

Shotley Bridge Primary School Online Safety Policy



Why does Shotley Bridge Primary school need an online safety Policy?

In today's society, children, young people and adults interact with technologies such as mobile phones, games consoles and the Internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial to all, but can occasionally place children, young people and adults in danger.

Online safety covers issues relating to children and young people as well as adults and their safe use of the Internet, mobile phones and other electronic communications technologies, both in and out of school. It includes education for all members of the school community on risks and responsibilities and is part of the 'duty of care' which applies to everyone working with children.

We, as school, must decide on the right balance between controlling access to the internet and technology, setting rules and boundaries and educating students and staff about responsible use. Schools must be aware that children and staff cannot be completely prevented from being exposed to risks both on and offline. Children should be empowered and educated so that they are equipped with the skills to make safe and responsible decisions as well as to feel able to report any concerns. All members of staff need to be aware of the importance of good online safety practice in the classroom in order to educate and protect the children in their care. Members of staff also need to be informed about how to manage their own professional reputation online and demonstrate appropriate online behaviours compatible with their role.

Breaches of an online safety policy can and have led to civil, disciplinary and criminal action being taken against staff, pupils and members of the wider school community. It is crucial that all settings are aware of the offline consequences that online actions can have.

We must be aware of their legal obligations to safeguard and protect children on and offline and the accountability of these decisions will sit with the Head Teacher and the Governing body.

The online safety policy is essential in setting out how the school plans to develop and establish its online safety approach and to identify core principles which all members of the school community need to be aware of and understand.

1.1 Who will write and review the policy?

The online safety Policy is part of many different schools policies including the ICT Policy, Child Protection or Safeguarding Policy, Anti-Bullying and School Development Plan and should relate to other policies including those for behaviour, for personal, social and health education (PSHE) and for citizenship. Policy construction provides a method to review practice - in this case the use of technology and its benefits and risks. The more that staff, parents, governors and pupils are involved in deciding and creating the policy, the more effective it will be.

It is recommended as best practice that all schools appoint an online safety Coordinator to lead on online safety. As advised by DCC person who is appointed does not need to have vast technical knowledge; however it would be helpful if they had some basic understanding of ICT.

The school's Designated Child Protection Coordinator (DCPC) will need to be aware of online safety training and resources and be available should any child wish to disclose information regarding an online incident. Therefore it may be an idea to elect them as online safety representative. However another member of staff may be selected. The DCPC must be made aware of any disclosures, incidents or Child Protection concerns. The Senior Leadership Team and Governing Body must be involved and should review the online safety policy annually and monitor its impact. They will also need to ensure that they take responsibility for revising the online safety policy and practice where necessary (such as after an incident or change in national legislation).

The Headteacher and Governing body have a legal responsibility to safeguard children and staff and this includes online activity.

- The school has appointed an online safety Coordinator.
- The online safety Policy and its implementation will be reviewed annually.
- Our online safety Policy has been written by the school, building on the DCC e-Safety Policy and government guidance.
- Our School Policy has been agreed by the Senior Leadership Team and approved by governors
- Our school has formed an online safety committee
- The School has appointed a member of the Governing Body to take lead responsibility for online safety

The School online safety Coordinator is *Mr Martin Bell (Head teacher)*

The Governor online safety coordinator is *Mr Tim O'Keefe*

Policy approved by Head Teacher: Date:

Policy approved by Governing Body: (Chair of Governors)

Date:

This current policy was written *April 2016*
The date for the next policy review is *April 2017*

1.2 Teaching and learning

1.2.1 Why is Internet use important?

The rapid developments in electronic communications are having many effects on society. It is important to state what we are trying to achieve in education through ICT and Internet use.

- Internet use is part of the statutory curriculum and is a necessary tool for learning.
- The Internet is a part of everyday life for education, business and social interaction.
- Shotley Bridge Primary School has a duty to provide students with quality Internet access as part of their learning experience.
- Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.
- 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 functions.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.

1.2.2 How does Internet use benefit education?

A number of studies and government projects have identified the educational benefits to be gained through the appropriate use of the Internet including increased pupil attainment.

Benefits of using the Internet in education include:

- access to worldwide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils worldwide;
- vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across networks of schools, support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with DCC and DfE;
- Access to learning wherever and whenever convenient.

