

Aims of Handsworth Primary School

“Branching out, growing tall, hand in hand, one and all”

At Handsworth Primary School we aim to provide a safe, caring and stimulating environment, which offers opportunities:-

- For everyone within the school to reach their full potential and develop self worth, self confidence, the ability to take responsibility for their own individual actions and resilience.
- For everyone within the school to have a sense of wonder, an enthusiasm for learning and help children to develop as independent thinkers and learners with enquiring minds.
- To encourage and develop a respect and understanding for others.
- To develop all partnerships, small and large, from the individual parent to the wider community and beyond to support children's learning.
- To give children access to a broad and balanced creative curriculum to attain the highest possible standards in relation to prior attainment through assessment and learning.

Equal opportunities

At Handsworth Primary school we believe that every child is entitled to equal access to the curriculum, regardless of race, gender, class or disability.

Inclusion

We are committed to promoting learning and teaching environment for all that embeds the values of inclusive educational practices.

Through a child centred approach, we aim to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference.

1. Who will write and review the policy?

The school will appoint an Online Safety Coordinator. The Policy will be written and reviewed annually by the online safety Coordinator with input from the head teacher, staff and governors together with guidance received from LGFL policy and government guidance. This policy should be read in conjunction with the Safeguarding Policy.

2. Why is Internet use important?

- Internet use is part of the national curriculum and a necessary tool for learning.
- The Internet is a part of everyday life for education, business and social interaction. The 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.

3. How does the Internet use benefit education?

Benefits of using the Internet in education include:

- access to worldwide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- 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, effective curriculum practice and online training courses.
- collaboration across networks of schools, support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- Access to learning wherever and whenever convenient (e.g. homework, independent topic research, revision)

4. How can Internet use enhance learning?

- The school's Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the pupils.

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in online activities that will support the learning outcomes planned for the pupils' age and maturity.
- 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.

5. How will pupils learn how to evaluate Internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Local Authority helpdesk via the online safety coordinator or network manager.
- The school should ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and be shown how to accept and validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

6. Information System Security

- The security of the school information systems and users will be reviewed regularly. The school uses robust security provision and a managed educational network service through LGFL.
- Portable media may not be used without specific permission followed by a virus check.
- Unapproved software will not be allowed in pupils' work areas or attached to email.
- Files held on the school's network will be regularly checked.
- The ICT Subject Leader/Network Manager will review system capacity regularly.

7. Email use in school

- Pupils may only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive an 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 for communication outside of the school.
- 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.

- The forwarding of chain messages is not permitted.
- Staff should only use school email accounts to communicate with pupils as approved by the Senior Leadership Team, following Local Authority guidance.

8. Published content and the School Website

- The contact details shown on the school's website are that of the school. This will also include the school's email address and telephone number. Staff or pupils' personal information will not be published.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website will comply with the school's guidelines for publications including respect for intellectual property rights and copyright.
- Uploading of information to the schools website is in the main the responsibility of Deputy Head Teacher, Afua Addai and School Business Manager, Carol Carroll. All teaching staff have access to the website and can upload relevant documents to their class pages.

9. Publishing Pupils' Images and Work

- The school will use images of children on the school website only under the direction of the Head Teacher. A record of children whose images may not be used on the website is held in the school office. No surnames will be published alongside photographs on the school website.
- Parents sign the home-school agreement which states that children's images can be used on the website.
- Parents must inform the school office if they do not want images of their child/ren to be electronically published.

10. Photographs/Video taken by parents/carers for personal use

- In the event of parents/carers wanting to take photographs of children e.g. at school performances or on school trips, they are reminded that these are for their own private retention and not for publication in any manner including social networking sites such as Facebook. Parents/carers will be reminded of this policy at school performances.

11. Social Networking – Pupils

- Social Networking sites include, but are not exclusively, Snapchat, Facebook, Twitter, Email, Blogs, Linked-In, You tube, MySpace and Bebo. Most of these applications have a legal age restriction and pupils must be 13 years old.
- From the age of 10, children are criminally responsible for the actions they take when using social media.
- Within school the access to social media and social networking sites will be controlled.
- 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.

- If personal publishing is to be used with pupils then it must use age appropriate sites suitable for educational purposes. Personal information must not be published and the site should be moderated by school staff.
- Pupils will be advised on security and encouraged to set passwords, deny access to unknown individuals and be instructed how to block unwanted communications. Pupils will be encouraged to invite known friends only and deny access to others by making profiles private.
- Pupils are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.
- Online safety workshops will be arranged by the online safety coordinator for staff, pupils and parents on a regular basis.

12. Social Networking – staff and parents/carers

- Staff official blogs or wikis will be password protected and run from the school website with approval from the Senior Leadership Team.
- Staff are expected to conduct themselves in any social media forum as they would in school. Staff are also reminded to adhere to the guidelines regarding photographs of children for their own private retention. It is inappropriate for staff to 'friend' any child of primary school age.
- Staff and parents/carers are reminded that social media sites should not be used as a forum for public debate, complaint or grievance regarding school issues and they should refer to the appropriate complaints or grievance policy.

