
- Ensure that the virus protection is regularly reviewed and updated.
- Discuss security strategies with the Local Authority particularly where a wide area network is planned.
- Regularly check files on the school's network.

*Please see appendices attached - 'Online Safety Incident Flowchart' and 'Prevent and Channel Referral Guide for Reporting a Concern of a Vulnerable Individual' for processes to be followed.*

#### **4 TEACHING and LEARNING**

- 4.1 The internet is a part of the statutory curriculum and a necessary tool for staff, children and young people, and benefits education by allowing access to world - wide educational resources including art galleries and museums, as well as enabling access to specialists in many fields for the pupils and staff.
- 4.2 Access to the internet supports educational and cultural exchanges between pupils world-wide and enables the pupils of the Mendip Edge Federation to participate in cultural, vocational, social and leisure use in libraries, clubs and at home.
- 4.3 The internet supports professional development for staff through access to national developments, educational materials, good curriculum practice and exchange of curriculum and administration data with Somerset County Council CYPD and DfE.
- 4.4 The internet improves access to technical support, including remote management of networks, supports communication with support services, professional associations and colleagues as well as allowing access to, and inclusion in, government initiatives.
- 4.5 The internet offers opportunities for mentoring pupils and providing peer support for them and their teachers.
- 4.6 Internet use will be planned to enrich and extend learning activities, and access levels will be reviewed to reflect the curriculum requirements and age of the pupils of the Mendip Edge Federation.
- 4.7 Pupils of the Mendip Edge Federation will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

- 4.8 Pupils of the Mendip Edge Federation will be encouraged to question what they read and to seek confirmation of matters of fact from more than one source. They will be taught research techniques including the use of subject catalogues and search engines and encouraged to question the validity, currency and origins of information. Pupils will also be taught that copying material is worth little without an appropriate commentary demonstrating the selectivity used and evaluating the material's significance.
- 4.9 Pupils of the Mendip Edge Federation will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.
- 4.10 ICT materials used by the Mendip Edge Federation to educate pupils will be differentiated and age relevant as is appropriate. ICT peripherals and hardware will be task appropriate.

## **5 MANAGING INTERNET ACCESS**

- 5.1 Developing good practice in internet use as a tool for teaching and learning is essential. Mendip Edge Federation internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the children and young people.
- 5.2 Pupils will be taught what internet use is acceptable and what is not and be given clear objectives for internet use. Staff will guide pupils in online activities that will support the learning outcomes planned for the pupil's age and maturity.
- 5.3 Pupils of the Mendip Edge Federation will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.
- 5.4 If staff or pupils of the Mendip Edge Federation discover unsuitable sites, the URL (address) and content must be reported to SWGfL.
- 5.5 The Mendip Edge Federation will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- 5.6 Pupils of the Mendip Edge Federation will be taught to be critically aware of the materials they read as well as how to validate information before accepting its validity.

## **6 MANAGING E-MAIL (including SWGfL Merlin)**

- 6.1 Personal e-mail or messaging between staff and pupils should not take place.
- 6.2 Staff must use Edmodo or email solution when they need to communicate with pupils about their school work e.g. homework.
- 6.3 Pupils and staff may only use approved e-mail accounts on the school system and pupils must inform a member of staff immediately if they receive an offensive e-mail.

- 6.4 Pupils must not reveal details of themselves or others in any e-mail communication or by any personal web space such as an address, telephone number and must not arrange meetings with anyone.
- 6.5 Access in school to external personal e-mail accounts may be blocked.
- 6.6 The forwarding of chain letters is not permitted.
- 6.7 Incoming e-mail should be monitored and attachments should not be opened unless the author is known.

