



**GREENMEAD**  
PRIMARY SCHOOL

### **Online Safety Policy**

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Agreed by Governing Body – Leadership and Management (Safeguarding) Committee

Signed:  
(Chair of Committee)

Dated:

## **Online Safety at Greenmead School**

### **Context**

Greenmead is a primary school for pupils with physical disabilities and associated learning difficulties and pupils with profound and multiple learning difficulties. Many of the pupils have complex medical needs and most have significant communication difficulties.

Online safety encompasses internet technologies and electronic communications such as mobile phones. 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. Most children at Greenmead are unable to access the internet without full adult support and those who are, are closely supervised.

### **Aims**

This policy aims to ensure:

- Responsible ICT used by all staff and children.
- Sound implementation of online safety in both administration and the curriculum, including secure network design and use.
- Safe and secure internet connections and filtering systems.

### **Teaching and Learning**

The internet is an essential element in everyday life for education, business and social interaction. The school has a duty to provide relevant and curriculum enhancing internet access to children as deemed appropriate to their learning needs.

At Greenmead, internet access will be provided to children with support needed as necessary to enable access. This may be in the form of browsing websites with appropriate internet filtering in place and adult guidance or inserting pictures and videos taken from internet sources into switch accessible programmes or in printed format where more appropriate.

Where relevant, pupils will be taught what internet use is acceptable and what is not and will be given clear lesson objectives for internet use, planned for in half termly ICT planning. We will ensure that the use of internet derived materials by staff and children, complies with the copyright law.

Any children at Greenmead, who are using email as part of their curriculum for ICT, will be given a school approved email address. Their use will be carefully monitored and emails will be shared within lessons. This ensures that any offensive material will be screened and removed and children's personal details will not be disclosed.

### **School Website**

- No personal information of staff or children will be published on the school website.
- Any photographs used will carefully selected and will not enable individual children to be clearly identified.
- Children's full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs are published on the school website.

### **Filtering**

- Children's access to social networking sites will be blocked but access for specific supervised activities may be allowed.
- Newsgroups will be blocked unless a specific use is approved.
- Children will be advised never to give out personal details of any kind, which may identify them or their location.
- The school will work with the LA and IT support to ensure that systems to protect the children are reviewed and improved.
- If staff or children discover an unsuitable site, it must be reported to the online safety co-ordinator.

### **Video-Conferencing**

- Any video-conferencing activities will be carefully planned for and will use the educational broadband network rather than the internet.
- Children will only access video-conferencing with staff permission and supervision.

### **Systems Management**

- ICT systems will be reviewed regularly by the ICT technician and the ICT co-ordinator.
- Virus protection will be updated regularly and filtering systems will be in place.

### **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.

### **Protecting Personal Data**

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

### **Authorising Internet Access**

- All staff must read and sign the 'Data Protection and Online Safety Contract' before using any ICT resource.
- The school will keep a record of all staff and children who are granted internet access. The record will be kept up-to-date.

### **Assessing Risks**

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the scale of the internet, it is not possible to guarantee that unsuitable material will never appear on a computer. Neither the school nor Wandsworth Council can accept liability for the material accessed or any consequences of internet access. No children will be allowed unsupervised access to the internet at Greenmead.
- The school will audit ICT provision to establish if the Online Safety Policy is adequate and that its implementation is effective.

### **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 a member of the senior leadership team.

### **Links to other policies**

This policy should be read in conjunction with the ICT curriculum policy and the Safeguarding Policy.

Please also see the Data Protection and Online Safety Contract.

### **Dissemination and review**

This policy will be disseminated widely.

- Stored in policy file
- Stored on IT system under policies
- Discussed in whole school meeting
- Online safety contract signed by new employees at induction

This policy will be reviewed every 3 years.