ST MARY'S SCHOOL HAMPSTEAD

Online Safety POLICY

September 2021

Reviewed: September 2021
Next Review Date: September 2022

MISSION STATEMENT

St Mary's School seeks to provide an education firmly founded on Christ and the Catholic Faith.

Spiritual and moral principles are nurtured in a way that is reflected in daily life.

Within a happy and caring environment and based on the recognition of the dignity and worth of each child, high standards are expected. Intellectual development is emphasised and fostered along with the pursuit of academic excellence.

St Mary's values the unique contribution of every child within the school community.

St Mary's aims to encourage an active partnership between home, school, parish and the wider community.

1   Scope

This policy applies to all members of the school community (staff or pupils) who use school IT systems, as a condition of access. Access to school systems is not intended to confer any status of employment on any contractors.

2   Objectives

2.1   To ensure that pupils are appropriately supervised during school activities.

2.2   To promote responsible behaviour with regard to e-based activities.

2.3   To take account of legislative guidance.

3   Guidance

3.1   The Headmistress will be responsible for the implementation of this policy.

3.2   The STEAM Leader of Learning will act as E- Safety Co-ordinator and will:

- compile logs of e-safety incidents
- report to the Headmistress on recorded incidents
- ensure that staff are aware of this guidance
- provide / arrange for staff training
- liaise with school technical staff
- liaise with the Headmistress on any investigation and action in relation to e-incidents
- advise on e-safety policy review and development

3.3 The School STEAM Leader of Learning, alongside the Network Manager, will:

- be responsible for the IT infrastructure and that it is not open to misuse or malicious attack
- ensure that users may only access the networks and devices through an enforced password protection policy
- keep up to date with e-safety technical information in order to carry out their role

- ensure that the use of the network (including internet, virtual learning, email and remote access) is monitored for misuse
- implement any agreed monitoring software / systems

3.4 Teaching and Support Staff will:

- maintain awareness of school e-safety policies and practices
- report any suspected misuse or problem to the Headmistress or E-Safety Co-ordinator
- ensure that all digital communications with pupils / parents / carers/ fellow staff are on a professional level and conducted on school systems
- where relevant e-safety is recognised in teaching activities and curriculum delivery
- ensure pupils understand and follow e-safety policies, including the need to avoid plagiarism and uphold copyright regulations
- monitor the use of digital technologies (including mobile devices, cameras etc. during school activities
- ensure that where the use of the internet is pre-planned, pupils are guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

3.5 Child Protection

Those responsible should be trained in e-safety issues and aware of the implications that may arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate contact on-line with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

3.6 Pupils

- are responsible for using school digital technology systems, both in school and at home, in accordance with the school acceptable use policy
- will understand and follow e-safety policies, including the need to avoid plagiarism and uphold copyright regulations
- will understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- are expected to understand policies on the use of mobile devices and digital cameras, the taking / using of images and cyber-bullying
- will understand that the e-safety policy will include actions outside of school where related to school activities

3.7 Parents / Carers

- will be advised of e-safety policies through parents evenings, newsletters, letters, school website etc.
- will be encouraged to support the school in the promotion of good e-safety practice
- should follow school guidelines on:
  - digital and video images taken at school events
  - access to parents sections of the school website / pupil records
  - their children's / pupils personal devices in the school (where this is permitted)

- o their children's conduct and use of technology during any learning carried out via technology in their own home, e.g. watching live streamed lessons.

Legal Requirements & Education Standards

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (www.isi.net)

B: Reference Gide to the key standards in each type of social care service inspected by Ofsted (www.ofsted.gov.uk)

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: UK Council for Child Internet Safety (www.edcuation.gov.uk/ukccis)

G: Cyber-bullying.org (www.cyberbullying.org)

H: Department for Education "Safer Working Practice for Adults who Work with Children and Young People" (www.education.gov.uk)