

Middleton Primary School



Online Safety Policy

MIDDLETON PRIMARY SCHOOL
Online Safety Policy

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1. Aims and Values of the Policy

Middleton Primary School provides Primary education for ages 4 through to 11. The school aims to teach a rich and balanced curriculum ensuring that students can meet their full potential.

Online Safety encompasses internet technologies, but also electronic communication platforms such as mobile phones, tablets, audio and wireless technology. It highlights the need to educate students, young adults and staff about the benefits, risks and responsibilities of using information technology. The Online Safety policy also highlights safeguarding issues and raises awareness to enable users to control their online experiences, especially given that the internet is an unmanaged, open channel of communication. The focus of the policy is aimed primarily towards Online Safety within school and it is worth noting that for some incidences outside of school, policing will be difficult.

2. Policy Statement

For clarity, the Online Safety policy uses the following terms unless otherwise stated:

Users - refers to staff, members of the governing body, school volunteers, students and any other person working in or on behalf of the school, including contractors.

Parents - any adult with a legal responsibility for the child/young person outside the school e.g. parent, guardian, carer.

School - any school business or activity conducted on or off the school site, e.g. visits, conferences, school trips etc.

Wider school community - students, all staff, governing body, parents.

Safeguarding is a serious matter; at Middleton Primary School we use technology and the Internet extensively across all areas of the curriculum. Online Safety is an area that is constantly evolving and as such this policy will be reviewed on at least an annual basis.

The purpose of this policy is twofold:

- To ensure the requirement to empower the whole school community with the knowledge to stay safe and risk free is met.
- To ensure risks are identified, assessed and mitigated (where possible) in order to reduce any possibility/foreseeability of harm to the student or liability to the school.

This policy is available for anybody to read on the Middleton Primary School website; upon review all members of staff will sign as read and understood the Online Safety policy, the KET ICT policy and the Social Networking for School Staff policy.

3. Policy Governance (Roles & Responsibilities)

Local Governing Body

The Local Governing Body is accountable for ensuring that Middleton Primary School has effective policies and procedures in place; as such they will:

- Review this policy at least annually to ensure that the policy is up to date, covers all aspects of technology use within the school, ensure Online Safety incidents were appropriately dealt with and ensure the policy was effective in managing those incidents.
- Appoint one governor to have overall responsibility for the governance of Online Safety at the school who will receive regular updates from the Head teacher and/or Online Safety Designated Safeguarding Lead (DSL) in regards to training, identified risks and any incidents.

Head teacher

Reporting to the local governing body, the Head teacher has overall responsibility for Online Safety within the school. The day-to-day management of this will be delegated to a member of staff, the Online Safety DSL (or more than one), as indicated below.

The Head teacher will ensure that:

- Online Safety training throughout the school is planned and up to date and appropriate to the recipient, i.e. students, all staff, senior leadership team and governing body, parents.
- The designated Online Safety DSL(s) has had appropriate CPD in order to undertake the day to day duties.
- All Online Safety incidents are recorded and dealt with promptly and appropriately.

Online Safety Officer

The Online Safety DSL will:

- Keep up to date with the latest risks to children and young people whilst using technology; familiarise themselves with the latest research and available resources for school and home use;
- Review this policy regularly and bring any concerns to the attention of the Head teacher;
- Advise the Head teacher and governing body on all Online Safety matters;
- Engage with parents and the school community on Online Safety matters at school and/or at home;
- Liaise with the local authority, IT technical support and other agencies as required;
- Ensure staff know what to report on My Concern and ensure the appropriate audit trail;
- Ensure any technical Online Safety measures in school (e.g. Internet filtering/monitoring software, behaviour management software) are fit for purpose through liaison with the local authority and/or ICT Technical Support;

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- Ensure that all staff are aware of the procedures that need to be followed in the event of an Online Safety incident;
- To facilitate training and advice for all staff.

Designated Safeguarding Lead (DSL)/Pastoral Team

The Designated Safeguarding Lead/Pastoral Team will:

- Take day to day responsibility for Online Safety issues and has a role in establishing and reviewing the school Online Safety policies/documents;
- Ensure all online safety matters are logged according to school policy using My Concern
- Liaise with the Local Authority and relevant agencies;
- Be regularly updated in Online Safety issues and legislation, and be aware of the potential for serious child protection issues arising from:
 - Sharing of personal data;
 - Access to illegal/inappropriate materials;
 - Inappropriate on-line contact with adults/strangers;
 - Potential or actual incidents of grooming;
 - Cyber-bullying and use of social media.

