



ONLINE SAFETY POLICY

Value Statement (who we are):

Coombe Hill Infants' School is an inclusive, community school with a strong tradition of mutual respect and tolerance within a nurturing family environment. We provide an outstanding education for all children.

Vision Statement (what we strive for):

Our vision is to develop strong minds, bodies and spirit in preparation for life. We sow the seeds of curiosity, enthusiasm and resilience to ensure all children continue to delight in their lifelong love of learning.

Responsibility: Headteacher

Reviewed : October 2020

Next review Date: October 2023

Governor Committee: CCS

"Safeguarding is everyone's responsibility"

Coombe Hill Infants' School complies with the relevant legal duties as set out in the Equality Act 2010 and the Human Rights Act 1998; we promote equality of opportunity and take positive steps to prevent any form of discrimination, either direct or indirect, against those with protected characteristics in all aspects of our work.

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Section A: Policy Statement

This policy is in place for **Coombe Hill Infants School** and **Coombe Connections** breakfast and after school club provision.

Definition

Information and Communications Technology is concerned with the accessing, handling, processing, organising and delivery of information (email, internet, pictures, text, sound, graphics, tables) using any electronic device.

ICT capability means teaching children the necessary skills, knowledge and attitudes in order for them to use ICT tools in the curriculum. It is also about teaching them how to adapt to and use ICT, and to become skilled, confident and critical users of ICT both in and out of school. However this learning must be within the safe boundaries created by the school and adhered to by the students. Online safety underpins all areas of ICT and should be taught as such.

Aims of Online Safety

- To demonstrate safe practice and set clear guidelines which will be embedded into the children's future use of ICT.
- To enable pupils to become autonomous users with a positive, safe attitude towards ICT.
- To enable pupils to develop attitudes, knowledge, skills and understanding in ICT for use in the curriculum, society and the world of work.
- Safe and secure broadband from the London Grid for Learning including the effective management of content filtering.

Aims of this policy

This policy applies to all members of the school community (including staff, students / pupils, volunteers, parents / carers, visitors, activity providers and hirers of school premises) who have access to and are users of school and personal ICT systems and media, both in and out of school.

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is applicable to incidents of cyber-bullying or other online safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will inform parents / carers of incidents of inappropriate online safety behaviour that take place out of school.

Objectives

- To teach all pupils and staff online safety attitudes and knowledge to allow them to access and create curriculum materials appropriately.
- To ensure all children using ICT do so in a safe environment.
- To ensure that the curriculum is structured to give all pupils the opportunity to learn about online safety and puts its principles into practice.
- To provide suitable resources, training and support for teachers.

Link to other policies

The Online Safety policy of Coombe Hill Infants' School is part of the School Development Plan.

The school's Online Safety policy is written with reference to and will operate in conjunction with other policies including

Acceptable Use
Remote Learning Policy,
Behaviour policy
Anti Bullying and Anti -Racism
Curriculum statement
Safeguarding
GDPR
Home-School Agreement.
Social media etiquette

The schools Online Safety Coordinator is the Designated Child Protection Officer as the roles overlap. It is not a technical role.

Our Online Safety Policy has been written by the school, building on the Royal Borough of Kingston's online safety Policy and government guidance.

Section B: Impact of Online Safety Policy Introducing the Online Safety policy to pupils

- A programme of training in Online Safety will commence for each class at the start of each year with regular updates.
- Online Safety training will be embedded within the ICT and PSHE curriculum.
- Children's Online Safety and Responsible Use of the Internet and ICT Statement and Rules (see Appendix) will be posted in all rooms where computers are used and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- Staff should understand the risks posed by those who use the internet to 'bully, groom, radicalise or abuse' pupils.
- School leaders are expected to oversee the safe use of technology in school e.g. Hector's World (CEOP)/J2E (LGFL), and take action 'immediately' where there are concerns about bullying or a pupil's wellbeing.

Staff and the Online Safety policy

- All staff will be made aware of the School Online Safety Policy and Procedures 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 according to clear procedures for reporting issues.
- Staff will closely assess, and supervise, the use of search engines when accessing the Internet with pupils.

Parents/carers, volunteers, activities providers and any other individuals and organisations interacting with the children in the school.

- The school will ask all new parents/carers to sign the School Agreement on Online safety and responsible use of the internet when they register their child with the school, or when children are admitted in the case of in-year admissions.
- Parents' and carers' attention will be drawn to the School's Online Safety Policy in newsletters, the school brochure and on the school Website.
- The school will develop and maintain a list of Resources to Support Online Safety Awareness to support parents/carers and all adults connected with the school.
- The above parties working within school will be informed that recording details or the taking of videos or photographs using any type of media will only be permitted for curriculum work/activities, from the class teacher or Headteacher, or in the case of non-curriculum work/activities, from the Headteacher.
- They will be asked to sign our Coombe Hill Infants' School Acceptable ICT Use Policy Statement before volunteering/working within school. Taking photographs or videos for personal use in this context is expressly forbidden, either by camera, video camera or mobile phone or any other media.
- Parents/carers visiting their children for school shows/productions will be strongly advised that any digital recordings of these events are for their personal use only and will not be permitted to be loaded on to the Internet e.g. 'YouTube' or any other similar streaming or any social networking site.
- In the Home / School Agreement there is a section covering these issues. It states 'Parents will not discuss the school staff or management decisions through social networking sites such as Facebook. Parents will forward feedback or complaints directly to the school'.
- All staff, parents and visitors are asked to respect our Social media etiquette guidance.
- The online learning procedures are available on the website

Section C: Teaching and Learning of ICT

Use of ICT

At Coombe Hill Infants' School ICT is embedded into everyday teaching and learning. Every classroom is equipped with networked computers and an interactive display. The school has iPads which are regularly used by children as part of their classroom learning. The iPads are also used by EYFS and Year 1 staff for assessment purposes (Tapestry). The school also has a dedicated networked IT suite with 16 computers and an interactive display. We have 60 Chrome books which are used mainly by Year 2 pupils. In addition all teachers have access to a chromebook. ICT is also available in a dedicated staff planning room. This allows the teachers and children to use ICT on a daily basis to enhance the teaching and

learning where appropriate. ICT activities are not restricted to the use of computers and interactive displays. Other activities include digital voice recorders, digital cameras, Tuff-cams, microscopes and Bee-Bots.

Why is Internet Use Important?

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 information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access.

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in the National Education Network which connects all UK schools;
- Educational and cultural exchanges between pupils world-wide;
- Access to experts in many fields for pupils and staff;
- Facilitates online learning (during lockdown /school closure periods)
- Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- Collaboration across support services and professional associations;
- Improved access to technical support including remote management of networks and automatic system updates;
- Exchange of curriculum and administration data with the Local Authority and DCSF; access to learning wherever and whenever convenient.

How can Internet Use Enhance Learning?

- The school Internet access will be designed expressly for pupil use and includes 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.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support 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 regularly learn about online safety across the computing curriculum, they will participate in externally led workshops on how to make best and safest use of modern technology.

Online Remote Learning

At Coombe Hill Infants' School, we recognise the importance of consolidating and continuing learning at home, with the support of parents/ carers. We use a range of online learning tools to assign weekly homework which is directly accessed by our pupils.

These include:

- *Google Classroom (Year 2)*
- *Resources, plans and links on school website*
- *Mathletics, Mathseeds and Reading Eggs accounts (whole school)*

We strongly recommend that parents monitor their child's use of the internet and support with access to school directed resources. The school acknowledges that home settings will likely have differing parental controls on their devices, and as such it is vital that websites such as Youtube are used only with adult guidance due to the risk of exposure to unsuitable content.

See **Remote Learning procedures**.

Importance of ICT and Online Safety

- The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- Internet use is part of the statutory curriculum and a necessary tool for staff and pupils.
- The school 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.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the use of Internet derived materials by staff and pupils legally complies with guidelines supplied by RBK.
- Pupils will be taught how to report unpleasant Internet content.

Effective practice in Online Safety

Coombe Hill Infants' Online Safety and Child Protection Officer is the Head Teacher. We work closely and under the guidance of RBK's online Safety Officer. 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 broadband from the Royal Borough of Kingston upon Thames in association with Atomwide and any other filtering and monitoring software that may be installed.
- A school network that complies with the National Education Network standards and specifications.

Section D: Acceptable Use of Internet Access and other technologies

Managing Internet Access

- School ICT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.
- The school will work with the RBK, Atomwide and BECTA guidelines to ensure systems to protect pupils are regularly reviewed and improved.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

Email and Social Networking

- Pupils are forbidden to use any form of e-mail or social networking unless as part of a teacher supervised exceptional activity. This would be approved beforehand with the Online Safety Coordinator.
- The school will use the RBK and Atomwide guidelines and ensure no access is permitted to social networking sites.
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for pupils.

