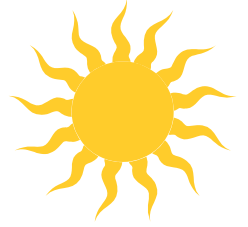


BOREHAM PRIMARY SCHOOL

A Friendship School



'Daring to aim high, scale new heights, spread our wings and fly far'



ONLINE SAFETY AND INTERNET USAGE POLICY MARCH 2021

Staff Consulted: 1.3.21

Approved by governing body: 22.3.21

Next Review Date: March 2023

Boreham Primary School

Online Safety and Internet Usage Policy

Online Safety and Internet Usage

Online Safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

Background – 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.

Many pupils will access the internet code outside school and will need to learn how to evaluate online information and to take care of their own safety and security.

How can internet use enhance learning?

- The school internet access is designed expressly for pupil use and includes filtering appropriate to the age of our pupils
- Children 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 will guide pupils in online 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
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Good Habits

Online Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies
- Sound implementation of Online Safety policy in both administration and curriculum, including secure school network design and use
- Safe and secure broadband from the provider including the effective management of content filtering
- National Education Network standards and specifications

Dangers To Consider

Some of the dangers children may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of/sharing of personal information
- The risk of being subject to grooming by those they make contact on the internet

- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Cyberbullying
- Access to unsuitable video/internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed so that they have the confidence and skills to face and deal with these risks. We must demonstrate that we provide the necessary safeguards to help ensure that we have done everything that could reasonably be expected of us to manage and reduce these risks. The Online Safety policy that follows explains how we intend to do this.

Online Safety Audit

This quick self-audit will help the senior management team assess whether the Online Safety basics are in place.

Has the school an Online Safety policy that complies with CYPD guidance?	Yes
Date of latest update	March 2021
The policy was agreed by Governors on	22 nd March 2021
The policy is available for staff at	School website Staffroom safeguarding board
And for parents at	School website
The designated Child Protection Officer is	Mr Ian Bowyer
The Online Safety Co-ordinator is	Mrs Louise Rolfe
The Online Safety Governor is	Mrs Liz Seeley
Has Online Safety training been provided for both pupils and staff?	Yes
Do all staff sign an ICT Code of Conduct on appointment?	Yes
Do children sign an agreement about responsible IT use? Are parents sent a copy of that?	Yes
Have school Online Safety rules been set for pupils?	Yes
Are these rules displayed in all rooms with computers?	No
Internet access is provided by an approved educational internet service provider and complies with DCSF requirements for safe and secure access	Yes

Has the school filtering policy been approved by the SLT?	Yes
Is personal data collected, stored and used according to the principles of the Data Protection Act 2018?	Yes

The school will monitor the impact of the policy through the following:

- Logs of reported incidents
- Broadband monitoring logs of internet activity
- Internal monitoring data for network activity
- Online Safety co-ordinator in school and the Online Safety governor will meet regularly to review monitoring

Boreham Primary School Online Safety and Internet Usage Policy

The appointed Online Safety Co-ordinator for the school is Mrs Rolfe, Computing Subject Lead. The appointed Online Safety Governor is Mrs Liz Seeley.

Internet Access and Responsibility

- All staff must read and sign the Staff Acceptable ICT Use Agreement before using any school ICT resource
- Parents are informed that pupils will be provided with supervised internet access
- Parents will be sent a copy of the Pupil Acceptable ICT Use Agreement which their children will have read with their teachers and signed in class
- If staff or pupils discover unsuitable sites the URL, time and content must be report to the Online Safety coordinator and network manager who will investigate and take appropriate action, liaising with the broadband provider if necessary
- School will ensure that the use of internet derived materials by pupils and staff complies with copyright law
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting it's accuracy

Email and Online Collaboration

- Pupils may only use approved email accounts on the school system
- Google classroom accounts have been created for each child at Boreham Primary School with enhanced safeguarding measures in place to ensure our pupils safety as much as possible
- Pupils must immediately tell a teacher if they receive offensive messages
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission
- Pupils must not access other pupil's accounts or files
- Pupils must be responsible for their own behavior on the internet, just as they are anywhere else in the school. This includes the materials they choose to access, and the language they use

- Pupils must not deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the school can block further access to the site
- Pupils are expected not to use any rude or offensive language in their email communications, and contact only people they know or those the teacher has approved. They will be taught the rules of etiquette for email and will be expected to follow them
- Pupils must ask permission before accessing the internet and have a clear idea of why they are using it
- Computers and school laptops should only be used for school work unless permission has been given otherwise
- No program files may be downloaded from the internet to the computer, to prevent corruption of data and to avoid viruses
- Pupils must not bring in USB's from home for use in school without permission. This is for both legal and security reasons.
- Access in school to external personal email accounts may be blocked
- The forwarding of chain letters is not permitted
- Pupils must sign an agreement form if using a school device at home which includes a code of conduct

Social Networking

- At Boreham Primary School we block/filter access to social networking sites unless a specific use is approved
- Pupils are advised never to give out personal details of any kind which may identify them or their location
- Pupils are advised not to place personal photos on any social network space
- Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications
- Pupils are encouraged to invite known friends only and deny access to others
- Pupils and parents are made aware that some social networks are not appropriate for children of primary school age and the legal age to hold accounts on many such as YouTube and Instagram is 13 years old

Filtering

The school will work in partnership with United Network, our internet service provider to ensure filtering systems are as effective as possible.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and their risks assessed
- Mobile phones will not be used for personal use during lessons or formal school time on the school site
- The sending of abusive or inappropriate text messages or photos is forbidden
- See our Child Protection and safeguarding policy for more information