## **7 MANAGING ONLINE CONTENT (including VLE)**

- 7.1 Editorial guidance will ensure that each school in the Federation's ethos is reflected in the website, information is accurate, well presented and personal security is not compromised. Care will be taken to ensure that all information is considered from a security viewpoint including the use of photographic material.
- 7.2 Photographs of pupils will not be used without the written consent of the pupil's parents/carers. (See 11.6)
- 7.3 The point of contact on the school website will be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- 7.4 The nominated person of each school in the Federation will have overall editorial responsibility and ensure that all content is accurate and appropriate.
- 7.5 The website will comply with guidelines for publications and parents/carers will be informed of the school policy on image taking and publishing.
- 7.6 Use of site photographs will be carefully selected so that any pupils cannot be identified or their image misused.
- 7.7 The names of pupils will not be used on the websites, particularly in association with any photographs.
- 7.8 Work used on the websites will be covered by generic permission of the pupil and their parents/carers. Such permission will be part of the photographic permission sheet. (See 7.2)
- 7.9 The copyright of all material must be held by the schools or be attributed to the owner where permission to reproduce has been obtained.
- 7.10 Pupils of each school in the Federation will be taught to consider the thoughts and feelings of others when publishing material to websites and elsewhere. Material which victimises or bullies someone, or is otherwise offensive, is unacceptable and appropriate sanctions will be implemented.

## **8 SOCIAL NETWORKING AND CHAT ROOMS (including VLE)**

- 8.1 Each school in the Federation will control access to moderated social networking sites and educate pupils in their safe use.
- 8.2 Pupils will not access social networking sites e.g. 'Facebook' or 'Snapchat'
- 8.3 Pupils will be taught the importance of personal safety when using social networking sites and chat rooms.
- 8.4 Pupils will not be allowed to access public or unregulated chat rooms.
- 8.5 Pupils will only be allowed to use regulated educational chat environments and use will be supervised.
- 8.6 Newsgroups will be blocked unless an educational need can be demonstrated.
- 8.7 Pupils will be advised to use appropriate nick names and avatars when using social networking sites.
- 8.8 Staff will not exchange personal social networking addresses or use personal social networking sites to communicate with pupils or parents/carers.

## **9 FILTERING**

- 9.1 Each school in the Federation will work in partnership with parents/carers, Somerset City Council CYPD, the DfE and SWGfL to ensure systems to protect pupils and staff are reviewed and improved regularly.
- 9.2 If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the designated staff member of that school/the Federation.
- 9.3 Any material the school deems to be unsuitable or illegal will be immediately referred to the Internet Watch Foundation and CEOP.
- 9.4 Regular checks by Senior Staff will ensure that the filtering methods selected are appropriate, effective and reasonable.
- 9.5 Filtering methods will be selected by the school in conjunction with the LA and will be age and curriculum appropriate.

## **10 AUTHORISING INTERNET ACCESS**

- 10.1 All staff at each school of the Mendip Edge Federation must read the school's online safety policy before using any school ICT resources and must sign the staff acceptable use policy.
- 10.2 Each school in the Federation will maintain a current record of all staff and pupils who are allowed access to the school's ICT systems.

10.3 Parents/carers will be asked to sign and return their school's Internet Agreement form stating that they have read and understood the school's online safety policy and give permission for their child to access ICT resources. An electronic copy of the school's online safety policy is available for download on each school's website and hard copies are available on request.

10.4 Staff will supervise access to the internet from the school site for all pupils.

## **11 PHOTOGRAPHIC, VIDEO AND AUDIO TECHNOLOGY**

11.1 When not in use all video conferencing cameras will be switched off and turned towards the wall.

11.2 It is not appropriate to use photographic or video technology in changing rooms or toilets.

11.3 Staff may use school owned photographic or video technology to support school trips and appropriate curriculum activities. Personal mobile phones should not be used to take photographs for school purposes.

11.4 Pupils must have permission from a member of staff before making or answering a video conference call or making a video or audio recording in school or on educational activities.

11.5 Video conferencing and webcam use will be appropriately supervised for the pupil's age.

11.6 Each school in the Mendip Edge Federation will maintain a record of pupils whose parents/carers have specifically requested that video and photographic images are not made of them. (See 7.2)

## **12 ASSESSING AND MANAGING RISKS**

12.1 Emerging technologies offer the potential to develop teaching and learning tools but need to be evaluated to assess risks, establish the benefits and to develop good practice. The leadership teams in each school should be aware that technologies such as mobile phones with wireless internet access can bypass school filtering systems and allow a new route to undesirable material and communications.

12.2 In common with other media such as magazines, books and video, some material available through the Internet is unsuitable for pupils. The schools will take all reasonable precautions to ensure that users access only appropriate material. However, due to international scale and linked nature of Internet content, it is not always possible to guarantee that unsuitable material may never appear on a school computer. Neither the schools nor the Local Authority can accept liability for the material accessed, or any consequences of Internet access.