Videoconferencing

- Video conferencing (Google Meet or Zoom) is used by staff for CPD purposes including curriculum training, INSET's, governor meetings and meetings with external professionals

YouTube Policy

Videos on the file-sharing website YouTube can be used to effectively support many areas of the curriculum. The popular site contains a selection of videos which cover the range of topics focused on at Coombe Hill Infants' – most noticeably, science and history topics. Additionally, there is a variety of music, song and dance performances appropriate for children. When these videos are used safely and appropriately, they can be an extremely beneficial resource for Class Teachers and Support Staff.

However, there are potential risks when working with YouTube that staff should be aware of. For example, despite a filter/flagging policy being in use on YouTube, inappropriate images, unsuitable written comments, or bad language can still all be accidentally revealed to the children. In order to prevent this from happening, the following precautions should be taken:

Finding suitable videos

- Searches, or first observations of a potential video, should not be carried out with any child in the classroom.
- Before showing a video to the class, the video should be watched and listened to carefully and fully by the Class Teacher or TA, who should look out for inappropriate content material along with any inappropriate comments that appear underneath the video.
- It is the class teacher's responsibility to make the final approval of a video.

In the event of whole bubble remote learning, teachers will use Youtube to provide instructional teaching videos and assemblies. In line with Coombe Hill Infants' Remote Learning Plan, staff will undertake any pre-recorded videos in an appropriate room having considered their surroundings. These will only be uploaded to the CHI youtube channel, with links shared either directly with parents or on the school website.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and an appropriate risk assessment will be carried out before use in school is allowed.
- The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable materials and communications. This will be covered by our Coombe Hill Infants' School Acceptable ICT Use Policy Statement.
- Gaming devices, which have Internet access, will not be allowed in school.
- The appropriate use of learning platforms will be reviewed as the technology becomes widespread throughout the Borough.
- Mobile phones will not be allowed to be brought in by pupils. Junior pupils attending Coombe Connections must adhere to the mobile phone use policy.

The Prevent Duty and Online Safety

All schools have a duty to ensure that children are safe from terrorist and extremist material when accessing the internet in schools. We have an important role to play in equipping children to stay safe online. Internet safety is integral to our computing curriculum. Our staff are aware of the risks posed by online activity of extremists and have a duty to take action if they believe the well-being of any pupil is being compromised.

Published content and the school website

Our school website is intended to:

- Provide accurate up-to-date information and news about our school.
- Enable publication of high quality work for a wider audience including pupils, staff, parents, governors, members of the local community and others.
- Celebrate our achievements and promote the school.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- All classes may provide work for publication on the school website. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate.
- The Head teacher is responsible for the school website
- Teachers, year teams and subject coordinators share the responsibility for keeping the web site up to date and relevant, with particular emphasis on ensuring that Year or Class pages are maintained.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

Protecting personal data

- Staff or pupil personal contact information will not generally be published on our website. The contact details given online will be in the care of, and the responsibility of, the school office.
- Photographs that include pupils will be selected carefully and we will take all reasonable care to ensure that appropriate images only are published.
- Pupil's names will not be used in association with photographs anywhere on the school Web site or other on-line space unless express permission has been granted by the parent/carer and it is appropriate to do so.
- Photographs, pictures and work will only be shown on the website if parents/carers have read our Use of Digital Images statement signed the School Agreement Consent Forms issued at the start of their child's time at our school.
- Parents/carers and staff will be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.
- Personal data will be recorded, processed, transferred, stored and made available according to the Data Protection Act 1998

Section E: Management of Online Safety

Authorising internet access

- All staff, Governors, trainee teachers or other adult students, school work experience students and volunteers including parents/carers or any adult volunteers must be aware of, read, sign and adhere to our Coombe Hill Infants' School Acceptable ICT Use Policy Statement before using any ICT resource. This will happen alongside our procedures for DBS or List 99 checks. Access to the internet from the school site is expressly forbidden until this has happened.
- Pupil access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- All pupils will access the school network, and subsequently the Internet, by their class login only.
- Parents will be asked to sign and return a consent/permission form to this effect which forms part of the School Agreement signed by all parents when their children join the school.
- Any clubs or organisations using the school premises at any time will be asked to ensure that they and the children under their care are aware of and adhering to this policy. As part of their contract they will be aware of, read, sign and adhere to our Coombe Hill Infants' School Acceptable ICT Use Policy Statement. Access to the internet from the school site is expressly forbidden until this has happened.

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 the RBK can accept liability for any material accessed, or any consequences of Internet access from the school site as long as the correct procedures have been applied.