1.2.3 How can Internet use enhance learning?

Increased computer numbers and improved Internet access may be provided but its impact on pupils learning outcomes should also be considered. Developing effective practice in using the Internet for teaching and learning is essential. Pupils need to learn digital literacy skills and to refine their own publishing and communications with others via the Internet. Respect for copyright and intellectual property rights, and the correct use of published material should be taught. Methods to detect plagiarism may need to be developed.

- Shotley Bridge Primary's Internet access will be designed to enhance and extend education.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- We, as a school, will ensure that the copying and subsequent use of Internet-derived materials by staff and pupils complies with copyright law.
- Staff should guide pupils to online activities that will support the learning outcomes planned for the pupils' age and ability.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

1.2.4 How will pupils learn how to evaluate Internet content?

The quality of information received via radio, newspaper and telephone is variable and everyone needs to develop critical skills in selection and evaluation. Information received via the Internet, email or text message requires even better information handling and digital literacy skills. In particular it may be difficult to determine origin, intent and accuracy, as the contextual clues may be missing or difficult to read. A whole curriculum approach may be required.

- The following statements require adaptation according to the pupils' age:
- Pupils will 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 use search engines appropriately for their age.
- The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school requirement across the curriculum.

1.3 Managing Information Systems

1.3.1 How will information systems security be maintained?

It is important to review the security of the whole system from user to Internet. This is a major responsibility that includes not only the delivery of essential learning services but also the personal safety of staff and pupils.

ICT security is a complex issue which cannot be dealt with adequately within this document. A number of agencies can advise on security including DCC and network suppliers.

- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- The school will comply with the terms of the data protection act, and is responsible for registering with the information commissioner's office.
www.ico.gov.uk
- Personal data sent over the Internet or taken off site will be encrypted.
- Portable media may not be used without specific permission followed by an anti-virus / malware scan.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the school's network will be regularly checked.

- The ICT coordinator/network manager will review system capacity regularly.
- The use of user logins and passwords to access the school network will be enforced.

1.3.2 How will email be managed?

Email is an essential means of communication for both staff and pupils. Directed email use can bring significant educational benefits; interesting projects between schools in neighbouring villages and in different continents.

Spam, phishing and virus attachments can make email dangerous. Durham's ITSS Network uses industry leading email relays to stop unsuitable mail using reputation filtering.

- Pupils may only use approved email accounts on the Pupil Gateway Platform via the DLG for school purposes.
- Pupils must immediately tell a designated member of staff if they receive offensive email.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult.
- Whole-class or group email addresses will be used in primary schools for communication outside of the school.
- Excessive social email use can interfere with learning and will be restricted.
- Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper would be.
- The forwarding of chain messages is not permitted.
- Staff should not use personal email accounts for professional purposes.

1.3.3 How will published content be managed?

Sensitive information about schools and pupils could be found in a newsletter but a school's website is more widely available. Publication of any information online should always be considered from a personal and school security viewpoint. Material such as staff lists or a school plan may be better published in the school handbook or on a secure part of the website which requires authentication.

- The contact details on the website should be the school address, email and telephone number. Staff or pupils' personal information must not be published.
- The head teacher will take overall editorial responsibility for online content published by the school and will ensure that content published is accurate and appropriate.
- The school website will comply with the school's guidelines for publications including respect for intellectual property rights, privacy policies and copyright.
-

1.3.4 Can pupils' images or work be published?

Still and moving images and sound add liveliness and interest to a publication, particularly when pupils can be included. Nevertheless the security of staff and pupils is paramount. Although common in newspapers, the publishing of pupils' names with their

images is not acceptable. Published images could be reused, particularly if large images of individual pupils are shown.

Strategies include using relatively small images of groups of pupils and possibly even using images that do not show faces at all. “Over the shoulder” can replace “passport style” photographs but still convey the educational activity. Personal photographs can be replaced with self portraits or images of pupils’ work or of a team activity.

- Images or videos that include pupils will be selected carefully and will not provide material that could be reused.
- Pupils’ full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before images/videos of pupils are electronically published.
- Pupils work can only be published with their permission or the parents.
- Written consent will be kept by the school where pupils’ images are used for publicity purposes, until the image is no longer in use.
- The School will have a policy regarding the use of photographic images of children which outlines policies and procedures.

1.3.5 How will social networking, social media and personal publishing be managed?

Parents and teachers need to be aware that the Internet has emerging online spaces and social networks which allow individuals to publish unmediated content. Social networking sites can connect people with similar or even very different interests. Users can be invited to view personal spaces and leave comments, over which there may be limited control.

