

Lowe's Wong Anglican Methodist Junior School

Online Safety Policy





LOWE'S WONG ANGLICAN METHODIST JUNIOR SCHOOL

Online Safety Policy

Policy development

The online safety policy is a key part of the school's safeguarding arrangements and makes links to our computing, Anti-bullying policy and Good Behaviour Guide.

- Our policy has been written in consultation with staff in school, parents/carers, governors and young people.
- It has been agreed by senior managers and approved by governors.
- The policy and its implementation will be reviewed annually.
- It is available to read or download on our school website or as a hard copy from the school office.

Roles and responsibilities

The school has an online safety coordinator (in some cases this will be the Designated Safeguarding Lead as the roles may overlap). Our coordinator is Miss Anne Ford.

Teaching and Learning

Why internet and digital communications are important

- The purpose of any technology in school is to raise educational standards, to promote achievement, to support the professional work of staff and to enhance the school's management functions.
- The school has a duty to provide students with quality internet access as part of their learning experience.
- Internet use is part of the statutory curriculum and a necessary tool for staff.
- Pupils will be educated in the safe, effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- They will be encouraged to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be shown how to publish and present information appropriately to a wider audience.
- They will be taught what internet use is acceptable and what is not and be given clear objectives for use. These are also important transferable skills for their life out of school, including using mobile phones and other mobile devices.
- They will be taught how to report unpleasant internet content including Cyberbullying or unwanted contact. This will include using the CEOP icon on the school's website.
- Issues such as Cyberbullying and online safety will be built into the curriculum to encourage self-efficacy and resilience. Some children who have had problems or with additional needs may need additional support.

Managing Internet Access

Information security system

- The school IT system security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies may be discussed with the Local Authority/Atom IT – our internet provider.

E-mail

- Pupils and staff may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a member of staff if they receive an offensive e-mail.
- Staff to pupil e-mail communication must only take place via a school e-mail address or from within a learning platform and will be monitored.
- All incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will consider how e-mail from pupils to external bodies is presented and controlled.
- The forwarding of chain letters is **NOT** permitted.

Published content and the school website

- The contact details on the school's website should be the school address. No staff or pupil's personal details will be published.
- The headteacher or their nominee will have overall editorial responsibility to ensure that content is accurate and appropriate.

Publishing pupils' images and work

- Photographs that include children will be selected carefully, group photographs will be used rather than full-face photos of individual children to reduce the ability to identify individuals.
- Pupil's full names will be avoided on the website and learning platforms including blogs, forums especially if associated with a photograph.
- Written permission will be obtained from parents and carers before any photographs are published on the school website.
- Parents should be clearly informed of the school policy on image taking and publishing.

Social networking and personal publishing on the school learning platform

- The school will control access to social networking sites and consider how to educate pupils in their safe use. This may not mean blocking every site; it may need monitoring and educating students in their use.
- The school will encourage parents to support their children when setting up a social networking profile and offer help and guidance. This includes encouraging families to follow the terms and conditions specifying the appropriate age for using sites.
- Pupils will be advised never to give out personal details which may identify them or their location.

Managing filtering

- The school will work with the County Council or Atom IT to ensure systems to protect pupils are reviewed and improved.
- Any unsuitable on-line material should be reported to the online safety coordinator.
- Regular checks will be made to ensure the filtering methods are appropriate, effective and reasonable.
- A log will be kept and used to identify patterns and behaviours and therefore inform policy and educational interventions.

Managing video conferencing – using Microsoft Teams

- Video conferencing will be appropriately supervised for the pupils' age.
- Pupils will always ask permission from the supervising teacher before making or receiving a video conference call.
- The use of Microsoft Teams video conferencing facilities ensures both a quality of service and security.
- For safeguarding purposes, when conducting video conference calls from home (e.g. for 'home schooling'), teachers will only go ahead with the call if 2 or more children join. If there is only one child, then these conference calls will either be recorded or request that an appropriate trusted adult is present, on screen.
- When engaging in video conferencing from home, children are encouraged to be in suitable attire, in a central location (not bedrooms) and to make sure an adult knows they are on a video call with school.