Published Content & The School Website

- The contact details on the website should be the school address, email and telephone number. Staff or pupils personal information will not be published
- The Head Teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate

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 our technical support team and broadband provider if necessary

Protecting Personal Data

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

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate 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. The school cannot accept liability for the material accessed, or any 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

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
- These will be logged and dealt with as deemed appropriate by the Head Teacher
- Complaint of a child protection nature must be dealt with in accordance with school child protection and safeguarding procedures
- Pupils and parents will be informed of the complaints procedure

Communication of Online Safety and Internet Usage Policy

- Pupils will sign an Acceptable Use Agreement
- Rules for internet access will be posted in all classrooms
- Pupils will be informed that internet use will be monitored
- Pupils will be reminded of Online Safety rules regularly - especially when using the internet

Staff

- All staff will be given the Online Safety Policy and its importance explained
- Staff will sign an Acceptable Use Agreement

- 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 Online Safety policy in newsletters, communication home and the school newsletter
- Parents will receive a copy of their child's Acceptable Use Agreement

Digital Home Learning - Protocol during Coronavirus Closure

Pupils and Parents / Carers

Communication

Email will be the main form of home / school communication via Google Classroom or by using Seesaw. An email from the Head Teacher will go out at the end of each week which may include important school updates and surveys. Home Learning Plans for each year group will be uploaded as assignments to Google Classroom each week. Teachers are available for support and can be contacted by email through Google Classroom or by using Seesaw.

Weekly Home Learning Plans

The Weekly Home Learning Plans provide an overview of the learning activities for each subject and year group. Full task instructions will be detailed in assignments set on your child's Google Classroom page. English and Maths work will be differentiated where appropriate and extension activities may be available for some tasks.

Google Classroom

Teaching staff will set appropriate work for your child on Google Classroom. Each piece of work will be set as an 'assignment' on your child's Google Classroom and pupils are required to 'turn in/submit' work when it is completed for teachers to mark. Pupils are encouraged to hand work in, in the order it has been set. Staff monitor your child's engagement in lessons and tasks set so that meaningful feedback can be given. Non-engagement is monitored weekly by Class Teachers and the SLT.

Live-Streaming Lessons

Teachers may wish to live-stream lessons from their homes to pupils. This will only be done using the Google Meet platform that can be accessed through the calendar on your child's Google Classroom or Google Meet. Live-streaming will only be used where the teacher feels this would be beneficial to enhance learning and teaching. All Google Meet live sessions are recorded. Alternatively, teachers may record teaching episodes prior to the lesson starting and these will be available for pupils to view in the Google Classroom assignment folders.

Expectations of Pupils and Parents

- Pupils should only contact staff through Google Classroom using the comments section under individual assignments or when they submit an assignment, through the Google Classroom stream page or through the e-mail function within the Google Suite.
- Parents should use existing methods of communication with the school.

- As with ICT use in school, users of Google Classroom and the associated Google Suite Apps must follow the schools Acceptable Use Policy (AUP). This was signed by all pupils prior to use of the school ICT and is available for reference on the School Website - Boreham Primary School Acceptable Use Policy.
- When using G Suite, pupils must behave appropriately at all times ensuring that they follow the Boreham Primary School Core Values.
- The teacher is able to mute pupils and can remove them from the class stream / meet session (and future sessions) if it is felt that behaviour is not appropriate.
- All live sessions are recorded. All concerns will be reported using the usual behaviour management protocols in school.
- Pupils may be asked to turn their microphones to mute as this prevents noise disruption during the lesson. If they wish to ask a question or respond they can either use the 'hands-up' icon or type using the 'comments' tab.
- Please ensure appropriate dress during live-streaming and a comfortable place for your child to work within a communal room - at a table if possible.
- Parents should not get involved in the lessons, but please talk to your child about them afterwards and encourage them to take part. Engagement with Google Classroom will be monitored by the school weekly.

Please also see our [Home School Agreement for Live Online Learning](#) below:



Home School Agreement for Boreham Primary School's Live Online Learning

This home school agreement outlines what we expect of children, parents and staff during online sessions. Much of this echoes our expectations of your child in lessons when in school and all of it is designed to help pupils gain the most benefit from online learning and support the wellbeing of children, parents and staff.

- During live online sessions, a parent/carer of your child needs to be in the vicinity, either in the room or a nearby room, with the door open at all times.
- Online sessions will be recorded. The recordings will be available on Google Classroom for your child to refer back to, to support their learning at home.
- Photos or recordings of the screen must not be taken at any point during the live session.
- Your child must be seated in a communal, family space at home i.e. lounge, dining room, study or conservatory and **must not join a live online session from a bedroom.**

- When your child is participating in a live session, they must be positioned in front of an appropriate background.
- Children participating in live sessions are expected to attend suitably dressed (no pyjamas).
- The chat facility can only be used to ask a learning question to a peer or member of staff during the live session and must not be used to chat with peers throughout the call. This will be monitored by your child's class teacher.
- Your child is expected to follow our school values and 'Positive Behaviour Management Policy' at all times ensuring that they treat their peers and staff with respect.
- Please support your child to join their timetabled live learning sessions on time and not before the allocated time as there may not be staff there to welcome the children.
- Once your child's class teacher says that the lesson has ended, your child must leave the online meeting appropriately, saying goodbye sensibly. Your child's class teacher will end the meeting once everyone has left.

Any child who does not consistently follow our 'Home School Agreement' and disrupts the learning of others, will not be allowed to join future live learning sessions.