All staff should be made aware of the potential risks of using social networking sites or personal publishing either professionally with students or personally. They should be made aware of the importance of considering the material they post, ensuring profiles are secured and how publishing unsuitable material may affect their professional status.

- The school will control access to social media and social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email addresses, full names of friends/family, specific interests and clubs etc.
- Staff wishing to use Social Media tools with students as part of the curriculum will risk assess the sites before use and check the sites terms and conditions to ensure the site is age appropriate. Staff will obtain documented consent from the Senior Leadership Team before using Social Media tools in the classroom.
- Staff official blogs or wikis should be password protected and run from the school website with approval from the Senior Leadership Team. Members of staff are advised not to run social network spaces for pupil use on a personal basis.
- Pupils will be advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications. Pupil will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private.

- All members of the school community are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.
- Concerns regarding students' use of social networking, social media and personal publishing sites (in or out of school) will be raised with their parents/carers, particularly when concerning students' underage use of sites.
- Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and safe and professional behaviour will be outlined in the school Acceptable Use Policy.

1.3.6 How will filtering be managed?

Internet filtering must be suitable for all members of the school community. Teachers might need to research areas including drugs, medical conditions, bullying, racism or harassment. In such cases, legitimate use should be recognised and restrictions removed temporarily.

It is important that schools recognise that filtering is not 100% effective. There are ways to bypass filters (such as using proxy websites, using a device not connected to the network e.g. mobile phone).

Occasionally mistakes may happen and inappropriate content may be accessed. It is therefore important that children should always be supervised when using internet access and that Acceptable Use Policies are in place. In addition, Internet Safety Rules should be displayed, and both children and adults should be educated about the risks online. There should also be an Incident Log to report breaches of filtering or inappropriate content being accessed. Procedures need to be established to report such incidents to parents and DCC.

Any material that the school believes is illegal must be reported to appropriate agencies such as IWF, Durham Police or CEOP (see online safety contacts and references).

Websites which schools believe should be blocked centrally should be reported to the ICT Service Desk. Teachers should always evaluate any websites/search engines before using them with their students; this includes websites shown in class as well as websites accessed directly by the pupils. Often this will mean checking the websites, search results etc just before the lesson.

- The school's broadband access will include filtering.
- The school will work with DCC and ITSS to review filtering
- The school will have a clear procedure for reporting breaches of filtering. All members of the school community (all staff and all pupils) will be aware of this procedure.
- If staff or pupils discover unsuitable sites, the URL will be reported to the School online safety Coordinator who will then record the incident and escalate the concern as appropriate.
- The School filtering system will block all sites on the Internet Watch Foundation (IWF) list.
- Changes to the school filtering policy will be risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the Senior Leadership Team.
- The School Senior Leadership Team will ensure that regular checks are made to ensure that the filtering methods selected are effective.
- Any material that the school believes is illegal will be reported to appropriate agencies such as IWF, Durham Police or CEOP

1.3.7 How will videoconferencing be managed?

Videoconferencing enables users to see and hear each other between different locations. This 'real time' interactive technology has many uses in education. Equipment ranges from small PC systems (web cameras) to large room-based systems that can be used for whole classes or lectures. Systems include complex standalone equipment and software based systems such as Skype.

- All videoconferencing equipment in the classroom must be switched off when not in use and not set to auto answer.
- Videoconferencing contact information will not be put on the school Website.
- The equipment must be secure and if necessary locked away when not in use.
- School videoconferencing equipment will not be taken off school premises without permission.
- Responsibility for the use of the videoconferencing equipment outside school time will be established with care.

Users

- Pupils will ask permission from a teacher before making or answering a videoconference call.
- Videoconferencing will be supervised appropriately for the pupils' age and ability.
- Parents and carers consent should be obtained prior to children taking part in videoconferences.
- Only key administrators should be given access to videoconferencing administration areas or remote control pages.
- Unique log on and password details for the educational videoconferencing services should only be issued to members of staff and kept secure.

Content

- When recording a videoconference lesson, written permission should be given by all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference. Recorded material shall be stored securely.
- Videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- If third party materials are to be included, check that recording is acceptable to avoid infringing the third party intellectual property rights.
- Establish dialogue with other conference participants before taking part in a videoconference. If it is a non school site it is important to check that they are delivering material that is appropriate for your class.

1.3.8 How are emerging technologies managed?

Schools should keep up to date with new technologies, including those relating to mobile phones and handheld devices, and be ready to develop appropriate strategies. For instance text messaging via mobile phones is a frequent activity for many pupils and families; this could be used to communicate a pupil's absence or send reminders about after school clubs. There are dangers for staff however if personal phones are used to contact pupils and therefore a school owned phone should be issued.

The inclusion of inappropriate language or images is difficult for staff to detect. Pupils may need reminding that such use is inappropriate and conflicts with school policy.

Abusive messages should be dealt with under the school's behaviour and/or anti-bullying policies.

We will strive to ensure that:

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupils will be instructed about safe and appropriate use of personal devices both on and off site in accordance with the school policy.

1.3.9 How should personal data be protected?

The quantity and variety of data held on pupils, families and on staff is expanding quickly. While this data can be very useful in improving services, data could be mishandled, stolen or misused.

The Data Protection Act 1998 ("the Act") gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information.

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

1.4 Policy Decisions

1.4.1 How will Internet access be authorised?

Schools must be aware that students should not be prevented from accessing the internet unless the parents have specifically denied permission or the child is subject to a sanction as part of the school behaviour policy.

- The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.
- All staff will read and sign the School Acceptable Use Policy before using any school ICT resources.
- Parents will be asked to read the School Acceptable Use Policy for pupil access and discuss it with their child, where appropriate.
- All visitors to the school site who require access to the schools network or internet access will be asked to read and sign an Acceptable Use Policy.
- Parents will be informed that pupils will be provided with supervised Internet access appropriate to their age and ability.
- When considering access for vulnerable members of the school community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).
- At Shotley Bridge Primary, pupils 'access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials.

1.4.2 How will risks be assessed?

The school will need to address the fact that it is not possible to completely remove the risk that pupils might access unsuitable materials via the school system. Risks can be

considerably greater where tools are used which are beyond the schools control such as most popular social media sites.

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor DCC can accept liability for the material accessed, or any consequences resulting from Internet use.
- The school will audit ICT use to establish if the online safety policy is adequate and that the implementation of the online safety policy is appropriate.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Durham Police.
- Methods to identify, assess and minimise risks will be reviewed regularly.

1.4.3 How will the school respond to any incidents of concern?

Shotley Bridge Primary school's online safety policy recognises and seeks to develop the skills that children and young people need when communicating and using technologies enabling them to keep safe and secure and act with respect for others.

- All members of the school community will be informed about the procedure for reporting online safety concerns (such as breaches of filtering, cyberbullying, illegal content etc).
- The online safety Coordinator will record all reported incidents and actions taken in the School online safety incident log and other in any relevant areas e.g. Bullying or Child protection log.
- The Designated Child Protection Coordinator will be informed of any online safety incidents involving Child Protection concerns, which will then be escalated appropriately.
- The school will manage online safety incidents in accordance with the school discipline/ behaviour policy where appropriate.
- The school will inform parents/carers of any incidents of concerns as and when required.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Children's Safeguard Team or online safety officer and escalate the concern to the Police
- If the school is unsure how to proceed with any incidents of concern, then the incident may be escalated to the Area Children's Officer or the County online safety Officer.
- If an incident of concern needs to be passed beyond the school then the concern will be escalated to the online safety officer to communicate to other school in Durham

1.4.4 How will online safety complaints be handled?

A minor transgression of the school rules may be dealt with by a member of staff. Other situations could potentially be serious and a range of sanctions may then be required, which are linked to the school's disciplinary policy. Potential child protection or illegal issues will be referred to the school Designated Child Protection Coordinator or online safety Coordinator.

- Complaints about Internet misuse will be dealt with under the School's complaints procedure.

- Any complaint about staff misuse will be referred to the head teacher.
- All online safety complaints and incidents will be recorded by the school, including any actions taken.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with the school to resolve issues.
- All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns.
- Discussions will be held with the local Police Safer Schools Partnership Coordinators and/or Children's Safeguard Team to establish procedures for handling potentially illegal issues.
- Any issues (including sanctions) will be dealt with according to the school's disciplinary, behaviour and child protection procedures.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.

1.4.5 How is the Internet used across the community?

- The school will liaise with local organisations to establish a common approach to online safety.
- The school will be sensitive to Internet-related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.
- The school will provide appropriate levels of supervision for students who use the internet and technology whilst on the school site.
- The school will provide an AUP for any guest who needs to access the school computer system or internet on site.

1.4.6 How will Cyberbullying be managed?

Cyberbullying can be defined as "The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone" DCSF 2007

There are a number of statutory obligations on schools with regard to behaviour which establish clear responsibilities to respond to bullying. In particular section 89 of the Education and Inspections Act 2006:

- every school must have measures to encourage good behaviour and prevent all forms of bullying amongst pupils. These measures should be part of the school's behaviour policy which must be communicated to all pupils, school staff and parents
- gives headteachers the ability to ensure that pupils behave when they are not on school premises or under the lawful control of school staff.

Where bullying outside school (such as online or via text) is reported to the school, it will be investigated and acted on.

At Shotley Bridge Primary School:

- Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policy on anti-bullying and behaviour.
- There are clear procedures in place to support anyone in the school community affected by cyberbullying.

- All incidents of cyberbullying reported to the school will be recorded.
- There will be clear procedures in place to investigate incidents or allegations of Cyberbullying.
- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- The school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- Pupils, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the school's online safety ethos.
- Sanctions for those involved in cyberbullying may include:
 - The bully will be asked to remove any material deemed to be inappropriate or a service provider may be contacted to remove content if the bully refuses or is unable to delete content.

Internet access may be suspended at school for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance to the schools anti-bullying, behaviour policy or Acceptable Use Policy.

Parent/carers of pupils will be informed.

The Police will be contacted if a criminal offence is suspected.

1.4.7 How will Learning Platforms be managed?

An effective learning platform (LP) or learning environment can offer schools a wide range of benefits to teachers, pupils and parents, as well as support for management and administration. It can enable pupils and teachers to collaborate in and across schools, sharing resources and tools for a range of topics. It also enables the creation and management of digital content and pupils can develop online and secure e-portfolios to showcase examples of work.

In our school:

- SLT and staff will regularly monitor the usage of the LP by pupils and staff in all areas, in particular message and communication tools and publishing facilities.
- Pupils/staff will be advised about acceptable conduct and use when using the LP.
- Only members of the current pupil, parent/carers and staff community will have access to the LP.
- All users will be mindful of copyright issues and will only upload appropriate content onto the LP.
- When staff, pupils etc leave the school their account or rights to specific school areas will be disabled or transferred to their new establishment.
 - Any concerns about content on the LP may be recorded and dealt with in the following ways:
 - 1) The user will be asked to remove any material deemed to be inappropriate or offensive.
 - 2) The material will be removed by the site administrator if the user does not comply.
 - 3) Access to the LP for the user may be suspended.
 - 4) The user will need to discuss the issues with a member of SLT before reinstatement.
 - 5) A pupil's parent/carer may be informed.

1.4.8 How will mobile phones and personal devices be managed?

Mobile phones and other internet enabled personal devices can be used to communicate in a variety of ways with texting, camera phones and internet accesses all common features.

However, mobile phones can present a number of problems when not used appropriately:

- They are valuable items which may be stolen or damaged;
- Their use can render pupils or staff subject to cyberbullying;
- Internet access on phones and personal devices can allow pupils to bypass school security settings and filtering.
- They can undermine classroom discipline as they can be used on “silent” mode;
- Mobile phones with integrated cameras could lead to child protection, bullying and data protection issues with regard to inappropriate capture, use or distribution of images of pupils or staff.

In our school:

- The use of mobile phones and other personal devices by students and staff in school will be decided by the school and covered in the school Acceptable Use or Mobile Phone Policies.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.
- School staff may confiscate a phone or device if they believe it is being used to contravene the schools behaviour or bullying policy. The phone or device might be searched by the Senior Leadership team with the consent of the pupil or parent/carer. If there is suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation.
- Mobile phones and personal devices will not be used during lessons or formal school time. They should be switched off at all times.
- Electronic devices of all kinds that are brought in to school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility.

Pupils Use of Personal Devices

- The school will risk assess the use of pupils’ personal devices to help ensure that any content on the device is suitable for use in school.
- The school will ensure that as part of a pupil agreement that the school reserves the right to inspect the content of any personally owned device which is used in the school.
- The school will have a clear protocol for dealing with illegal content on a pupil owned device. The device should be isolated and the police contacted to help preserve evidence. It should not be further investigated by the school.
- The school will have a system for dealing with inappropriate content on pupil owned devices.
- Pupils’ mobile phones will be collected in the morning, stored in a safe place and returned at home time.
- If a pupil is found to have a mobile phone in school it will be removed and placed in the school office for collection at home time.

