Dair House School
On-line Safety Policy

Monitoring: DSL/Head of ICT   **Updated: November 2018**   **Review: August 2019**

This policy is effective for all staff and children from the EYFS to Year 6.

This guidance is applicable to all those involved in the provision of e-based education/resources at school and those with access to/are users of, ICT systems.

Objectives
- To ensure that pupils are appropriately supervised during school activities.
- To promote responsible behaviour with regard to E-based activities.
- To take account of legislative guidance.

Responsibilities

The Head, Bursar and Head of ICT will be responsible for the implementation of this policy.

The Head of ICT will act as On-line Co-ordinator and will:
- Compile logs of On-line incidents.
- Report to the Head on recorded incidents.
- Ensure that staff are aware of this guidance.
- Provide/arrange for staff training.
- Liaise with school technical staff.
- Liaise with the Head on any investigation and action in relation to On-line incidents.
- Advise on On-line policy review and development.

The ICT co-ordinator will:
- Be responsible for the ICT infrastructure and ensure that it is not open to misuse or malicious attack.
- Ensure that users may only access the networks and devices through an enforced password protection policy (except Years 1 and 2).
- Keep up-to-date with On-line technical information in order to carry out their role.
- Ensure that the use of the network (including internet. Email and remote access) is monitored for misuse.
- Ensure that the school will block/filter access to social networking sites.
- Implement any agreed monitoring software/systems.

Safeguarding

Those responsible should be trained in On-line issues and aware of the implications that may arise from:
- Sharing of personal data.
- Access to illegal/inappropriate materials.
- Inappropriate contact on-line with adults/strangers.
- Potential or actual incidents of grooming.
- Cyber-bullying.

Role of our Designated Safeguarding Lead (DSL)

Dair House School recognises that internet safety is a child protection and general safeguarding issue.
Our Designated Safeguarding Lead (DSL) works closely with the Bucks Safeguarding Children's Board and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of Dair House School. All staff have received training in on-line safety issues. The school's PSHE programme on on-line safety is the DSL's responsibility. He will ensure that all year groups in the school are educated in the risks and the reasons why they need to behave responsibly on-line. It is his responsibility to handle allegations of misuse of the internet.

Teaching and Support Staff will:
- All staff must read and sign the 'Acceptable ICT use Agreement'.
- Maintain awareness of school On-line policies and practices.
- Report any suspected misuse or problem to the Head, Head of ICT or Bursar.
- Ensure that all digital communications with pupils/parents/carers/fellow staff are on a professional level and conducted on school systems.
- Where relevant On-line is recognised in teaching activities and curriculum delivery ensure pupils understand and follow On-line policies.
- Adhere to the School's policies regarding the correct use of digital technologies (including mobile phone devices, cameras etc) during school activities.
- Ensure that where the use of the internet is pre-planned, pupils are guided to sites that have been checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Will ensure that On-line rules are posted in all networked rooms and discussed with the pupils at regular intervals.

Misuse: Statement Of Policy

We will not tolerate any illegal material, and will always report illegal activity to the police and/or the Local Child Safeguarding Board (LCSB). If we discover that a child or young person is at risk as a consequence of on-line activity, we may seek assistance from the Child Exploitation and Online Protection Unit (CEOP).

We will use a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with our Anti-bullying Policy. This includes sexting and bullying comments using mobile phones out of school.

We will contact cypfirstresponse@buckscc.gov.uk if we suspect a pupil is being radicalised.

We may also contact the Thames Valley Police: Preventreferral@thamesvalley.pnn.police.uk

Pupils:
- From Year 3 to Year 6, will be asked to discuss the agreement form with their parents/carers and sign it along with their parents/carers who will return it to school.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Are responsible for using school digital technology systems in accordance with the school policies
- Will understand and follow On-line policies.
- Will understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- When appropriate, are expected to understand policies on the use of mobile devices and digital cameras, the taking/using of images and cyber-bullying.
- Will understand that the On-line policy will include actions outside of school where related to school activities.
- Are not allowed to bring mobile phones, Apple devices, including Apple watches, and Fitbits to school without specific permission from teachers.

 Parents/Carers:
- Will be asked to witness, sign and return the consent form.
- Will be advised of On-line policies through parents' evenings, newsletters, school website etc.
- Will be encouraged to support the school in the promotion of good On-line practice.
- Should follow school guidelines on: digital and video images taken at school events, and their children's/pupils personal devices when used for school related activities. Involvement with parents and guardians

We seek to work closely with parents and guardians in promoting a culture of on-line safety. We will always contact you if we have any worries about your son or daughter's behaviour in this area, and we hope that you will feel able to share any worries with us.

We recognise that not all parents and guardians may feel equipped to protect their son or daughter when they use electronic equipment at home. We therefore arrange discussion

evenings for parents when an outside specialist advises about the potential hazards of this exploding technology, and the practical steps that parents can take to minimise the potential dangers to their sons and daughters without curbing their natural enthusiasm and curiosity.

Charter for the safe use of the internet and electronic devices at Dair House School

On-line safety is a whole school responsibility, and at Dair House School, the staff and pupils have adopted the following charter for the safe use of the internet inside the school-

Cyberbullying
- Cyberbullying is a particularly pernicious form of bullying, because it can be so pervasive and anonymous. There can be no safe haven for the victim, who can be targeted at any time or place. Our school's Anti-bullying Policy describes our preventative measures and the procedures that will be followed when we discover cases of bullying.
- Proper supervision of pupils plays an important part in creating a safe ICT environment at school; but everyone needs to learn how to stay safe outside the school.
- We value all of our pupils equally. It is part of the ethos of Dair House School to promote considerate behaviour and to value diversity.
- Bullying and harassment in any form should always be reported to a member of staff. It is never the victim's fault, and he or she should not be afraid to come forward.

Treating Other Users with Respect
- We expect pupils to treat staff and each other on-line with the same standards of consideration and good manners as they would in the course of face to face contact.
- We expect a degree of formality in communications between staff and pupils.
- We do not allow teachers to contact pupils using mobile phones.
- Teachers may be contacted via their school email address regarding school issues only.
- Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.
- All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or worrying issue to a member of staff.
- Pupils are not allowed to bring mobile phones into school.
- Staff and volunteers must keep their mobile phones in the staffroom lockers at all times when children are in school, unless they have specific permission from the Headmaster to do otherwise.

Keeping the School Network Safe
- We adhere to the BECTA guidelines regarding E-teaching and the internet.
- Certain sites are blocked by our filtering system and our Head of ICT monitors pupils' use of the network.
- The ICT Department monitors email traffic and blocks SPAM and certain attachments.
- We issue all pupils with their own personal school email address. Access is via personal LOGIN, which is password protected. We give guidance on the reasons for always logging off and for keeping all passwords securely.
- We have strong anti-virus protection on our network, which is operated by the Head of ICT.

- Any member of staff or pupil, who wishes to connect a removable device to the school's network, is asked to meet with our Head of ICT to check it for viruses.

Safe Use of Personal Electronic Equipment
- Our guidance is that no one should put anything onto the web that they would not say to their grandmother!
- We offer guidance on the safe use of social networking sites and cyberbullying in PSHE lessons.
- Our PSHE lessons include guidance on how pupils can identify the signs of a Cyber- stalker, and what they should do if they are worried about being harassed or stalked online.
- We offer guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world.
- We give guidance on how to keep safe at home, by encrypting your home wireless network, not opening unknown attachments and reporting any illegal content. Similarly we cover how a mobile phone filter can be activated, and how to block nuisance callers.
- We advise on the responsible use of skype.

