



Online Safety Policy

Cornist Park Primary School

2018-19



Introduction

Digital technology in the 21st Century is seen as an essential resource to support teaching and learning, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, Cornist Park has identified the need to embrace the use of digital technology in order to equip our learners with the digital competencies to access lifelong learning and enhance their employment opportunities in the future. At Cornist Park learners will learn to be conscientious digital citizens who will be able to think critically and contribute positively. They will be prepared for and ready to encounter the positive and negative aspects of being a digital citizen and will develop strategies and tools to aid them as they become independent consumers and producers.

Roles and Responsibilities:

Online safety is an important aspect of strategic leadership within the school, the Digital Leader, Headteacher and Senior Leadership Team (SLT) have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The Digital Leader is responsible for coordinating online safety at Cornist Park and keeping all staff updated. All Governors have an understanding of the issues at the school in relation to local and national guidelines and advice. **Cornist Park has appointed a member of the Governing Body to take lead responsibility for online safety via the role of online safety Governor.**

Online Safety and staff

- All staff receive regular updated information and training on online safety issues when required from the Digital Leader and/or outside agencies
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of online safety and know the reporting procedure for any concerns
- All staff have agreed to and signed the school's acceptable use agreement. (See Staff Online Acceptable Use Agreement)
- All members of staff are 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 school into disrepute, or if something is felt to have undermined confidence in their professional abilities



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Online safety and learners:

- All learners must agree to a **pupil code of conduct**
- Delivery of digital citizenship is a cross-curricular responsibility as part of the Digital Competence Framework. In addition, specific citizenship lessons (Digital Literacy resource from Hwb) will be taught by all staff each half term
- The eCadet (KS2) and mini eCadet (FP) programme are established across the school to raise the awareness of digital citizenship via peer collaboration and pupil voice via assemblies, delivering lessons and drop in sessions

Online Safety and parents/carers

- Parents/carers are required to make a decision as to whether they consent to images of their child being taken and used online e.g. on the school website, YouTube, Vimeo, Seesaw, Twitter etc.
- The school website contains useful information and links posted by the Digital Leader and the eCadets to support online learning and online safety to inform and update parents

Community use of the internet

External organisations using the school's digital facilities must adhere to the online safety policy.

Cyberbullying management

Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details and procedures are set out in the school's anti-bullying and behaviour policy. This is also supported by our **Community Social Media Code of Conduct**

Managing Internet Access

Email

Email is an essential means of communication for both staff and learners. Cornist Park believe that learners should be taught how to use email positively and responsibly.

- Learners may only use the email account linked to their Google Drive or Purple Mash account
- Staff will only use official school provided email accounts to communicate with learners and parents/carers



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Published content and the school website

The contact details on the website are the school address, email and telephone number. Staff or learners' personal information will not be published. The Headteacher and Digital Leader will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing learner's images and work

- Images or videos that include learners will be selected and used appropriately
- Due to GDPR regulations, consent must be sought from parents/carers before learner's photographs can be published online. This consent is considered valid for the entire period that the learner attends this school. Parents/carers may withdraw permission, in writing, at any time
- Learners' full names will not be used anywhere on the Cornist Park website, or any other online accounts used by the school

Photographs taken by parents/carers for personal use

In the event of parents/carers wanting to take photographs for their own personal use, the school will advise that photographs/videos taken are of their own children only. **Photos/videos that include images of other children must not be shared online unless permission has been granted from the parents of the other children.**

Social networking and personal publishing

- The school will block access to certain social networking sites to learners
- Learners and parents will be advised that the use of many social network sites outside school is inappropriate for primary aged pupils. However, we accept that many learners will still use them and we will teach them skills to keep safe whilst using these sites
- Staff wishing to use social media tools with students as part of the curriculum will risk assess the website/s before use
- Learners are asked to report any incidents of cyberbullying to staff or an eCadet (who will then report to staff). All incidents are logged electronically
- School staff are strongly advised NOT to add past or present pupils as 'friends' if they use these sites
- Concerns regarding learners' 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

Managing video calls e.g. Skype

- All video call equipment in the classroom must be switched off when not in use
- Video calls will be always be supervised by a member of staff



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- Dialogue will be established with other participants before taking part in a video call. If it is a non school site, staff will check that the material being delivered is appropriate for the class

Managing emerging technologies:

- Emerging technologies will be examined for educational benefit and an informal risk assessment will be carried out before use in school is permitted
- Staff are expected to use cloud based storage to avoid loss of personal data related to staff or learners. (See data protection policy)
- Learners are strongly advised NOT to bring personal mobile devices/phones to school. Any phones that are brought to school are handed in to the class teacher and kept until the end of the day

Information system security

- School ICT systems capacity and security will be reviewed regularly
- Virus protection will be managed by Flintshire County County (FCC)
- Security strategies will be discussed with FCC and MCC Digital
- Personal data taken off site must be secure, saved in the cloud, devices must be password protected
- Files held on the school's network are subject to checks by members of the SLT

Managing filtering

- FCC provide a web filtering service for all Chromebooks, desktop computers, laptops and Foundation Phase iPads through Smoothwall. Filtering follows Welsh Government guidelines. Lightspeed (via MCC) provides a web filter all KS2 iPads and MacBook Airs. Both filtering systems will block all sites considered inappropriate
- Changes to the school filtering policy will be risk assessed by the Headteacher and Digital Lead
- All breaches of filtering will be reported to the Digital Lead and the Headteacher if necessary. Staff and learners are aware of this procedure
- The Digital Lead will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable. We will work with FCC, MCC and the internet service provider to ensure systems are effective to protect learners

Protecting personal data

See Data Protection Policy



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Password Security

Staff are provided with an individual network and Flintshire County Council login username and password which can be accessed from all laptops and desktop computers. Staff and learners also have individual GSuite and Purple Mash accounts. Learners are not allowed to deliberately access online materials or files on the school network, of their peers, teachers or others. Staff are aware of their individual responsibilities to protect the security and confidentiality of the school network. Administrator passwords are controlled by FCC on networks accessed via desktops and laptops. For all other systems administrator passwords are controlled by the Digital Leader.

Handling online safety complaints

Complaints of internet misuse will be reported to the Digital Leader and/or Headteacher. All incidents will be logged electronically. Complaints of safeguarding must be dealt with in accordance with school safeguarding procedures. Pupils and parents complaints procedure can be viewed on the school website at www.cornistparkcp.co.uk

Monitoring and review

This policy, supported by the school's Acceptable Use Agreements/Code of Conducts, is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies including those for ICT/Digital Learning, Home-school agreements, Behaviour, Safeguarding, and PSHE policies including Anti-bullying. Our online safety policy has been written by Kellie Williams, Digital Leader, building on advice from professional outside agencies and Welsh Government guidance, and has been agreed by the SLT, staff and approved by the Governing Body.

This policy is implemented on a day-to-day basis by all school staff and is monitored by the Digital Leader. The adherence of this policy is the collective responsibility of the staff.

This policy was updated in September 2018 by Kellie Williams and shared with staff via Google Team Drive. The date for the next policy review is **September 2019** or sooner if required.

Policy approved by Head Teacher: Date:.....

Policy approved by Governing Body: (Chair of Governors) Date: