



St Hilda's School
HARPENDEN
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Online Safety & Computing Acceptable Usage Policy

Important Note

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

REVIEW DATE: November 2021

REVIEWED BY: Dan Sayers (Headmaster)
Faye Smith (Head of Computing)

SIGNED BY: *Dan Sayers,*

DATED: 22.11.21

INTRODUCTION

This policy should be read in conjunction with the Mobile Phone Usage Policy, the Internet and Acceptable Use Policy and the Taking, Storing and Using Images Policy.

RATIONALE

Computing in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children and adults. Consequently, schools need to build in the use of these technologies in order to arm pupils with the skills to access life-long learning and employment.

Computing covers a wide range of resources, including web-based and mobile learning. It is important to recognise the constant and fast paced evolution of Computing within society as a whole. Whilst exciting and beneficial both in and out of the context of education, much of Computing, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these internet technologies.

St Hilda's School recognises its responsibility to educate pupils on online safety issues; this includes teaching pupils the appropriate behaviour and critical thinking skills to enable them to remain safe and legal when using the internet and related technologies, both in and out of the classroom.



St Hilda's School

HARPENDEN

Caring, Curious & Confident

This policy is inclusive of wired and wireless; technologies provided by the school (such as PCs, laptops, Chrome books, whiteboards, digital video equipment, iPads etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, iPads, mobile phones, camera phones and portable media players etc).

ROLES AND RESPONSIBILITIES

As online safety is an important aspect of strategic leadership within the school, the Governors have ultimate responsibility to ensure that the policy and practices here described are embedded and monitored. This responsibility is delegated to the Headmaster.

The Headmaster (who is the Designated Senior Person), the Senior Management Team, the Business Manager and the Head of Computing have day to day responsibility for ensuring that these policies are upheld by all members of the school community and that all are made aware of the implications of the policies. It is the role of the Headmaster and the Business Manager to keep abreast of current issues and guidance through organisations such as the LA, Becta, CEOP (Child Exploitation and Online Protection), Childnet and the Local Authority Safeguarding Children Board.

ONLINE SAFETY SKILLS DEVELOPMENT FOR STAFF

- The school ensures that staff receive regular information and training on online safety issues in the form of full staff meetings and memos
- New staff receive information on the school's Acceptable Use Agreements as part of their induction through their Employee Handbook
- All staff are made aware of individual responsibilities relating to the safeguarding of children within the context of online safety and know what to do in the event of misuse of technology by any member of the school community
- All staff are encouraged to incorporate online safety activities and awareness within their curriculum areas

ONLINE SAFETY IN THE CURRICULUM

We believe it is essential for online safety guidance to be given to the pupils on a regular and meaningful basis. Online Safety is embedded within the school's curriculum and we continually look for new opportunities to promote online safety. We regularly monitor and assess our pupils' understanding of online safety.

- The school provides opportunities within a range of curriculum areas and discrete Computing lessons to teach about online safety



St Hilda's School

HARPENDEN

Caring, Curious & Confident

- Educating pupils on the dangers of technologies that may be encountered outside school may also be done informally when opportunities arise
- Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them
- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modelling and activities
- Pupils are made aware of the impact of online bullying and know they can seek help from their Form Teacher, Mentor and via the "worry box", if they are affected by these issues.
- Pupils are aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline/ CEOP/Thinkyouknow report abuse button.
- Pupils are taught to critically evaluate materials and learn good searching skills through cross-curricular teacher models, discussions and via the Computing curriculum

DATA SECURITY

The accessing and appropriate use of school data is a matter that the school takes very seriously. Staff are made aware of their responsibility when accessing school data. The level of access is determined by the Headmaster.

MANAGING THE INTERNET

The internet is an open communication medium, available to all at all times. Anyone can view information, send messages, discuss ideas and publish material, which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. Whenever any inappropriate use is detected it will be followed up.

- At Key Stage 1, access to the internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Staff will preview any recommended sites before use
- Raw image searches are discouraged when working with pupils
- If internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites, supervise this work and supervise any further research
- All users must observe software copyright at all times. It is illegal to copy or distribute school software or software from other sources



St Hilda's School
HARPENDEN
Caring, Curious & Confident

- All users must observe copyright of materials from electronic resources

INFRASTRUCTURE

- School internet access is controlled through a specific web filtering service
- Staff and pupils are aware that school-based email and internet activity is monitored
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the class teacher who must inform the Business Manager and Headmaster
- It is the responsibility of the school, by delegation to technical support, to ensure that anti-virus protection is installed and kept up-to-date on all school machines
- If pupils wish to bring in work on removable media, it must be given to the teacher for a safety check first

MANAGING OTHER WEB TECHNOLOGIES

The school acknowledges that, if used responsibly both outside and within an educational context, web technologies can provide easy to use, creative, collaborative and free facilities. However it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage pupils to think carefully about the way that information can be added to and removed by all users, including themselves, from these sites.