Considerate Use of Electronic Equipment

Children are not allowed to bring any electronic equipment into school without permission from their Form teacher.
We expect all pupils to adhere to this charter for the safe use of the internet. Copies are given to all pupils and their parents, and we may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.

Community Users:

Where such groups have access to School networks/devices, they will be expected to provide signed acceptance to abide by school On-line policies and procedures.

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 absolutely guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.
The school will audit ICT provision to establish if the On-line policy is adequate and that its implementation is effective.

Health and Safety

Failure to comply in any way with this policy will be considered a serious risk to health and safety and all incidents of non-compliance will be investigated by a senior member of staff.

Appendices

- Acceptable Use Agreement- pupil/parent
- Acceptable Use Agreement- staff
- On-line rules for the classroom.
- Consent form: photography and use of images or recordings of children

Dair House School

Pupil Acceptable Use Agreement/ On-line rules- Years 3 to 6

On-line rules:

- I will only use ICT in school for school purposes.

- I will only use my school email address for school purposes.

- I will make sure that all ICT contacts with other children and adults are responsible.

- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will turn off the device and tell my teacher or parent immediately.

- I will not send to children or adults anything that could be considered unpleasant or nasty.

- I will not give out my own details such as name, phone number or home address, unless I have permission from a teacher or my parent.

- I will never arrange to meet someone contacted using the internet.

- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

- I will only use my own email account and not interfere with any other account.

- I know that my use of ICT can be checked and that my parent will be contacted if a member of school staff is concerned about my On-line.

- I understand that if I mis-use the school's ICT or my school email account, I may not be allowed access to them in the future.

We have discussed this and _____ (child's name) agrees to follow the On-line rules and to support the safe use of ICT at Dair House School.

Pupil signature: Parent signature:

Date:

Dair House School

Staff Acceptable Use Agreement/Code of Conduct

ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head.

- I will only use the school's email or internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data is kept secure and used appropriately, whether in school or taken off the school.
- I will not browse, download or upload material that could be considered offensive or illegal.
- Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent/carer.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available on request to my Head.
- I will respect copyright and intellectual property rights.
- I will support and promote the school's On-line policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature
I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature:

Full Name:

Date:

Dair House School

On-line rules for Years 3, 4, 5 and 6

<table>
<tr><td align="center">***Think before you click***</td></tr>
<tr><td>

- *We ask permission before using the Internet.*

- *We only use websites that an adult has chosen.*

- *We tell an adult if we see anything we are uncomfortable with.*

- *We immediately close any web page we not sure about.*

- *We only e-mail people an adult has approved.*

- *We send e-mails that are polite and friendly.*

- *We never give out personal information or passwords.*

- *We never arrange to meet anyone we don't know.*

- *We do not open e-mails sent by anyone we don't know.*

- *We do not use Internet chat rooms.*

</td></tr>
</table>

Dair House School Consent Form:

Photography and Use of Images or Recordings of Children

Name of child (Block Capitals) :	

We/I have read the school's policy on taking, using and storing of images of children, and we/I agree that:

The school may use our child's image/recording on internal display boards (both digital and conventional) within the school.	Yes/No (*please indicate*)
The school may use our child's image in material that is sent both electronically & by paper to the school community (parents, pupils, staff, Governors & alumni).	Yes/No (*please indicate*)
The school may use our child's image in printed material that is sent to prospective parents.	Yes/No (*please indicate*)
The school may use our child's image/recording on its web site and on marketing material.	Yes/No (*please indicate*)

This Consent Form is valid for:

The duration of our child's time at the School	Yes/No (*please indicate*)
Some shorter time – please specify	

We/I understand that the school will always try to contact us in advance when a visit by the media is expected.

We/I understand that we/I may revoke or amend this consent at any time by giving written notice to the school.

We/I agree to adhere to the school's guidelines for the private use of cameras and recording equipment.

(Signature of Parent or Guardian)……………………………………   Print Name…………………………………….   Date ……………….