ICT Technical Support Staff

ICT technical support staff are responsible for ensuring that:

- The IT technical infrastructure is secure; this will include at a minimum:
- Anti-virus that is fit-for-purpose, up to date and applied to all capable devices;
- Windows (or other operating system) updates are regularly implemented and devices updated as appropriate;
- Any Online Safety technical solutions, such as Internet filtering, are operating correctly;
- Filtering levels are applied appropriately and according to the age of the user; that categories of use are discussed and agreed with the Online Safety DSL and Head teacher;
- Passwords are applied correctly to all users regardless of age. Passwords for staff should be a minimum of 10 characters consisting of upper- and lower-case letters and at least one number and symbol;
- The staff do not misuse ICT equipment and are fully aware of their duty of care.

All Staff

Staff are to ensure that:

- All details within this policy are understood. If anything is not understood it should be brought to the attention of the Head teacher;

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- Any Online Safety incident is reported to the Online Safety DSL/ Lead DSL (and recorded on My Concern), or in his/her absence to the Head teacher. If you are unsure, the matter is to be raised with the Online Safety DSL or the Head teacher to make a decision;
- Online Safety training is attended during every academic year;
- They adhere to the Staff Code of Conduct Policy.

All Students

Any deviation or misuse of ICT equipment or services will be dealt with in accordance with the Behaviour, Anti-Bullying and/or Child Protection and Safeguarding policy.

Online Safety is embedded in the curriculum at Middleton; students will be given the appropriate advice and guidance by staff. Similarly all students will be made fully aware how they can report areas of concern whilst at school or outside of school.

Parents and Carers

Parents/Carers play the principal role in the development of their children; as such the school will ensure that parents/carers have the skills and knowledge they need to ensure the safety of children outside the school environment. Through parents' evenings and school newsletters/communications we will endeavour to keep parents/carers up to date with new and emerging Online Safety risks, and will involve parents/carers in strategies to ensure that students are empowered to keep themselves e-safe.

Parents/Carers must also understand the school needs to have rules in place to ensure that their child can be properly safeguarded. When their child is first registered at Middleton, parents/carers will need to be aware of and sign a disclaimer before any access can be granted to school ICT equipment or the internet.

4. Technology

Middleton Primary School uses a range of devices including PC's, laptops, I-pads, other tablets and digital video recorders. In order to safeguard the students and in order to prevent loss of personal data we employ the following assistive technology:

Internet Filtering - we use appropriate software that prevents unauthorized access to illegal websites. It also prevents access to inappropriate websites; appropriate and inappropriate is determined by the age of the user and will be reviewed in line with this policy or in response to an incident, whichever is sooner. The Online Safety DSL and IT Support are responsible for ensuring that the filtering is appropriate and that any issues are brought to the attention of the Head teacher.

Key stroke Monitoring - we use an online monitoring software that monitors the key strokes pupils make, both on and offline. Any inappropriate text is monitored and then alerts are sent to the DSL team.

Email Filtering - we use appropriate software that seeks to prevent any infected email to be sent from the school, or to be received by the school. Infected is defined as: an email that contains a virus or script (i.e.

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malware) that could be damaging or destructive to data; spam email such as a phishing message. Middleton currently uses Microsoft Outlook as emails are kept indefinitely, allowing for full conversation history years down the line.

Passwords - all staff are unable to access any device without a unique username and password. Staff are reminded termly of the importance of keeping passwords confidential and any password/security breaches must be reported immediately. Staff will be required to change their passwords on a regular basis and this will be monitored. Staff will be required to change their password(s) if there has been a compromise. Passwords for staff should be a minimum of 10 characters and include upper and lower case letters and at least one number and symbol. When accessing different software packages that require a separate log in, different passwords should be used.

Anti-Virus - All capable devices have anti-virus software. This software is updated daily for new virus definitions. IT Support are responsible for ensuring this task is carried out, and report to the Head teacher if there are any concerns.