- The school will audit ICT use to establish if the online safety policy is adequate and being adhered to. The school will ensure that the implementation of the Online Safety policy is appropriate and effective and review and amend it accordingly.
- Coombe Hill Infants' School will ensure that all staff including non teaching staff employed directly by the school, parents/carers, governors, CHIPTA, volunteers and any organisations using our school premises under contract will be informed of this policy and procedures and be made aware of the wider issues surrounding online safety.

Communication of Policy

Pupils

- Rules for Internet access will be posted in all networked rooms.
- 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.
- All staff will be trained in Safeguarding procedures, including elements of Online Safety and The Prevent Duty.
- 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, the school prospectus and on the school website. The school will also organise Online Safety workshops to support parents' understanding of how to best safeguard their children against potential online dangers.

Handling Online Safety complaints

- Complaints and concerns about Internet use will be handled by the Online Safety officer, the Head Teacher or any member of the Senior Leadership Team.
- Any complaint about staff misuse must be referred directly to the Head Teacher.
- Complaints of a child protection nature must be dealt with in accordance with the school's Child Protection Policy, Complaints and Disciplinary Policies and Procedures of the school and brought to the attention of the Head Teacher.
- Complaints about misuse by the Head Teacher should be referred to the Chair of Governors and the LADO (Local Authority Designated Officer).
- Procedures and advice as to how to respond to incidents of concern are detailed in the Response to an Incident of Concern

Section F: Procedures

- If any adults working/volunteering in school or pupils discover unsuitable sites that are not blocked by Atomwide, the URL (address) and content must be logged so that they can be reported to Atomwide by the ICT technicians. The ICT Fault/Incident Log located in the ICT suite and managed by the ICT Technician should be used to log and report any unsuitable sites. The ICT Co-ordinator, ICT Technician, School Network Manager and the online safety Coordinator continuously review this log. Any such concerns should also be reported to the Online Safety Co-ordinator or any member of the senior management team.
- The school ICT system's security and virus protection will be reviewed regularly.

- The School Agreement makes reference to this policy and procedure and all parents/carers are required to make their children aware of the Coombe Hill Infants' School online safety and Responsible Use of the Internet rules and to sign to say that they have done this and that they agree with it.
- The school will work in partnership with parents/carers, the LEA, RBK, Atomwide and BECTA guidelines to ensure systems to protect pupils are regularly reviewed and improved.
- The ICT Technician together with the Senior Management Team will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- 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. An annual audit will be carried out by the Online Safety Officer and ICT Co-ordinator with the support of the ICT Technician.
- Online Safety training and refresher/update training for staff will be carried out as part of our staff meeting and INSET agendas each year.
- Online safety training for pupils will be embedded within the ICT scheme of work and forms part of the Personal Social and Health Education (PSHE) curriculum.
- Online Safety briefings and materials will be made available to parents/carers at our year group parent meetings and at the new parents' introductory meetings.
- Staff will make prior checks to ensure that suitable materials and search engines are being used when accessing the web with pupils.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Under normal circumstances, no member of staff should engage in direct communication (in or out of school) of a personal nature with a pupil of the school who is not a member of their direct family, by any means, for example (but not limited to) SMS text message, email, social networking sites, instant messaging or telephone. Should special circumstances arise where such communication is felt to be necessary, the agreement of a line manager should be sought first and appropriate professional language should always be used. During lockdown period class emails will be established and regular phone calls will be used to communicate.

Section G: iPad Acceptable Use Policy

- Users must use protective cover/cases supplies for their iPads.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops etc) on top of the iPad.
- Users are responsible for ensuring that children who have use of the iPad are supervised and are using the device responsibly.
- Only a soft cloth or approved laptop screen cleaning solution to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.
- Do not store or leave the iPad unattended in vehicles.
- Do not store any sensitive data on the device.
- Make sure that you always use the pass code on the device (only on FS iPad minis)
- Users should ensure that a Restriction passcode is applied so that apps cannot be deleted by other users.
- Users in breach of the Acceptable Use Policy may be subject to but not limited to: disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

Lost, Damaged or Stolen iPads or chrome books

If the iPad or chrome book is lost, stolen, or damaged, the Headteacher must be notified immediately.

Prohibited Uses (not exclusive):

- Accessing Inappropriate Materials – All material on the school ICT devices must adhere to the schools Acceptable Use Policy and E-Safety Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- Illegal Activities – Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Cameras – users must use good judgement when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way.
- Posting of images/movies on the Internet into a public forum is strictly forbidden, without the express permission of a member of the SLT.
- Misuse of passwords, codes or other unauthorised access
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.

Users should be aware of and abide by the guidelines set out by the School Online Safety policy