12.3 Emerging technologies will be examined for educational use and a risk assessment will be carried out before use in the schools is allowed and methods to identify, assess and minimise risks will be reviewed regularly.

- 12.4 The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Criminal Misuse Act 1990 and will be dealt with accordingly.
- 12.5 The Headteacher of each school in the Federation will ensure that the online safety policy is implemented and compliance with the policy is monitored.
- 12.6 ICT hardware and peripherals will be: security marked, kept in good order and stored securely. Any damaged or unsafe equipment must be reported immediately. PAT testing will be undertaken in accordance with statutory guidelines.
- 12.7 The '360 degree safe' (E-safety review tool) will be completed and reviewed on an annual basis to ensure that the school is up to date with safeguarding in relation to online safety. This policy will be kept electronically and will be accessible to authorised individuals.

### **13 INTRODUCING THE POLICY TO PUPILS**

- 13.1 Rules for Internet access will be posted in all rooms where computers are used.
- 13.2 Responsible Internet use, covering both school and home use, will be included in the computing curriculum.
- 13.3 Pupils will be instructed in responsible and safe use before being allowed access to the Internet and will be reminded of the rules and risks before any lesson using the Internet.
- 13.4 Pupils will be informed that internet use will be closely monitored and that misuse will be dealt with appropriately.

### **14 CONSULTING STAFF (including supply staff and students)**

- 14.1 It is essential that all teachers and learning support staff of each school in the Federation are confident about using the internet in their work and should be given opportunities to discuss issues and develop appropriate teaching strategies:
- All staff are governed by the terms of the Mendip Edge Federation's online safety policy and will be provided with a copy of the policy and its importance explained.
  - An electronic version of the policy can be found on the school website. Supply staff and students on placement will be directed to the policy and they must read it before they undertake any E-teaching.
  - Staff development in safe and responsible use of the internet will be provided as required.
  - Staff will be aware that internet use will be monitored and traced to the original user. Discretion and professional conduct is essential.
  - Senior managers will supervise members of staff who operate the monitoring procedures.



## **15 MAINTAINING ICT SECURITY (including password security)**

- 15.1 Personal data sent over the network will be encrypted or otherwise secured.
- 15.2 Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mails.
- 15.3 The Network Manager/consultants will ensure that the system has the capacity to deal with increased traffic caused by Internet use.
- 15.4 Password security is of the utmost importance and must be maintained at all times. Adults and children will be reminded never to disclose their passwords. The abuse of passwords must be reported immediately to the class teacher.