5. Safe Use

Internet - Use of the Internet in school is a privilege, not a right. The Behaviour, Anti-Bullying and/or Child Protection and Safeguarding policies may be applied to any misuse of the internet inside or outside of school.

Email - All staff are reminded that emails are subject to Freedom of Information requests, and as such the email service is to be used for professional work-based emails only. Emails of a personal nature are not permitted. Similarly use of personal email addresses for work purposes is not permitted.

Students are permitted to use the school email system, and as such may be given their own email address. The email address will be made up of their forename and surname, e.g. johnsmith@middletonschool.org

The Behaviour, Anti-Bullying and/or Child Protection and Safeguarding policies may be applied to any misuse of the email inside or outside of school.

Photos and videos - Digital media such as photos and videos are covered in the KET Photography Policy.

Audio toolkit - Where MOTE technology (fully GDPR compliant) is in use within the school, students' personal data is not recorded or shared with any third party.

Social Networking - there are many social networking services available; Middleton Primary School is fully supportive of social networking as a tool to engage and collaborate with learners, and to engage with parents/carers and the wider school community. The following social media services are permitted for use within Middleton Primary School and have been appropriately risk assessed; should staff wish to use other social media, permission must first be sought via the Online Safety DSL who will advise the Head teacher for a decision to be made. Reference should also be made to the Staff Code of Conduct Policy.

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- X (formerly known as Twitter) - used by the school as a broadcast service (see below).
- Facebook - used by the school as a broadcast service (see below).

A broadcast service is a one-way communication method in order to share school information with the wider school community. No persons will be "followed" or "friended" on these services and as such no two-way communication will take place.

In addition, the following is to be strictly adhered to:

- SIMS must be consulted before any image or video of any child is uploaded to make sure permission has been given (via the school photography policy).
- There is to be no identification of students using first name and surname; first name only is to be used.
- Where services are "comment enabled", comments are to be set to "moderated".
- All posted data must conform to copyright law; images, videos and other resources that are not originated by the school are not allowed unless the owner's permission has been granted or there is a license which allows for such use (i.e. creative commons).

Notice and take down policy - should it come to the school's attention that there is a resource which has been inadvertently uploaded, and the school does not have copyright permission to use that resource, it will be removed within one working day.

Incidents - Any Online Safety incident is to be brought to the immediate attention of the Online Safety DSL or Lead DSL, or in his/her absence the Head teacher. The Online Safety DSL or Lead DSL will assist in taking the appropriate action to deal with the incident using the relevant policy (Behaviour Management, Anti-Bullying and Child Protection and Safeguarding) and recording the incident on My Concern. In matters of more serious concern, the police liaison officer or other relevant outside agencies can be contacted by the Online Safety DSL or Lead DSL to help offer support to the school/students/parent/Carer.

Training and Curriculum - It is important that the wider school community is sufficiently empowered with the knowledge to stay as risk free as possible whilst using digital technology; this includes updated awareness of new and emerging issues. As such, Middleton Primary School will have an annual programme of training which is suitable to the audience. Should any member of staff feel they have had insufficient training generally or in any particular area this must be brought to the attention of the Online Safety DSL or Head teacher for further CPD.

Online Safety for students is embedded into the curriculum; whenever ICT is used in the school, staff will ensure that there are positive messages about the safe use of technology and risks as part of the student's learning. Middleton Primary School has a clear, progressive Online Safety education programme as part of the Computing/Life studies curriculum. This covers a range of skills including:

- To develop a range of strategies to evaluate and verify information before accepting its accuracy;
- To be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be;
- To know how to narrow down or refine a search;

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- To understand acceptable behaviour when using an online environment / email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
- To understand how photographs can be manipulated.
- To understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
- To understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;
- To understand why they must not post pictures or videos of others without their permission;
- To have strategies for dealing with receipt of inappropriate materials;
- To understand the impact of cyberbullying and trolling and know how to seek help if they are affected by any form of online bullying;
- To know how to report any abuse including cyberbullying; and how to seek help if they experience problems when using the internet and related technologies, i.e. the 'Report Harmful Content' button on the school website, parent or carer, teacher or trusted staff member, or an organisation such as Childline.
- To be aware and reminded regularly of the reporting button on the school home page that students/parents can use to report harmful online content.

As well as the programme of training we will establish further training or lessons as necessary in response to any incidents.

Middleton Primary School
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