Building resilience not reliance.

GANTON SCHOOL

Online Safety Policy

We are a Rights Respecting School in accordance with UNICEF (United Nations Children's Fund). Our aim is to promote and protect the rights of all children in Ganton School to an education, to be healthy, to have a childhood, to be treated fairly and to be heard so that they can survive, grow, participate and fulfil their potential. Ganton School puts the United Nations Convention on the Rights of the Child (CRC) at the heart of all policies, practice and ethos.

Everyone at Ganton School who comes into contact with children and families has a role to play in safeguarding and promoting the welfare of children by;
- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.
- Working Together to Safeguard Children 2018 (Updated 2019)

Headteacher: Mr E Wharton

Review Date: June 2022

An inclusive community committed to excellence in personalised learning and well–being.

HumberEducationTrust

Ganton School E-Safety Policy

The governing body of Ganton School adopted this policy in the Spring Term 2016.

1. Introduction

This policy document was written in the Spring Term 2016 in conjunction with the Safeguarding of children and young people Policy at Ganton School. Employees are responsible for following the standards of conduct laid down in this policy and should understand how this relates to the school ethos, Safeguarding, Anti-bullying Policies. At Ganton School we believe that working in partnership with the Hull Safeguarding Children Partnership, we have a duty to safeguard all pupils and students when using Computing and other online devices.

The internet has become increasingly accessible for children and young people in places like schools, libraries and their own homes. Children and young people will experiment online, to enable them to take advantage of the many educational and social benefits of new technologies learners need opportunities to create, collaborate and explore in the digital world, using multiple devices from multiple locations. However, all users need to be aware of the range of risks associated with the use of these internet technologies alongside the development of safe and responsible online behaviours.

2. Rationale

At Ganton School and we believe that working in partnership with the Hull Safeguarding Children Partnership we have a duty to safeguard all pupils and students including when accessing computing.

This Policy document has been drawn up to protect all parties – the students, the staff, and the school. The Policy provides clear advice and guidance on how to minimise risks and how to deal with any infringements. This policy supports the UN Convention on the Rights of the Child especially Articles 12, 13, 17 and 19.

3. Aims

To provide a safe and secure environment for pupils and students to access ICT when in the school.

To educate pupils and students on how to keep themselves safe when using ICT equipment at school and at home.

To fulfil our school role to promote and support E-Safety.

To support all staff in Prevent duty in the Counter-Terrorism and Security Act 2015.

4. Key Aims

Prevent Duty

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities (Schools) in the exercise of their functions, to have due regard to the need to

prevent people from being drawn into terrorism.

The general risks affecting children and young people may vary from area to area, and according to their age. Schools and childcare providers are in an important position to identify risks within a given local context.

Schools and childcare providers should be aware of the increased risk of online radicalisation, as organisations seek to radicalise young people through the use of social media and the internet.

The statutory guidance makes clear the need for schools to ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place. More generally, schools have an important role to play in equipping children and young people to stay safe online, both in school and outside. Internet safety will usually be integral to a school's ICT curriculum and can also be embedded in PSHE and SRE. General advice and resources for schools on internet safety are available on the UK Safer Internet Centre website. As with other online risks of harm, all staff needs to be aware of the risks posed by the online activity of extremist and terrorist groups.

The Prevent duty means that all staff have a duty to be vigilant and where necessary report concerns over use of the internet that includes, for example, the following:

Internet searches for terms related to extremism
Visits to extremist websites
Use of social media to read or post extremist material
Grooming of individuals

All staff should be aware of the following: -

1. DfE Prevent duty
2. DfE briefing note on the use of social media to encourage travel to Syria and Iraq
3. The Channel Panel

Why Internet use is important at Ganton School

The Internet has become increasingly accessible for children and young people in places like schools, libraries and their own homes.

Children will experiment online at home and school to enable them to take advantage of the many educational and social benefits of new technologies.

Children need opportunities to create, collaborate and explore in the digital world, using multiple devices from multiple locations. However, all users need to be aware of the range of risks associated with the use of these internet technologies alongside the development of safe and responsible online behaviour.

How Internet use benefits children at Ganton School

A number of government projects have identified the benefits to be gained through the appropriate use of the Internet.

Benefits of using the Internet at Ganton School include:

* access to experts in many fields for both pupils and staff;

* educational and cultural exchanges between pupils world-wide;

*Home Learning and parental contact, through Class DoJo and TEAMS platforms;

* access to world-wide educational resources including museums and art galleries;

* professional development for staff through access to national developments, educational materials and effective curriculum practice;

* collaboration across networks of schools, support services and professional associations;

* access to learning wherever and whenever convenient.

