Online Safety Policy	
First Approved:	

Last Review Details:-

Reviewed by:	Lucie Ager
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Amendments made:	
PDBW Approval:	M Foote 7/6/18

Next Review Due:	October 2021

Date written: March 2018

Date agreed and ratified by Governing Body: June 2018

Date of next review: October 2021

This policy will be reviewed at least annually, and following any concerns and/or updates to national and local guidance or procedures

1. Online Safety – The Issues

We have seen a large shift in the development and implementation of technology in recent years. Children are now "digital natives", growing up in a world dominated by information and communications technology (ICT) that provides them with access to a wide range of information and increased opportunities for instant communication and social networking.

Using the internet can benefit children's education and give them more opportunities to extend their learning and socialise, but it can also present several risks. There is a risk that children may feel safe in the online world as they are in a physically familiar location whilst accessing these resources. Children are often unaware that they are as much at risk online as they are in the real world, and parents and teachers may not be aware of the actions they can take to protect them.

In the face of these risks, there is a temptation to limit access to the internet; however, this will potentially have little effect as children can access the internet in a great number of locations. Instead of limiting access, at Manor Field we believe children should be educated in ways to use the internet safely and responsibly.

It is our policy that the educational and social benefits of the internet should be promoted, but that this should be balanced against the need to safeguard children.

2. Online Safety – The Strategies

Computing is a key part of the curriculum and one of the key aims which underpin the computing curriculum is to ensure that pupils are aware the need to be safe online. In addition to the computing curriculum, the PSHE curriculum covers a range of skills and behaviours reinforcing the online safety message. It is our responsibility to safeguard and promote the welfare of pupils, as well as the duty of care to children and their parents to provide a safe learning environment.

Our online safety strategy enables a safe e-learning environment that:

- promote the use of technology within the curriculum
- protects children from harm by equipping them with the necessary skills
- safeguards staff in their contact with pupils and their own use of the internet
- ensures the school fulfils its duty of care to pupils
- provides clear expectations for staff and pupils on acceptable use of the internet.

3. Roles and Responsibilities

3.1. Head Teacher / Designated Safeguarding Leads

The Head Teachers has ultimate responsibility for online safety issues within the school including:

- the overall development and implementation of the school's online safety policy
- ensuring that online safety issues are given a high profile within the school community
- linking with the board of governors and parents and carers to promote online safety and forward the school's online safety strategy
- receiving regular monitoring reports from the Online Safety Team (see below)
- ensuring online safety is embedded in the curriculum
- deciding on, and implementing, sanctions against staff and pupils who are in breach of acceptable use policies.

3.2. Governors

As governing bodies have a statutory responsibility for pupil safety, it is vital that governors are aware of online safety issues, providing support to the Head Teacher in the development and implementation of the school's online safety policy and strategy.

Governors are subject to the same online safety rules as staff members and sign an Acceptable Use Agreement in order to keep them safe and to ensure a high standard of professional conduct. In particular, governors should always use school email addresses when conducting school business.

3.3. Online Safety Team ('Online Safety Champions')

Manor Field School has a team of Online Safety Champions who are responsible for coordinating online safety policies on behalf of the school. The team is currently comprised of:

- Computing Subject Lead(s)
- PSHE Subject Lead
- Safeguarding Governor
- Designated Safeguarding Lead(s)
- Headteacher

The Online Safety Champions' responsibilities include:

- the day to day responsibility for online safety issues and have a leading role in establishing and reviewing the school online safety policies
- promoting an awareness and commitment to e-safeguarding throughout the school community
- ensuring that online safety education is delivered and embedded across the curriculum
- liaising with school ICT technical staff
- ensuring that all staff are aware of the procedures that need to be followed in the event of an online safety incident
- ensuring that an online safety incident log is kept up to date (via the use of CPOMS - Cause for Concern, Online Safety Concern)
- facilitating training and advice for all staff
- liaising with the Local Authority and relevant agencies
- keeping updated in online safety issues and legislation, and aware of the potential for serious child protection issues to arise from internet access, especially (but not limited to) cyber-bullying and use of social media.

3.4. Technicians

At Manor Field School, the role of ICT technician is currently being provided for by JSPC in conjunction with the Computing Coordinator. Roles include, but are not limited to, ensuring the ICT infrastructure is fit for purpose and provide adequate safeguards to all users.

3.5. School Staff

All school staff have a dual role concerning their own internet use and providing guidance, support and supervision for pupils. Their role includes:

- reading, understanding and helping to promote the school's online safety policies and guidance
- reporting any suspected misuse or problem to a member of the Online Safety Team
- modelling safe, responsible and professional behaviours in their own use of technology
- ensuring that any digital communications with pupils should be on a professional level and only through school systems, and never through personal devices (e.g. email, text, mobile phones)

4. Security, Data and Confidentiality

All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's online safety Policy.

Staff will use cloud based storage, which is password protected to store and access information conveniently.

Staff should be aware of their responsibilities when accessing sensitive school data.

School data will only be accessed by staff, using their own username and password.

5. Mobile Technologies

5.1. Email

The use of email within school is an essential means of communication for staff. Staff must use the schools approved email system for any school business. Pupils will be introduced to email as part of the Computing curriculum and will be encouraged to use the school's system. Pupils are not permitted to use personal email accounts without the prior consent of their teacher.

5.2. Social Networking

The school does not permit the pupils to access their private accounts on social or gaming networks at any time during the school day.

As part of the online safety message, the school also strongly discourages children from using age inappropriate social networking outside of school. Should the staff be made aware of incidents or activities on these social networks, which has a direct effect on the children's behaviour or attitudes within school, then the school reserves the right to take action regarding their accounts. This may include discussions with parents, information letters or reporting the child's access to the respective organisations/companies.

6. Use of Images

With the written consent of parents (on behalf of pupils), the school permits the appropriate taking of images by staff and pupils with school equipment.

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue.

Parents/ carers may withdraw permission, in writing, at any time.

Pupils' first names and surnames will not be published alongside their image and vice versa on the school website or any other school based publicity materials. This is with the exception of

'Children in the Spotlight' and 'Headteacher's Awards' section of the newsletter' where we use first names and initials only.