## **16 DEALING WITH COMPLAINTS**

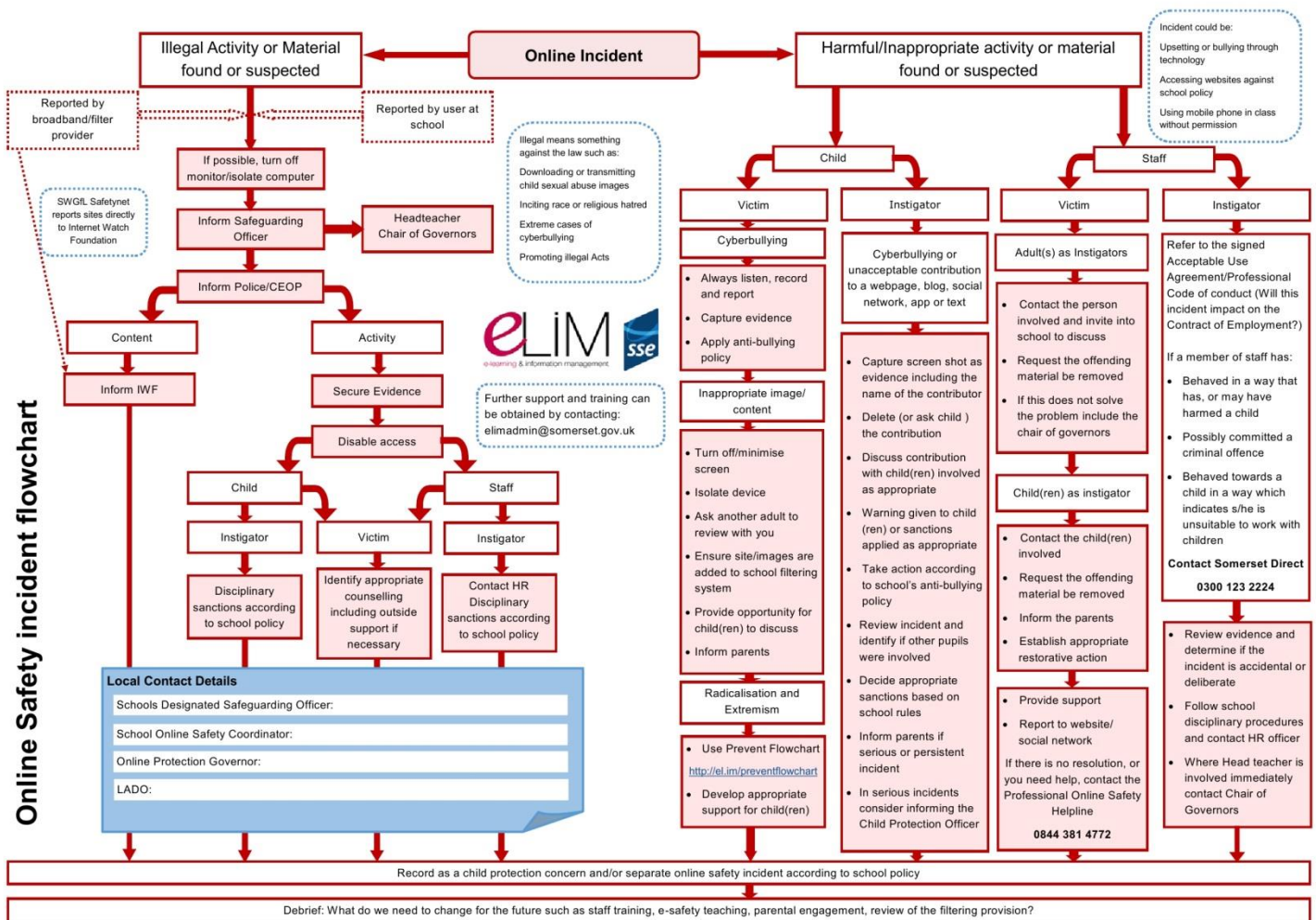
- 16.1 The staff, children, parents/carers of the Mendip Edge Federation must know to who and where to report incidents, e.g. online safety log in school office, Internet watch foundation and CEOP. Concerns related to Safeguarding issues must be dealt with through the school's Safeguarding Policy and Procedures.
- 16.2 Each school's designated lead person for safeguarding will be responsible for dealing with complaints and any complaint concerning staff or pupil misuse of the internet must be reported to the Headteacher immediately.
- 16.3 Pupils and parents/cares will be informed of the complaints procedure.
- 16.4 Parents/carers and pupils will work in partnership with the staff of the schools to resolve any issues.
- 16.5 There may be occasions when it is necessary to contact the Police. If appropriate, early contact should be made to discuss strategies and preserve possible evidence.
- 16.6 Parents/carers will be informed of any misuse which occurs.

## **17 PARENTS/CARERS SUPPORT**

- 17.1 Parents/carers will be informed of the Mendip Edge Federation's online safety policy which may be accessed on each school's website or by contacting the school office. (See10.3)
- 17.2 Any issues concerning the internet will be handled sensitively to inform parents/cares without undue alarm.
- 17.3 Advice on filtering systems and appropriate educational and leisure activities including responsible use of the Internet will be made available to parents/carers.

- 17.4 Interested parents/carers will be referred to organisations such as Child Exploitation and Online Protection (CEOP) by mouth or through relevant links on the school website.
- 17.5 A partnership approach will be encouraged between the schools of the Mendip Edge Federation and parents/carers; this may include practical sessions as well as suggestions for safe internet use at home.

# Appendices



## Prevent and Channel Referral guide For reporting a concern of a vulnerable individual

It is important for you as a member of staff to know where to go if you have a concern that someone may be on the route to radicalisation. Below is a flow chart which aims to show the process as to which you can follow