13. Cyber bullying

Cyber bullying is bullying through the use of communication technology like mobile phone text messages, emails or websites. This can take many forms for example:

- Sending threatening or abusive text messages or emails, personally or anonymously
- Making insulting comments about someone on a website, social networking site (e.g facebook)
- Making or sharing derogatory or embarrassing videos of someone via mobile phone or email

Handsworth Primary School will not tolerate any form of cyber bullying, (whether inside or outside school) to another pupil or member of staff and may take further action against any individual concerned.

14. Filtering

- The school will work with LGFL and Joskos (ICT Technicians), to ensure that systems to protect pupils and staff are continually reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL must be reported to the online Safety Coordinator.
- The school's broadband access will include filtering appropriate to the age and maturity of pupils.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be reported to appropriate agencies such as IWF or CEOP.
- The school's access strategy will be designed by educators to suit the age and curriculum requirements of the pupils, with advice from network managers.

15. Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text, picture or video messages is forbidden.

16. Protecting Personal Data

- Personal data will be recorded, processed transferred and made available according to the Data Protection Act 2003.

17. Assessing Risks

- The school will take all reasonable precautions to prevent access to appropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor the Local Authority can accept liability for the material accessed, or and consequences of Internet access.
- 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.

18. Handling online safety Complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Head teacher.
- Complaints of a child protection nature must be dealt with in accordance with child protection and safeguarding procedures.
- Pupils and parents will be informed of the complaints procedure.

19. Communication of Policy

Pupils

- Rules for Internet access will be posted in all classrooms.
- Pupils will be informed that Internet use will be monitored.

Staff

- All staff will be given the School online Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents

- Parents' attention will be drawn to the School online Safety Policy, in newsletters, in the school prospectus and on the school web site.

Social Media

Rationale

We publish information about our school and communicate with parents / carers in many ways:

- parents' evenings
- informal meetings
- newsletters
- email and text messages
- our own website
- social media

We welcome anyone who is interested in the life of our school to follow us and connect with us on the various social media sites that we use (excluding school employees). At the moment this includes Twitter only. This site allows us to communicate much more about the day-to-day life in school; the kind of detail that wouldn't normally be enough for a newsletter or a meeting. We do not use Facebook as a medium for communicating news to the community at present, especially as in its terms of use it is only for people over 13 years of age.

Use of sites

It's important for everybody's safety that we are clear about how we use these sites and what is acceptable behaviour from the people who choose to follow us. We use our social media sites to publish information that is of general interest. We do not believe it is an appropriate place to discuss personal matters that are specific to individual members of our community, whether that be children, parents, staff, or governors.

Privacy

- We will not publish photographs of children without the written consent of parents / carers
- We will not identify by surname any of the children featured in photographs
- We will not allow personally identifying information to be published on social media accounts

Respect

- We will not tolerate any form of bullying on our social media accounts
- We will not allow posts or comments that refer to specific, individual matters between the school and members of its community
- We will not tolerate any comments or posts that are defamatory, rude or abusive towards any member of our school community, whether that be children, parents, staff or governors

Our rules

Where allowed by the site, we welcome general comments on the information we post. However, we reserve the right to delete comments and ban further comments from anyone who breaks the terms of our policy. We reserve the right to ban and report anyone who breaks the terms of service of the relevant social media platform. Paid employees will not follow the school on Twitter.

The Role of the ICT Co-ordinator

- To monitor the implementation of the social media policy.
- To regularly update the wider community on school related news via social media.
- To support staff with new ideas, resources and materials relevant to the policy.
- To make recommendations for further improvement related to new innovations.

Other Related Documents

- ICT policy
- Online safety policy

Date of next review: July 2019

**Online Safety Rules for
Key Stage 1
Think then Click**



These rules help us to stay safe on the Internet

- We only use the Internet when an adult is with us.
- We can click on the buttons or links when we know what they do.
- We can search the Internet with an adult.
- We always ask if we get lost on the Internet.
- We can send and open emails together.
- We can write polite and friendly emails to people that we know.

**Online Safety Rules for
Key Stage 2
Think then Click**



- 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 webpage we are not sure about.
- We only email people an adult has approved.
- We send emails 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 emails sent by anyone we don't know.
- We do not use Internet chat rooms.

Handsworth Primary School
Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's e-safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that the school information systems may not be used for private purposes, without specific permission from the head teacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and will not disclose any password or security information to anyone other than the appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school online Safety Coordinator or the Designated Child Protection Officer/Governor.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will conduct myself in any social media forum as I would in school.
- I will promote online safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the school's information system maybe taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery and sound.

I have read, understood and agree with the Information Systems Code of Conduct.

Name:

Signed:

Date: