



**Neasden Primary School**

# **Online Safety Policy**

**This policy was approved by governors in February 2024**

**Adopted on 1<sup>st</sup> March 2024**

**This policy will be reviewed annually on or before January 2025**

# Online Safety and Acceptable Use of Internet Policy

## Introduction:

This policy relates to the following legislation:

- Computer Misuse Act 1990
- Misuse of Information Act 1990
- Health and Safety (Display Screen Equipment) Regulations 1992
- Data Protection Act 1998
- Human Rights Act 1998
- Freedom of Information Act 2000
- Equality Act 2010
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- Data Protection and Security: A Summary for Schools (Becta 2004)
- The Safe Use of New Technologies (Ofsted)
- Prevent Strategy (HM Gov)
- Teaching approaches that help build resilience to extremism among people (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

Information and communications technology includes all forms of computing, the internet, telecommunications, digital media and mobile phones. School personnel have clear responsibilities with regard to the use of all ICT equipment and ICT facilities.

Any member of the school personnel that uses illegal software or access inappropriate websites when in school faces dismissal. All school personnel will be made aware of all legislation relating to computer misuse, data protection and copyright.

We expect all school personnel to sign and date the 'Acceptable Use of ICT Agreement' during their induction and be fully aware of and implement the internet safety policy. All school personnel have the duty to report any misuse of the ICT equipment or the ICT facilities of this school.

We have a duty to ensure the internet safety of all pupils within this school.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Safeguarding team (Mrs Jackson – DSL, Mrs Drinkall – Deputy DSL & Miss Browne – Child Protection Co-ordinator).

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

## **Aims**

- To ensure school personnel are aware of all legislation relating to computer misuse, data protection and copyright.
- To share good practice within the school.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for ICT and E-Safety (Mrs James);
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- make effective use of relevant research and information to improve this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher and Senior Leadership Team**

The Headteacher (Mrs Drinkall) and the Senior Leadership Team (Mrs Jackson, Mrs Goucher & Mrs Smith) will:

- ensure all school personnel are aware of and comply with this policy;
- ensure all school personnel sign and date the 'Acceptable Use of ICT Agreement' at the point of induction to the school (Annex 1);
- work closely with the link governor and coordinator;
- provide guidance, support and training to all staff including the use of Boxphish training materials;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy;
- monitor internet use and respond to alerts of inappropriate behaviour through the behaviour and child protection policies as required.

## **Role of the Computing Leader**

The Computing Leader (Mr Clancy) will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- devise and update when appropriate acceptable use guidelines;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor.

## **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy.

## **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- be aware of all other linked policies;
- sign and date the 'Acceptable Use of ICT Agreement' (Annex 1);
- be aware of the acceptable use guidelines;
- monitor pupils' internet use when in school;
- protect their user name and passwords;
- log off when using a computer;
- report and deal with all incidents of discrimination;
- complete allocate training
- report any concerns they have on any aspect of the school community

## **Role of Pupils**

Pupils will:

- use the internet responsibly and comply with all aspects of this policy;
- be aware of the acceptable use guidelines;
- protect their user name and passwords;
- log off when using a computer;
- implement the school's equalities policy and schemes;
- report any concerns they have to a member of staff

## **Acceptable use Guidelines**

The school Internet facility is for the good of member of staff's professional development, for the development of the school and must be used only for educational purposes.

All users have a personal responsibility to abide by the set rules and regulations when using the Internet and are aware of the consequences if they breach them.

### **Rules of acceptable use of the Internet**

Internet users will:

- Use the internet cautiously and report immediately to the DSL any accidental access to inappropriate material or websites that may have occurred.
- Log on to the Internet by using a secure password, which will be changed if I think someone else knows it.
- Not use the Internet in such a way that it will bring the school into disrepute.
- Not use inappropriate or illegal websites.
- Not download inappropriate material or unapproved software.
- Not disrupt the time of other Internet users by misusing the Internet.
- Not use inappropriate language.
- Not use language that may provoke hatred against any ethnic, religious or other minority group.
- Not produce, send out, exhibit or publish material that will cause offence to anyone.
- Not divulge any personal information about myself, any other user or that of pupils.
- Not divulge my login credentials or passwords to anyone.
- Not use the login credentials or passwords of any other user.
- Not use a computer that is logged on by another user.
- Not use any social networking site inappropriately but only to use it in order to develop teaching and learning.
- Not transfer the images of pupils without prior permission of the headteacher and from parents.
- Not use email for private use but only for educational purposes.
- Not compromise the Data Protection Act or the law of copyright in any way.

### **Consequences for breaching rules**

Staff are aware that by breaching the rules and regulations it may lead to:

- withdrawal of their user access
- the monitoring of how they use the Internet
- disciplinary action
- criminal prosecution

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel

## Training

All school personnel:

- receive training on this policy on induction which specifically covers:
  - ☐ Computer Misuse
  - ☐ Data Protection
  - ☐ Copyright
- receive periodic training so that they are kept up to date with new information, including the use of Boxphish training materials.

## Acceptable ICT Use Agreement

I understand that the school Internet facility is for the good of my professional development, for the development of this school and must be used only for educational purposes.

I realise that I have a personal responsibility to abide by the set rules and regulations when using the Internet and I am aware of the consequences if I breach them.

I am aware that by breaching the rules and regulations it may lead to:

- withdrawal of my user access
- the monitoring of how I use the Internet
- disciplinary action
- criminal prosecution

I will report immediately to the DSL any accidental access to inappropriate material or websites that I may have.

I will log on to the Internet by using my password, which will be changed if I think someone else knows it.

When using the school's Internet I will not:

- use the Internet in such a way that it will bring the school into disrepute
- use inappropriate or illegal websites
- download inappropriate material or unapproved software
- disrupt the time of other Internet users by misusing the Internet
- use inappropriate language
- use language that may provoke hatred against any ethnic, religious or other minority group
- produce, send out, exhibit or publish material that will cause offence to anyone
- divulge any personal information about myself, any other user or that of pupils
- divulge my login credentials or passwords to anyone
- use the login credentials or passwords of any other user
- use a computer that is logged on by another user
- use any social networking site inappropriately but only to use it in order to develop teaching and learning
- transfer the images of pupils without prior permission of the headteacher and from parents
- use email for private use but only for educational purposes
- compromise the Data Protection Act or the law of copyright in any way

I agree to abide by this agreement.

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

## References

### **Kent NGfL Website**

DfEE / BECTa April 1998

[www.kent.gov.uk/ngfl/policy.htm1](http://www.kent.gov.uk/ngfl/policy.htm1)

### **Connecting Schools: Networking People**

DfEE / BECTa April 1988

Tel: 0845 6022260 (free order line)

### **Preventing the Misuse of Computers in Schools**

British Computer Society

[www.bcs.org.uk/news/misuse.htm](http://www.bcs.org.uk/news/misuse.htm)

### **Association for Co-ordinators and Teachers of IT (ACITT)**

Acceptable Use Policy for UK Schools

[www.acitt.org.uk/aup.htm1](http://www.acitt.org.uk/aup.htm1)

### **Parents' Information Network (PIN)**

Leaflets

[www.pinlift.org.uk](http://www.pinlift.org.uk)

### **NCH Action for Children**

A Parents' Guide

[www.ncha.fc.org.uk](http://www.ncha.fc.org.uk)

### **Home Computers and Children**

BECTa leaflet

Tel: 01203 416994

### **Censorship Issues**

BECTa

[www.becta.org.uk/projects/censor/](http://www.becta.org.uk/projects/censor/)

### **Internet Watch Foundation**

Reporting illegal Internet material

[www.iwf.org.uk](http://www.iwf.org.uk)

Tel: 0845 600 8844

### **Dartford West Technology College For Girls**

[www.dwtcg.kent.sch.uk](http://www.dwtcg.kent.sch.uk)