LPS ONLINE SAFETY POLICY

POLICY AND PROCEDURES ON E SAFETY
Staff should refer to
LHS00 Safeguarding Guidance Policy

Policy Review Date: September 2020

Introduction

Technology

New technologies have been integral to our lives in today's society, within school, work and in our personal lives. The Internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

What is Online Safety?

Online safety is defined as being safe from risks to personal safety and wellbeing when using any fixed or mobile device that allows access to the internet or communicates electronically by other means. This includes personal computers, laptops, iPads and other tablets, mobile phone and gaming consoles such as Xbox, PlayStation and Wii.

Online safety highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The online policy has been revised to reflect the need to raise awareness of the safety issues associated with electronic communication as a whole.

Longdon Park School's online safety policy will operate in conjunction with other policies including those for Promoting Good Behaviour & Discipline, Anti-Bullying, Safeguarding and the Curriculum.

Online safety depends on the effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies.
- Sound implementation of online safety policy in both administration and curriculum, including secure School network design and use.
- Safe and secure broadband from BT including the effective management of Zen Fortiguard.

The Risks

All staff should be mindful of specific safeguarding linked to online safety. The following risks areas have elements which could or are likely to occur online:

- Child Sexual Exploitation
- Peer on Peer abuse
- Exploitation of Vulnerable Adults
- Bullying, including cyberbullying
- Faith abuse
- Radicalisation
- Sexting
- Teenage relationship abuse
- Trafficking

These are some of the more specific risks and dangers that people may face when using an online device:

- Access to illegal, harmful or inappropriate images, videos, games and other content
- Unauthorised access to/ loss of/ sharing of personal information (including personal details, images, videos etc.)
- The risk of being subject to grooming by those with whom they contact on the internet
- Cyber-bullying and Trolling. At Longdon Park School we have a zero tolerance approach to bullying. The school has the right to examine and delete files from pupil's personal devices, e.g. mobile phones, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone.
- Inappropriate communication or contact with other internet users, including strangers
- The publication or communication of material or language which other internet users may find offensive or harmful.
- Sharing/distributing another person's personal information (including personal details, images, videos etc.) without the individual's knowledge or consent.
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement.
- Illegal downloading of music or video files.
- The transmission or receipt of computer viruses.
- The potential for excessive use which may impact on the social, emotional development and learning aspects of life.

Many of these risks reflect situations in other aspects of life and it is essential that this online safety policy is read in conjunction with other relevant policies and documents. It should also be noted that many children and adults with autistic spectrum disorder could have increased levels of vulnerability to being affected by or drawn into many of these online risks.

It is impossible to eliminate those risks completely. It is therefore essential through improving awareness and good educational provision, to build resilience to the risks to which our staff and the children and young adults we work with may be exposed, so that we all have the confidence and skills to face and deal with those risks.

The internet is an essential element in 21st century life for education, business and social interaction. Longdon Park School has a duty to provide students with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and students.

Teaching and Learning

Internet use will enhance learning:

- School Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of students.
- Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Students will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

- Longdon Park School will ensure that the use of Internet derived materials by staff and students complies with copyright law.
- Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

- Longdon Park School ICT systems capacity and security are reviewed regularly.
- Filtering is via 'Fortigate' and managed by ICT support.
- Websites can be temporarily unblocked if necessary, this will be managed by a key member of staff within the school. All blocking and unblocking must be agreed by Hannah Bate.
- The student's website use will be monitored by the Designated Safeguarding Lead (DSL) and a weekly report will be produced.
- Virus protection is installed and updated regularly (Microsoft Security Essentials).
- Security strategies are discussed with Acorn Care and Education.

Published content and Longdon Park School website

- The contact details on the website should be the Longdon Park School address, e-mail and telephone number. Staff or student's personal information will not be published.
- The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing student's images and work

- Photographs that include students will be selected carefully; used with only parental, carers or student's written permission and will not enable individual students to be clearly identified.
- Student's full names will not be used anywhere on the website, particularly in association with photographs.
- Work can only be published with the permission of the student and parent.

Social networking and personal publishing

- Longdon Park School will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Students will be advised never to give out personal details of any kind which may identify them or their location.
- Students should be advised on security and encouraged to set passwords, deny access to unknown individuals and how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others.

Managing filtering

- Longdon Park School ensure systems to protect pupils are reviewed and improved through the use of 'Fortiguard' and managed by ICT support.
- If staff or students discover an unsuitable site, it must be reported to ICT support.
- The Senior Leadership Team and DSL will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

- Staff should be aware that no filtering system is capable of accurately filtering every web site. Having a filter in place should not be viewed as a substitute for monitoring the computer activities of students.
- Where filtering programs are in place, these will be monitored at least weekly for anyone trying to circumvent the system. The monitoring date and any finding will be recorded on the Excel sheet entitled "Online safety incidents".

Managing videoconferencing and Web Cam

As yet videoconferencing is not used at Longdon Park School; however, the following actions are identified as part of our safeguarding within our online safety policy:

- IP videoconferencing; School should check the broadband network to ensure quality of service and security.
- Students should ask permission from the supervising member of staff before making or answering a videoconference call.
- Videoconferencing will be appropriate supervised for the student's age.