Managing emerging technologies

- The school will examine emerging technologies for their educational benefit and carry out a risk assessment before use in school.
- Mobile phones and associated cameras will not be used in lessons or formal school time except as part of an educational activity.
- Care will be taken with the use of hand held technologies in school which may not have the level of filtering required.
- Staff will use a school phone where contact with pupils and their families are required. On residential visits, all calls needed to be made home to parents will be via the approved Visits Leader; this may require the use of a personal mobile in case of emergencies.
- When contacting parents by phone to check on children's wellbeing (during a lockdown), teachers ensure the use of 141 before dialling to protect their own number.

Protecting personal data

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

Policy decisions

Authorising internet access

- All staff must read and sign the 'staff code of conduct before using any school computing resource
- The school will maintain a current record of all staff and pupils who are given access to school computing systems.
- Parents will be asked to sign and return a consent form.
- Any person not directly employed by the school will be asked to sign an 'acceptable use of school computing resources' before being allowed to access the internet from the school site.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material; however, it is not possible to guarantee that unsuitable material will never appear on a school computer.
- The school will monitor computing use to establish if the online safety policy is appropriate and effective.

Handling e-safety complaints

- Complaints of internet misuse will be dealt with by a senior member of staff.
- Complaints of misuse by staff will be referred to the headteacher. Any complaints of misuse by the headteacher will be referred to the Chair of Governors.

- Any complaints of a child protection nature must be dealt with in accordance to child protection procedures.
- Pupils and parents will be informed of the consequences and sanctions for pupils misusing the internet and this will be in line with the school's Good Behaviour Guide.

Community use of the internet

- All use of the school internet connection by community and other organisations shall be in accordance with the online safety policy.

Communicating the policy

Pupils

- Appropriate elements of the e-safety policy will be shared with pupils.
- Online safety rules are on display around school and in the school's computing suite.
- Pupils will be informed that network and internet use will be monitored.
- Age appropriate curriculum opportunities will be used to ensure all pupils gain an awareness of online safety. These will be addressed on a regular basis and modified as newer risks are identified.

Staff

- All staff are made aware of the policy at our annual admin day in September. Any updates are shared by our computing lead at Staff Meetings.
- Staff should be aware that the system is monitored and that professional standards are expected.
- Staff monitoring the system will be supervised by senior management and have a clear procedure for reporting.

Parents

- Parents will be notified of the policy in newsletters, the school prospectus and on our website.
- All parents will be asked to sign the parent/pupil agreement when they register their children.
- Parents will be offered online safety training, either by face to face meetings or emailed information, to encourage them to support and encourage positive online activities with their children and help them to use the internet safely.

This online safety policy was revised by: Miss Anne Ford **May 2023**

It was approved by the Governors on: **24th May 2023**

Staff, Governor and Visitor
Acceptable Use Policy/Computing Code of
Conduct

Lowe's Wong Anglican/Methodist Junior School

IT and the related technologies such as email, the internet and mobile devices are an expected part of our working life in school. This policy is designed to ensure all staff are aware of their professional responsibilities when using any form of IT. All staff are expected to sign this policy and adhere at all times to its contents.

- I appreciate that IT includes a wide range of systems and devices including laptops and iPads, mobile phones, digital cameras, email, social networking and may include personal IT devices when used for school business.
- I understand that it is a criminal offence to use a school IT system for a purpose not permitted by its owner.
- I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activities carried out under my user name.
- I will only use the school email, internet, intranet or any related technologies for professional purposes.
- I will ensure that personal data is kept secure and used appropriately, whether in school, taken out of school or used remotely when authorised by the head teacher or governing body.
- I will not install any hardware or software onto the server without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will respect copyright and intellectual property rights.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with consent of the parent, carer or staff member. Images will not be distributed outside the school network without permission.
- I will ensure that my online activity both in school and outside school will not bring my professional role into disrepute.
- I will ensure that all electronic communications with parents, pupils and staff are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will support the school's online safety policy and help pupils to be safe.
- I will report any incidents of concern regarding children's safety to the DSL and online safety coordinator.
- I understand that sanctions for disregarding any of the above will be in line with the school's disciplinary procedures and serious infringements may be referred to the police.

