



Online Safety Policy

Version	Date	Author(s)	Changes
2	19 March 2023	S Corry	Added front sheet
3	May 2025	S Corry	Name change
4	May 2026	S Corry	No Changes

Policy information:

Date of ratification:	
Ratified by:	S Corry
Review frequency:	1 year
Next review due:	May 2027
Source:	School/ICTDS at WCC
Type of policy:	Non-statutory
Target audience	Parents, pupils, staff, Governors

All staff and volunteers working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact with.

Introduction

Online safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The school's Online safety policy will operate in conjunction with other policies including those for Computing, Behaviour (which incorporates Anti-Bullying), Curriculum, Child Protection, Data Protection and Security.

The school's Online safety Co-ordinator is also the Designated Safeguarding Lead, as the roles overlap, and this is currently the Headteacher, Suzanne Corry, with Dan Hackett deputising in her absence.

Teaching and Learning

The Internet is an essential element in 21st century 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.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

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

Enhancing 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.

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 on-line 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 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 should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Managing Internet Access

Information system security

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be updated regularly. The school purchases the Local Authorities firewall, filtering and protection systems.

Security strategies will be discussed with WCC.

E-mail

Pupils may only use approved e-mail accounts on the school system.

Pupils must immediately tell a teacher if they receive offensive E-mail.

Pupils must not reveal personal details of themselves or others in E-mail communication, or arrange to meet anyone without specific permission.

E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

The forwarding of chain letters is not permitted.

Published content and the school Website

The contact details on the Website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

Pupils' full names will not be used anywhere on the Website, particularly in association with photographs.

Permission from parents or carers will be obtained at the beginning of every school year before photographs of pupils are published on the school Website.

Pupil's work can only be published with the permission of the pupil and parents.

See also the 'Use of Photographic Images Policy'.

Social networking and personal publishing

The school will block/filter access to social networking sites and has a 'Staff use of social networking policy' that all staff have read and signed.

Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils through the school newsletter.

Managing filtering

The school will work with Warwickshire County Council (WCC), the Department for Education and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the Online Safety Coordinator.

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 WCC.

Managing emerging technologies

The use of emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Children will be taught about how to stay safe on emerging technologies such as multi-media apps, social media and gaming.

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Staff must not contact a pupil using a mobile phone.

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 ensure that users access only appropriate 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 school computer. Neither the school nor WCC can accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the online safety policy is adequate and that its implementation is effective.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimise risks will be reviewed regularly.

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 headteacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Parents and pupils will need to work in partnership with staff to resolve issues.

Introducing the Online Safety Policy to pupils

Online safety rules will be posted in all networked rooms with Internet access and discussed with the pupils at the start of each year.

Pupils will be informed that network and Internet use will be monitored.

Staff and the Online Safety Policy

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.

Staff training in safe and responsible Internet use and on the school online safety Policy will be provided as required.

Enlisting parents' support

Parents' attention will be drawn to the School Online Safety Policy in newsletters and on the school Web site.

Internet issues will be handled sensitively, and parents will be advised accordingly.

Parents will be given any information issued by Warwickshire County Council and National Online Safety which school is a member of as and when deemed necessary.