Managing emerging technologies

- Emerging technologies will be examined for education benefit and a risk assessment will be carried out before use in Longdon Park School is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden. Appropriate use of mobile phones at specific times of the day will be allowed in conjunction with the mobile phone policy and the use of a technology contract.
- Staff must not use their own phones. Where contact with students/parents or carers are required staff are to use a school mobile. All telephone contact must be logged appropriately, in the call logs. A brief record of the date, time and content are to be kept and signed.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018 with the implementation of the General Data Protection Regulation (GDPR).

Staff responsibility

All staff working for Longdon Park School are responsible for:

- Reading the online safety policy before using ay Longdon Park School ICT resource.
- Reporting any suspected misuse/problems to the ICT co-ordinator or a designated person for safeguarding.
- Ensuring other staff and students are aware of the relevant policies and that any breaches are reported through the relevant procedures.
- Ensuring that copyright law is abided by when using materials from the Internet.

Assessing risks

Longdon Park School will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked to internet content, it is not possible to guarantee

that unsuitable material will never appear on a Longdon Park School computer. Neither Longdon Park School nor Acorn care and Education can accept liability for the material accessed, or any consequences of internet access

Longdon Park School will audit ICT use to establish if the online safety policy is adequate and that the implementation of the online safety policy is appropriate

Handling online safety complaints

Staff and students need to be aware of what constitutes inappropriate material, situations and internet use, and how to cope and what to do if they come across any of them.

- Complaints of Internet misuse will be dealt with by a member of the SLT.
- Any complaint about staff misuse must be referred to the Head teacher.
- Complaints of a child protection nature must be dealt with in accordance with Longdon Park School child protection procedures.
- Pupils and parents will be informed of the complaints procedures.
- Advice will be sought from our local police as required to establish procedures for handling potentially illegal issues.

Introducing the online safety policy to students

- Online safety rules will be posted in all networked rooms (Appendix 1).
- Pupils will be informed that network and Internet use will be monitored.

Staff and the online safety policy

- All staff will be asked to read the Longdon Park School's online safety policy.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage the filtering systems or monitor ICT use will be supervised by the SLT and have clear procedures for reporting issues.

Enlisting parent/carer support

Parents/carers attention will be drawn to Longdon Park School's online safety Policy by admission information, the prospectus and the school web site (Appendix 2).

The Online safety policy coordinator is the Lead of ICT and relays all concerns to Senior Designated staff for Child Protection.

Parent/carers are further informed of online safety through letters highlighting the online safety on social networks and awareness of our online safety policy.

Maintaining online safety

All people have the right to be and to feel safe when using the internet and other digital communication technologies. There are many risks prevalent in today's society, including abuse, violence, racism and exploitation, from which we all need to protect ourselves and those around us.

This is even more important given the vulnerable nature many of the children and young adults Longdon Park School support.

It is also understood that for many people with autism, the internet may appear to be a safer, more understandable place. For example, there is no requirement to understand many of the complexities involved in talking to someone face to face, from tone of voice to facial expressions and body language. As a school, we should be encouraging our students to use the internet an appropriate amount, to maintain a balance with other social activities.

The Online safety policy is part of Longdon Park School Improvement Plan and relates to the other policies including those for; behaviour, care and control and for child protection. Appendix 3.
The Online safety coordinator is the Head of ICT and relays all concerns to Senior Designated staff for Child Protection.
Our Online safety policy has been written by Longdon Park School, building on government guidance. It has been agreed by the Senior Leadership Team.
The Online safety policy and its implementation will be reviewed annually.

Appendix 1

Expectation & Guidelines for Responsible Internet Use

1. Treat your password like your toothbrush – keep it to yourself!

2. The messages you send will be polite and responsible. Do not use ICT to bully or harass others.

3. Only give your mobile number or personal website address to trusted friends.

4. Make sure you tell an adult any unpleasant or inappropriate material or messages.

5. The school can check computer files and can monitor the internet sites visited.

6. Do not try to view, access, download or distribute unsuitable material.

7. Never install/download software in-case we breach copyright laws or introduce viruses.

8. Never create or distribute images of anyone without their permission.

9. Refrain from using personal devices (mobile phone etc.) in school without permission.

10. Save the evidence: Learn how to keep records of offending text messages, pictures or online conversation.

Appendix 2
Consent Form
Gaining pupils' and parents'/carers agreement to the online safety Rules is important and requires management.
To ensure clarity, the Online Safety Rules are included with the letter to parents/carers. It is important to start from the assumption that ICT and Internet use is every day and essential for every child's education. The agreement between parents/carers and our school

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Dear Parent / Carer
At Longdon Park School all pupils use computer facilities including internet access as an essential part of learning, as required by the national curriculum.
Pupils and parents / carers are asked to sign to show that the online safety rules have been understood and agreed.

For this purpose we include a copy of our school e – safety rules and request that you read together and sign.

I/we …………………………………………..the parents/carers of ………………………………..(pupil) have read, understood and accept the pupil rules for e – safety and ICT.

Date:…………………………………………………………………

Sign:………………………………………………………………..(parent / carer)

Sign:………………………………………………………………. (pupil)

Please return to the school as soon as possible