User Signature

I agree to follow the code of conduct and support the safe use of IT throughout the school

Full Name: _____

Job Title: _____

Signature_____

Date_____

STEP 4: RESPONSIBLE USE OF THE INTERNET

LOWE'S WONG JUNIOR SCHOOL - PUPIL INFORMATION

RESPONSIBLE USE OF THE INTERNET / RULES FOR ONLINE SAFETY

All year groups are, or will be, working to raise awareness and capability in the use of the Internet at school. Our Internet access is supplied by Atom IT and it has a built in filtering system that restricts access to sites containing inappropriate content. All screens with Internet access are in public view and an adult will be present to supervise. No system is perfect, however, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material on the Internet. We have been asked by the Local Education Authority to inform you of the rules which the children are expected to follow to help with our precautions. I would ask you to look through these rules and discuss them with your child and then return the signed form to us at school.

Thank you for your support.

Miss A Ford
ICT Co-ordinator

THESE RULES ARE FOR YOUR SAFETY. IT IS VITAL THAT YOU UNDERSTAND AND FOLLOW THEM.

1. I **WILL NOT** share any of my passwords and log-in details with anybody.
2. I **WILL NOT** give out any personal information without permission from an adult. This includes:
 - My address
 - Telephone number
 - Parents' work address and telephone number
 - The name and location of my school
3. I will tell an adult immediately if I come across any information that makes me feel uncomfortable.
4. I will never agree to arrange to meet with someone online without first checking with an adult.
5. I will never send a person my picture or anything else without first checking with my parents/carers or my teacher.
6. I will not reply to any message that is unkind, or makes me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell an adult immediately so that they can contact the service provider.
7. I will go online only with permission from my teacher. My teacher will tell me:
 - When I can be online
 - The length of time I can be online
 - Areas appropriate for me to visit
8. I will not try to access the Internet at any other time.
9. I will be a good online citizen and not do anything that hurts other people or that is against the law.

This is to be read through with your parents/carers and then signed and returned to School.

- At Lowe's Wong, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally they are expected to report it immediately to a teacher.
- Pupils are expected not to use any rude language in their email communications and contact only people they know or those that the teacher has approved.
- Pupils must ask permission before accessing the Internet.
- Computers should be used for schoolwork and homework if permission has been granted.
- No program files may be downloaded to the school computer from the Internet.
- No personal information such as telephone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project, monitored by staff and agreed with parents/carers.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, will be denied access to Internet and resources.
- Pupils will behave sensibly and politely at all times when using the facilities.

I have read through this agreement with my child and agree to these safety restrictions.

Name of child	
Signed: Parent/Carer	Date: 000/000/0000

Responsible use of the Internet/Rules for Online Safety

BE SMART ONLINE

S SAFE Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.

M MEET Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk

A ACCEPTING Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.

R RELIABLE You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.

T TELL Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or www.childline.org.uk

BE SMART WITH A HEART Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.

WWW.CHILDNET.COM

© Copyright 2015 by Childnet International Ltd. All rights reserved.

STEP 5: PHOTOGRAPH CONSENT

LOWE'S WONG JUNIOR SCHOOL - PUPIL INFORMATION

Step 5

Dear Parents/Carers

We are aware of the concerns surrounding the use of children's photographs, and recognise that parents want to know that school takes every precaution to guard against their possible misuse. We have worked hard to establish sound practices which acknowledge and address any areas of risk; this has been a 'common sense' approach, proactive not reactive.

We include the relevant extract from our school policy document for your information and request your permission to include your child's photograph in our school publications. (Our procedures with respect to photos taken by people other than school staff/for other purposes are included here too).