- All pupils are advised to be cautious about the information given by others on sites, for example users not being who they say they are
- Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such sites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online
- Pupils are always reminded to avoid giving out personal details online which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ email address, specific hobbies/ interests)
- Pupils are encouraged to be wary about publishing specific and detailed private thoughts online
- Pupils are asked to report any incidents of cyber bullying to the school

MOBILE TECHNOLOGIES

Many emerging technologies offer new opportunities for teaching and learning, including a move towards personalised learning and 1:1 device ownership for children and young people. Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed. St Hilda's School chooses to manage the use of these devices in the following ways so that they are used appropriately.



St Hilda's School
HARPENDEN
Caring, Curious & Confident

PERSONAL MOBILE DEVICES (INCLUDING PHONES)

- The school allows staff to bring in personal mobile phones and devices for their own use
- Pupils are not allowed to bring personal mobile devices/phones to school
- The school is not responsible for the loss, damage or theft of any personal mobile device
- The sending of inappropriate text messages between any members of the school community is not allowed
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device

(Please refer to the Mobile Phone Usage Policy)

GOOGLE ACCOUNTS AND GOOGLE CLASSROOM

Google accounts are created for children in Forms II-VI and for teaching staff. Google Classroom is used as an online teaching platform for Forms III-VI.

- All children are issued with an individual username and a school issued password
- All children are taught they are not to change the password without consent from the Head of Computing
- Permission is sought from parents before the issue of a Google Account
- Children are reminded of the Computing Agreements guidelines they sign at the beginning of each academic year
- Online Safety is discussed each year to remind children of suitable behaviour when using online platforms
- Children are reminded of suitable content for sending messages to teachers and that Google Classroom is to only be used for school purposes

MANAGING EMAIL

The use of email within most schools is an essential means of communication for both staff and pupils. We recognise that pupils need to understand how to style an email in relation to their age and good 'netiquette'. Pupils must have experienced sending and receiving emails.

- The school gives all staff their own email account to use for all school business. This is to minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed



St Hilda's School

HARPENDEN

Caring, Curious & Confident

- It is the responsibility of each account holder to keep the password secure. This should be the account that is used for all school business
- **Under no circumstances should staff contact pupils, parents or conduct any school business using personal email addresses**
- E-mail sent to an external organisation should be written carefully before sending, in the same way as a letter written on school paper
- Pupils may only use school-approved accounts on the school system and only under direct teacher supervision for educational purposes
- The following pupils have their own individual school issued accounts: Forms IV-VI
- All e-mail users are expected to adhere to the generally accepted rules of network etiquette, particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arranging to meet anyone without specific permission, virus checking attachments
- Pupils must immediately tell a teacher/trusted adult if they receive an offensive e-mail
- Staff must inform the Business Manager and Headmaster if they receive an offensive e-mail
- Pupils are introduced to email as part of the Computing Scheme of Work

TAKING OF IMAGES AND FILM

Digital images are easy to capture, reproduce and publish and can therefore be misused. It should be remembered that it is not appropriate to take or store images of any member of the school community or public without first seeking consent and considering the appropriateness. With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment

PUBLISHING PUPIL'S IMAGES AND WORK

On a child's entry to the school, all parents will be asked to give permission to use their child's work/photos in the following ways:

- on the school web site
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- on the school's Facebook and Instagram page
- recorded/ transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, i.e. exhibition promoting the school
- general media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)



St Hilda's School
HARPENDEN
Caring, Curious & Confident

Consent will be requested and renewed annually. Parents may withdraw permission, in writing, at any time. Consent has to be given by both parents in order for it to be deemed valid. All images will be deleted annually from the school website news pages, Facebook and Instagram accounts.

Pupils' names will not be published alongside their image and vice versa. E-mail and postal addresses of pupils will not be published.

STORAGE OF IMAGES

Images/ films of children are stored on the school's network.

