



School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Deputy Headteacher:	Nicola Gregson:	<a href="mailto:n.gregson@st-georges.lancs.sch.uk">n.gregson@st-georges.lancs.sch.uk</a>
Assistant Headteachers:	Rob Horne:	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Naomi Harrison:	<a href="mailto:n.harrison@st-georges.lancs.sch.uk">n.harrison@st-georges.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

# St George's CE Primary School, Chorley

## Online Safety Policy

Adopted by the Governing Body on: 26<sup>th</sup> September 2024

Signed (Chair of Governors):



Date of Next Review 1<sup>st</sup> September 2025  
(not more than 12 months from the publication date)

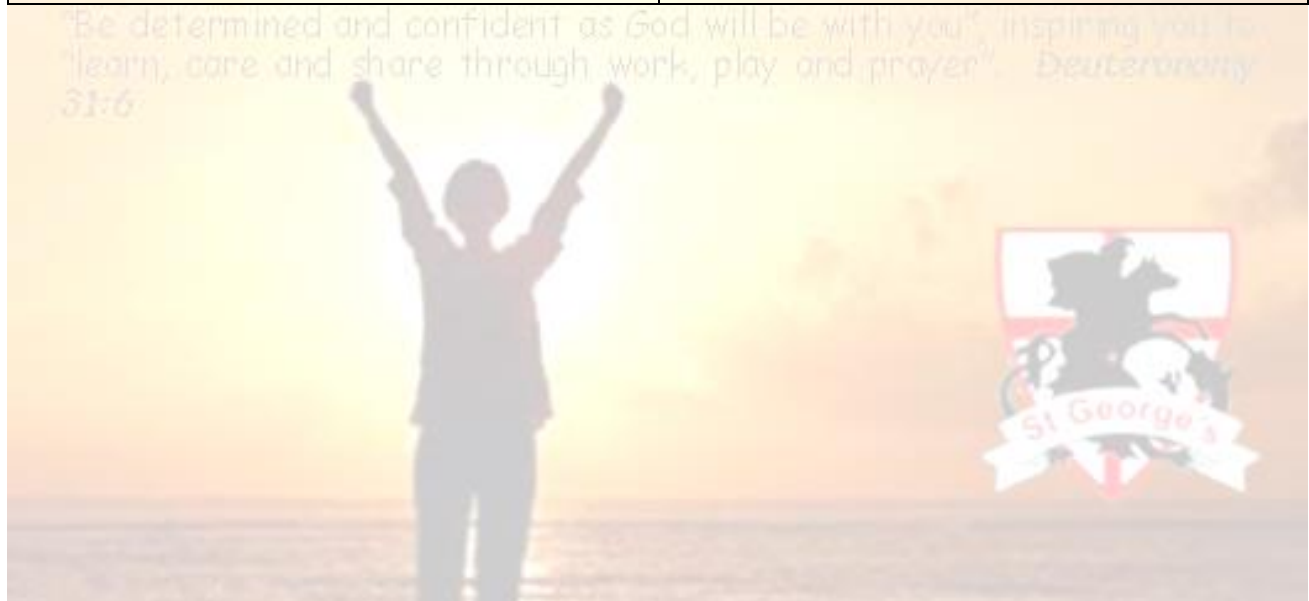
This document is available via the school website or from the school office on request



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## **Intent**

### **What is the school's mission statement?**

All that we believe at St George's, is underpinned by our mission statement of *“Be determined and confident as God will be with you”, inspiring us to learn, care and share, through work, play and prayer’.*

### **What is the school's vision for the subject?**

The Online Safety Policy is part of the School Development Plan and relates to other policies including those for Computing, bullying and for child protection. For the academic year 2023-2024, Online Safety has been identified as a focus thread for Computing and there will be an emphasis throughout the curriculum on online safety in each Key Stage.

The school's appointed Online Safety Coordinator is Naomi Harrison and the Designated Child Protection Coordinator is Andy Purcell.

Children today live in a digital world. They have grown up with these technologies as an essential part of everyday life. As adults, teachers, parents and carers, many of us learn to use these technologies as additional tools for specific tasks and experience these changes as a revolution.

In school, we have a duty of care to ensure that the virtual environment is as safe and secure as we can reasonably make it; just as we do with the physical environment. We have safeguards in place, but must also raise awareness of potential risks and give our children the knowledge, skills and support to recognise, and deal confidently with these if they arise.

Online Safety depends on effective practice in each of the following areas:

- Education for responsible ICT use by staff and pupils;
- A comprehensive, agreed and implemented Online Safety Policy;
- Secure, filtered internet from the BTLS Netsweeper with additional, daily monitoring checks
- A school network that complies with the National Education Network standards and specifications



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## **Implement**

### **Internet use will enhance learning**

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- 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 shown how to publish and present information to a wider audience.

### **Pupils will be taught how to evaluate Internet content**

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content

### **Managing Internet Access**

#### **Information system security**

- School computing systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with county advisors (LGfL/BTLS).

#### **Managing filtering**

- The school will work with LGfL, BTLS and Netsweeper to ensure that systems to protect pupils are continuously reviewed and improved.
- BTLS provides a subscription-based ISP service to the school and includes filtered levels of Internet access, anti-virus facilities, e-mail provision and spam filtering.
- The list of words that are banned from searches is constantly being updated to reflect common trends – any words that a member of staff would like to be included should be sent to the IT team.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the Online Safety Coordinator or any member of SLT.

### **Publishing pupil's images and work**

- Parental permission will be sought to use photographs and examples of pupils work for educational purposes, including showcasing achievement on the school website, Facebook page, online work sharing platforms (Pobble, SeeSaw), LGfL, virtual learning environments, and for press releases.



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- Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. Teachers will be reminded to use group photographs/angled shots where possible rather than full-face photos of individual children.
- Pupils full names will not be used anywhere on a school web site or other on-line space, particularly in association with photographs.
- Work can only be published with the permission of the pupil and parents/carers. This will be sought on entry to school (usually in Reception) and to any child who joins the school in later years. Parents will be able to change their permission by talking to the office or the SLT.
- Parents should be clearly informed of the school policy on taking photographs and video, both within school, by members of staff, and by parents on occasions and events in school. Staff will remind parents that no photos or videos taken at school events should be uploaded to social media.

### **Social networking and personal publishing**

Pupils in school will not be able to access social networking sites other than the school Facebook page under direct supervision of a member of teaching staff. All children will still be taught how to apply their understanding of safety and stranger danger in this context.

- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- Newsgroups and blogs will be blocked unless a specific use is approved by the computing lead or SLT.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location. This is a key aspect of Online Safety education.

### **E-mail/Twitter/Facebook**

In school, pupils have access to class or group e-mail and (under direct teacher supervision) the whole school Facebook account. They do not use personal accounts.

- Pupils may only use approved e-mail accounts on the school system, and only when directed by a member of staff. Pupils may also use the school Twitter and Facebook accounts under the direct supervision of a member of staff.
- E-mail, tweets and Facebook posts, as with all forms of communication, must show awareness of audience and be professional in tone and content.
- Pupils must immediately tell a teacher if they receive offensive e-mail or other online communication.
- In all electronic communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- Incoming e-mail should be treated as suspicious and attachments not opened without permission from a teacher. This will only be granted if the author is known, the attachment is expected, and for an educational purpose.



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### **Published content and the school web site**

- Staff or pupil personal contact information will not be published. The contact details given online should be the school office or teacher work email addresses.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **Managing videoconferencing & webcam use**

- Each class has access to a webcam for use with the class teacher only. These are for the sole purpose of learning. Webcams are to be used under the direct supervision of staff, in public areas.
- There may be, at times, need for teachers and pupils to use webcams to stream lessons from their own homes. Lessons should be password protected and, where possible, these passwords should only be shared with necessary individuals.

### **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/multimedia messages/files by any means is forbidden.
- The use by pupils of cameras on mobile phones is not permitted in school. This will be kept under review. Pupils should never take pictures without permission and an educational purpose, and photographs should only be taken on cameras and iPads.
- Games machines, including the Sony Playstation, Microsoft Xbox, Nintendo DS, and others have Internet access which may not include filtering. These are not generally used in school, but reference to their safe use should be made as part of Online Safety teaching and learning. When these machines are used in school, the Acceptable Use Policy applies.

### **Protecting personal data**

Teachers often find it convenient to update pupil assessment data/write pupil reports/complete administrative tasks for their current class at home. This may require access to confidential personal information. All personal information must be kept secure. The storage of data on a hard disk or memory stick and transfer by email or other means is insecure without control of access. Making such storage secure may include password protection, encryption of data and locking computers when not in use. Physical risks including mislaying a memory stick and laptop theft from a vehicle are all too common. Approaches such as not storing information unless necessary, and deleting files after use should be considered. The safest long-term storage location will be the school network, or OneDrive which has back up facilities.

All data files, that are not on OneDrive, which contain sensitive information must be password protected to prevent them being opened by unauthorised users.

1. Open the file.
2. On the Tools menu, click Options, and then click Security.



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3. Click Create a password to open.
4. In the Password to open box, type a password, and then click OK.
5. In the Reenter password to open box, type the password again, and then click OK.

For this purpose, the school has a universal password which should be used by teachers for all documents that other members of staff will need to access. This password is available from the Headteacher.

Photographs of pupils, taken for educational purposes, should also be considered as personal data. Staff should ideally use school equipment for this purpose, but it is acknowledged that occasionally they may use personal equipment. This is not secure and the data should be transferred to the school network, and deleted from the original location, as soon as possible.

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018, which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data. In particular, staff must always Log Off, or Lock, computers on the school network when they are not in use. Pupils, students, voluntary helpers and visitors working within school must not use Staff user accounts. The only exception to this is for Supply Teachers and Student Teachers; there are generic accounts for these users, details of which can be obtained from the Head teacher or Online Safety coordinator, who will also make these users aware of the Online Safety and acceptable use policies.

When there is a justifiable need to store personal data on temporary storage devices, (USB stick, Digital media cards, mobile phones, or any other removable media) staff should ensure that:-

- Without exception, encryption and password protection is used (many memory sticks / cards and other mobile devices cannot be password protected)
- anti- virus and malware checking software are used effectively
- the data must be securely deleted from the device, in line with school policy once it has been transferred or its use is complete



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## **Policy Decisions**

### **Authorising Internet access**

- All staff must read and sign the 'Acceptable Use Policy' before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- At Key Stage 2, pupils begin to take more responsibility for their own use of ICT and the internet, although the class teacher still holds responsibility for directing them to appropriate sources and supervising Internet use. As such, pupils sign a copy of the KS2 acceptable use policy and take a copy home for their parents to countersign and return.
- Any person not directly employed by the school will be asked to sign an 'acceptable use policy' 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, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. Neither the school nor BTLS/Netsweeper can accept liability for any material accessed, or any consequences of Internet access.
- The school should audit ICT use to establish if the Online Safety policy is adequate and that the implementation of the Online Safety policy is appropriate and effective.

### **Handling Online Safety complaints**

- Complaints of Internet misuse will be dealt with by a member of SLT.
- 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 school child protection procedures.
- Pupils and parents will be informed of the complaints procedure (see schools complaints policy)
- Pupils and parents will be informed of consequences for pupils misusing the Internet.
- Discussions will be held with the PSCO to establish procedures for handling potentially illegal issues.

**It is this subject's policy that at the beginning of each unit, scrap books are referred to, and content previously taught is revisited. It is also this subject's policy that there is an entry assessment of content, and previously taught content this should be lesson 1, and at the end of the topic, an exit assessment for the final lesson. This can take the form of verbal, mindmaps, menti, KWL, wordle, verbal etc. It may be useful to refer to key concepts, which are on the subject overview.**



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## **Impact**

### **Communicating the Policy**

#### **Pupils and the Online Safety policy**

- Online Safety will be discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- Online Safety will be taught as a discreet unit of work in each class for a half term. It will also be included in the Long Term Plans for each year group in order to maximise all cross curricular links with Online Safety.

#### **Staff and the Online Safety policy**

- All staff will be given the School Online Safety Policy and its importance explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.

#### **Parents and the Online Safety policy**

- Parents and carers attention will be drawn to the School Online Safety Policy in newsletters, via the Facebook page and on the school Web site.
- The school will maintain a list of Online Safety resources for parents/carers.
- The school will ask all new parents to sign the parent /pupil agreement when their child starts school. When their child moves from KS1 to KS2, and at any time the policy is reviewed/changed.