Headteacher and Governors
Lowe's Wong Junior School

Child protection

We will only use images of children in suitable dress. The Headteacher and Governing Body will decide if images of some activities – such as sports or arts – are suitable without presenting risk of potential misuse. 'Suitable dress' is deemed to be: school uniform, sports kit, fancy dress, appropriate to context.

Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school's child protection officer, Social Services and/or the police as appropriate.

Individual pupils will not be named in conjunction with their image and we will never use an image of a child who is subject to a relevant court order.

Websites

We will adopt the same principles as outlined above when publishing images on the Internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view images, and consequently there is a greater risk of misuse of images, via the Internet. We will therefore give specific consideration to the suitability of images for use on the school's website.

Images, and accompanying details, will only be used in line with government guidance as outlined on the Department for Education and Skills Superhighway Safety website (www.safety.ngf.gov.uk/schools).

Webcams and mobile phones

Webcams and mobile phones can be used to take images without people's knowledge. The school's policy is to signpost areas in which webcams are being used so that people know the webcam is there before they enter that area.

Misuse of mobile phones that can take and transmit images will be regarded as a breach of school discipline and dealt with in accordance with our Child Protection statement. This applies to both visitors and staff.

Our pupils are not allowed mobile phones in school, nor webcams. In the event of a school webcam being used as part of curriculum studies, this will be under the supervision of a teacher who will take responsibility for its use.

External photographs and events

If the school invites or permits an external photographer to take photographs within school, we will:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Not allow unsupervised access to children or one-to-one photo sessions at events
(Supervised is understood to include within sight, albeit at a distance, from the supervisor)

STEP 5: PHOTOGRAPH CONSENT**LOWE'S WONG JUNIOR SCHOOL - PUPIL INFORMATION****Photographs taken by parents / carers**

The same conditions will apply to filming or video recording of events:

Any images will be deemed 'suitable without presenting risk of potential misuse'.
Images of children at these events will be in 'suitable dress' as previously defined.

Photographs taken by journalists

These are exempt from the Data Protection Act as newspapers are subject to strict guidelines governing the press. However, wherever possible and practicable, we will secure parental permission before allowing journalists to take photographs of pupils. Where parents decline to have any photographs taken we will do our best to comply with this wish.

Photographs taken by pupils: Cameras may be taken on school trips/visits but those accompanying a residential trip will be given out each morning and collected in at the end of the day's activities

CHILD PHOTOGRAPH CONSENT FORM

Location of photograph: School premises

Possible intended use: School publications such as prospectus or newspaper/displays in and around school/website, or for identification of children with acute medical needs

To the Parent/Carer of:

Name of child:

Nottinghamshire County Council occasionally takes photographs of children in its schools for promotional purposes. We would like to use a photograph of your child for our publications or website.

To comply with the Data Protection Act 1998, we need your permission before we use any photographs we have taken. Please complete the declaration below and return it to the school office.

I give permission for my child's photograph to be used by the County Council:

For general use whilst child is at this school/possibly longer if used in prospectus.

I have read and understood the conditions of use attached to this form.

Name of child:	
Signed: Parent/Carer	Date: []/[]/[]

Please also complete additional form on reverse

STEP 5: PHOTOGRAPH CONSENT LOWE'S WONG JUNIOR SCHOOL

In-house Photographs/Videos

School usage of photos:

Photos/videos for general school use (photo stories, assembly, class photo albums, record of sports days and trips, screen savers, putting on disc to sell to class after a school trip, PowerPoints for use in classroom and assemblies, school newspaper, etc.)

- On school website (not password protected)
- Online school learning environment - (password protected)
- Local newspaper – Bramley, Newark Advertiser
- Use in school prospectus
- Use in other schools – partner school

In all photos, videos, etc. children will be appropriately clothed, e.g. school uniform/P.E. kit/own clothes.

If you are happy for your child to be included in these, please sign below.

I have read and understood the conditions of use attached to this form.

Name of child:	
Address:	
Signed: Parent/Carer	Date: 0000/0000/0000

If you feel unable to give your overall permission, please return the form giving your reasons and we will try to accommodate these.



Year 6 say:

"Year 6 started with out residential to Whitby where we all bonded as a year group and made good friendships. Other children and our teachers have all been supportive and caring throughout our time at Lowe's Wong. The staff all encourage us to 'be the best we can be' and have helped us become more independent and ready for secondary school. All the subjects like Maths and English have been good, and we have also had lots of opportunities to do extra curricular clubs like hockey, football, high 5, photography, dance and drama. It's difficult to say what the best thing is about being at Lowe's Wong - It just has a great atmosphere."

The Legal Framework

Communications Act 2003(section 127)

Sending by means of the internet a message or other matter that is offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction to imprisonment.

NB an offence is committed as soon as the message has been sent: there is no need to prove any intent or purpose.

The Computer Misuse Act 1990

Regardless of an individual's motivation, the act makes it a criminal offence to:

- Gain access to computer files or software without permission
- Gain unauthorised access as above in order to commit a further criminal act
- Impair the operation of a computer or program (for example caused by viruses or denial of service attacks)

Copyright, Design and Patents Act 1988

Copyright is the right to prevent others from copying or using work without permission.

Data Protection Act 1998

The Act requires anyone who handles personal information to notify the Information Commissioner's Office of the type of processing it administers, and must comply with important data protection principles when treating personal data relating to any living individual. The Act also grants individuals rights of access to their personal data.

Education Act 2011 (sections 2-4)

This clarifies statutory powers to discipline pupils for inappropriate behaviour or for not following instructions both on and off the school premises. Details for free schools can be found in section 36 and Academies in part 6 sections 55-65.

Education and Inspections Act 2006 (sections 90-91)

This provides powers to discipline pupils for inappropriate behaviour or for not following instructions both on and off the school premises. It also gives schools the powers to confiscate items from pupils.

These powers are particularly relevant to online bullying and e-safety as well as giving legal powers to confiscate mobile phones and other mobile devices, if they suspect that they are being used to compromise the well-being and safety of others.

Malicious Communications Act 1988 (section1)

This makes it a criminal offence to send electronic messages that conveys indecent, grossly offensive, threatening material or information that is false. This includes if the message is of an indecent or grossly offensive nature and if the purpose was to cause a recipient to suffer distress or anxiety.

Obscene Publications Act 1959 and 1964 (section 1)

Publishing an 'obscene' article is a criminal offence. This includes electronic transmission.

Public Order Act 1986 (sections 17-29)

This makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. It also makes the possession of inflammatory material with a view of releasing it a criminal offence.

Protection of Children Act 1978 (section 1)

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the UK. A child is anyone under 18. Viewing an indecent image of a child on your computer means that you have made a digital image.

Protection from Harassment Act 1997

A person must not pursue a course of conduct, which amounts to harassment of another, and which they know or ought to know amounts to the harassment of others.

A person whose course of conduct causes another to fear on at least 2 occasions, that violence will be used against them is guilty of an offence if they know or ought to know that their course of conduct will cause the other to fear on each of these occasions.

The Equality Act 2010

This consolidates discrimination law covering all types of discrimination that are unlawful. It defines that schools cannot unlawfully discriminate against pupils because of their sex, race, disability, religion or belief and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment.

Regulation of Investigatory Powers Act 2000

This regulates the interception of communications and makes it an offence to intercept or monitor communications without the consent of the parties involved in the communication.

The Telecommunications (Lawful Business Practice) (Interception of Communications Regulations 2000) does permit a degree of monitoring and record keeping for example in schools to investigate unauthorised use of the network. However, all monitoring is subject to consent.

Sexual Offences Act 2003

A grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice and intentionally meet them or travel with the intent to meet them to commit a sexual offence.

Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification.

It is an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. Any sexual intercourse with a child under 13 is considered rape.

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community

Question	Equality Groups																		Conclusion							
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
		✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓	
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓	

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
------------	---