Staff Use of Personal Devices

- Staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within the setting.
- Staff can use a school phone where contact with pupils or parents/carers is required.
- Personal Mobile Phone and devices will be stored in a secure locker.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work-provided equipment for this purpose.
- If a member of staff breaches the school policy then disciplinary action may be taken.

1.5 Communication Policy

1.5.1 How will the policy be introduced to pupils?

Many pupils are very familiar with culture of mobile and Internet use and it is wise to involve them in designing the School online safety Policy, possibly through a student council. As pupils' perceptions of the risks will vary; the online safety rules may need to be explained or discussed.

Consideration must be given as to the curriculum place for teaching online safety. This could be as an ICT lesson activity, part of the pastoral programme or part of every subject whenever pupils are using the internet.

Useful online safety programmes include:

- Think U Know: www.thinkuknow.co.uk
 - Childnet: www.childnet.com
 - Kidsmart: www.kidsmart.org.uk
 - Orange Education: www.orange.co.uk/education
 - Safe: www.safesocialnetworking.org
- All users will be informed that network and Internet use will be monitored.
 - An online safety awareness programme will be established across the school to raise the awareness and importance of safe and responsible internet use amongst pupils.
 - Pupil instruction regarding responsible and safe use will precede Internet access.
 - An online safety module will be included in the PSHE, Citizenship and/or ICT programmes covering both safe school and home use.
 - online training will be part of the transition programme across the Key Stages and when moving between establishments.
 - online safety rules or copies of the student Acceptable Use Policy will be posted in all rooms with Internet access.

1.5.2 How will the policy be discussed with staff?

All staff must understand that the rules for information systems misuse for DCC employees are specific and that instances resulting in disciplinary procedures and dismissal have occurred. If a member of staff is concerned about any aspect of their ICT or internet use either on or off site, they should discuss this with the Head teacher to avoid any possible misunderstanding.

ICT use is widespread and all staff including administration, midday supervisors, caretakers, governors and volunteers should be included in awareness raising and

training. Induction of new staff should include a discussion about the school online safety Policy.

In our school:

- The online Policy will be formally provided to and discussed with all members of staff.
- To protect all staff and pupils, the school will implement Acceptable Use Policies.
- Staff will be made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff.
- Staff who manage filtering systems or monitor ICT use will be supervised by the Senior Leadership Team and have clear procedures for reporting issues.
- The School will highlight useful online tools which staff should use with children in the classroom. These tools will vary according to the age and ability of the pupils.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

1.5.3 How will parents' support be enlisted?

Shotley Bridge Primary school may be able to help parents plan appropriate, supervised use of the Internet at home and educate them about the risks. Parents should also be advised to check whether their child's use elsewhere in the community is covered by an appropriate use policy.

- Parents' attention will be drawn to the school online safety Policy in newsletters, the school prospectus and on the school website.
- A partnership approach to online safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home Internet use, or highlighting e–Safety at other attended events e.g. parent evenings and sports days.
- Parents will be requested to sign an online safety/Internet agreement as part of the Home School Agreement.
- Parents will be encouraged to read the school Acceptable Use Policy for pupils and discuss it's implications with their children.
- Information and guidance for parents on online safety will be made available to parents in a variety of formats.
- Advice on useful resources and websites, filtering systems and educational and leisure activities which include responsible use of the Internet will be made available to parents.
- Interested parents will be referred to organisations listed in the "online safety Contacts and References section".

Online safety Contacts and References

CEOP (Child Exploitation and Online Protection Centre): www.ceop.police.uk

Childline: www.childline.org.uk

Childnet: www.childnet.com

Click Clever Click Safe Campaign: <http://clickcleverclicksafe.direct.gov.uk>

Cybermentors: www.cybermentors.org.uk

Digizen: www.digizen.org.uk

Durham EDS – Online safety, Teaching and learning advice Tel: 0191 3834370

Durham Safeguarding Children Board (DLSCB): www.durham-lscb.gov.uk

ICT Service Desk – Changes to filtering Tel: 03000 261100

ICTSS Service Desk – All other ICT issues Tel: 01388 424999

Internet Watch Foundation (IWF): www.iwf.org.uk

Durham e–Safety in Schools Guidance: www.Durhamtrustweb.org.uk?esafety

Kidsmart: www.kidsmart.org.uk

Schools e–Safety Blog: www.Durhamtrustweb.org.uk?esafetyblog

Teach Today: <http://en.teachtoday.eu>

Think U Know website: www.thinkuknow.co.uk

Virtual Global Taskforce — Report Abuse: www.virtualglobaltaskforce.com