- Pupils and staff are not permitted to use personal portable media for storage of images (e.g. USB sticks) unless for an assignment or immediate transfer to the staff shared area
- Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school computers
- Teaching Staff have the responsibility of deleting the images when they are no longer required, or when the pupil has left the school, unless they are deemed necessary for historical/archive purposes

MISUSE AND INFRINGEMENTS

Complaints

- Complaints relating to online safety should be made to the Business Manager or Headmaster
- All incidents will be logged and followed up
- Complaints of a child protection nature must be dealt with in accordance with Safeguarding policies and reported in accordance with the policy

Inappropriate material

- All users are aware of the procedures for reporting accidental access to inappropriate materials. Any breach must be immediately reported to the Headmaster
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the Headmaster. Depending on the seriousness the offence and outcome of the investigation, the school may invoke immediate suspension, possibly leading to dismissal and the involvement of police for very serious offences

EQUAL OPPORTUNITIES

Pupils with additional needs



St Hilda's School
HARPENDEN
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Teaching staff are aware that some pupils may require additional teaching, including reminders, prompts and further explanations to reinforce their existing knowledge and understanding of online safety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of online safety. Internet activities are planned in accordance with any specific learning needs.

PARENTAL INVOLVEMENT

The school believes that it is essential for parents to be fully involved with promoting online safety both in and outside of school. We regularly consult and discuss online safety with parents and seek to promote a wide understanding of the benefits related to Computing, as well as the associated risks.

- Parents are required to make a decision as to whether they consent to images of their child being taken/used in the public domain (e.g. on the school website)
- The school disseminates information to parents relating to online safety where appropriate in the form of
 - Information sessions
 - Posters
- Parents are advised that the use of social network sites is inappropriate for children under the age of 13.
- Parents are expected to reinforce the guidance from school when using technologies at home. The school is not responsible for communications between pupils outside school through social networking sites.

REGULATION OF INVESTIGATORY POWERS ACT 2000

The Proprietor reserves the right to monitor and inspect any computer or telephonic communications systems used by staff where there are grounds to suspect that such facilities are being, or may have been, misused.



St Hilda's School
HARPENDEN
Caring, Curious & Confident

This policy will be reviewed annually, by the Senior Management Team, in line with the school's review schedule for policies.



St Hilda's School
HARPENDEN
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ANNEX A

Pupil Computing Agreement

St Hilda's provides many opportunities to work with computers, iPads, Internet, email and other technologies. To gain the privilege of working with this equipment, all girls must agree to a standard of conduct. Personal safety and respecting each other's privacy is an important part of learning how to use technology.

1. I understand I will be given a school login and password to access the school system.
2. I understand I will be given a Google account to access Google Classroom. I will use this appropriately and for the sole purpose of schoolwork.
3. I understand I will be given access to many online platforms such as Atom Learning, Purple Mash, Doodle Maths and Times Tables Rock Stars.
4. I know I will have access to a school email account using Outlook. I will use this appropriately and for the sole purpose of schoolwork.
5. I understand that all my passwords and login details are private, so I will not share them with others.
6. I know that I should not trust people I do not know. Therefore, I will not post any personal contact information (name, address, telephone number, school address or photographs) on the Internet.
7. I know that if I receive a message that is inappropriate or makes me feel uncomfortable, I should tell an adult immediately.



St Hilda's School
HARPENDEN
Caring, Curious & Confident

8. I understand that I may not use the names, email address or photographs of any teachers, class assistants, nursery nurses, office workers, cooks, dinner people, and other members of staff, students or parents without their permission.
9. I know that software may contain a virus, other harmful types of programming or be incompatible with the school's operating system. Therefore, I will not upload or download any program files.
10. I know that some material on the Internet is not very nice. I agree to not upload or download material that is like that.
11. I know that social networking sites are not allowed for people under 13 years old, so I will not use them, as they are not allowed at school.
12. I know that plagiarism is when someone takes the ideas or writing of another person and pretends it is their own. I understand that that if I copy information from the Internet, I need to say where the information came from in my work. I will not plagiarise the writing of other people.
13. I will be very careful, especially pictures, to make sure I do not copy work that is protected by copyright. If I am not sure about copyright, I will ask a teacher.
14. I understand that teachers in the school will be able to see my work for teaching, learning and monitoring purposes. The people responsible for running and maintaining the computers are allowed to see all work areas, so they may also be able to see my work including my e-mails.
15. I understand that the school puts security software in place to protect me. I will never attempt to bypass this security.
16. I know that the school's technology equipment should be treated with care. If I misuse it, destroy other people's data or files, or remove, damage or abuse any of the Computing equipment, then I will no longer be allowed to use it.



St Hilda's School
HARPENDEN
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17. I know that I am not allowed to alter the backgrounds, icons, menus, pictures or any other settings, on any computer, without permission from the Computing teacher.

I agree to abide by all of these rules.

Name

Date

Seen by parent (please sign)