How we ensure Internet use enhances learning and life experiences at Ganton School

Ganton Internet access is be designed to enhance and extend education. Children will be taught Internet use that is acceptable and what is not, and given clear guidelines for Internet use.

Staff at Ganton School will ensure that the copying and subsequent use of Internet derived materials by staff and children complies with copyright law. Staff will guide children to on-line activities that will support the learning outcomes planned for their age, ability, additional needs and maturity.

Children will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How information systems security will be maintained at Ganton School

Security at Ganton School is a major responsibility that includes not only the delivery of essential learning services but also the personal safety of staff, children and young people. The named person in charge of Data Security at Ganton School is Zoe Netherton (School Business Manager).

All staff at Ganton School with access to personal data understands that they are liable in law to protect that data. Should data be lost from an unencrypted USB drive or seen on a laptop used by other people, staff understand that the consequences could be serious for the member of staff and for the school. Staff use encrypted memory sticks to transport any such data between home/school.

Access to all Computer systems within the school and laptops that are taken home can only be accessed by a unique login and password for the individual. Pupils initially use a generic password and graduate to a unique pupil login when they are clear about the importance of passwords.

All requests for access beyond that normally allocated (e.g. teachers wishing to access pupil personal storage) are authorised by the person in charge of data security. This includes the authorisation of access required by the IT Support Team, RM.

Where 'restricted' information is stored in ScholarPack or the server, access is only granted to individuals approved by the person in charge of data security.

Workstations are secured against user mistakes that compromise access or security and deliberate actions - Lock screen is used.

Servers are currently located securely in Sirius School with restricted key holders and physical access restricted. Virus protection from Sophos via RM for the whole network is installed and current. Access by wireless devices is pro-actively managed.

How filtering is managed at Ganton School

Levels of Internet access are consistent across the school for children and staff separately, and access profiles are to a level appropriate for all members of the organisation. Children or visitors to the school have no access to restricted websites, such as YouTube.

Ganton School uses RM to manage the filtering systems within the school and ensure that systems to protect children and young people are reviewed and improved regularly. Broadband access includes filtering appropriate to the age and maturity of children.

Regular requests for filtering changes from within the organisation are made via RM via RM at hullsupport@rm.com. Regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable by RM.

How videoconferencing is managed at Ganton School

Video conferencing is a new emerging technology to be explored at Ganton School. All video conferencing equipment will be switched off when not in use and not set to auto answer. Video conferencing contact information will not be put on the school Website. Video conferencing will always be adult supervised.

Unique log on and password details for the video conferencing services will only be issued to members of staff and kept secure.

All children will be reminded before video conferencing commences that they must not disclose their surname or other personal details.

Parents'/Carers' permission will not be required for video conferencing as permission is given on the school admission form.

How personal data is protected at Ganton School

The quantity and variety of data held on children, families and on staff is expanding quickly. While this data can be very useful in improving services, data could be mishandled, stolen or misused. Ganton School fully complies with The Data Protection Act 1998 and is a member of the Information Commissioner Office website. Zoe Netherton School Business Manager, attends any Data Protection and Copyright Local Authority meetings as necessary.
When un-encrypted devices (cameras/iPads) are taken off site, all previous images will be deleted/stored on the server/encrypted memory stick, and then deleted off the device before

leaving the school grounds.

Password Security at Ganton School

All staff and some children at Ganton School understand the importance of keeping their passwords secure from others. Ganton School recommends to all staff to use a different password for accessing organisational systems to that used for personal (non-organisational) purposes. When leaving a computer for any length of time, all staff members/volunteers have been informed to log off or lock the computer, using Windows flag + L.

How email is managed at Ganton School

Staff are provided with a school email address that they can use for School Educational purposes only. Email management is the responsibility of North Yorkshire Schools ICT and RM..

How published content is managed at Ganton School

The contact details on the website are the main address, administrative email and telephone number for the school. No other personal contact information will be published, including the use of children's full names. Mr Eddy Wharton (Head Teacher) takes overall editorial responsibility and ensures that content is accurate and appropriate. Parents/Carers are given regular reminders via the Ganton News newsletter about appropriate content on the Website. The website complies with all guidelines for publications including respect for intellectual property rights and copyright.

How social networking and personal publishing is managed at Ganton School

Mr Eddy Wharton (Head teacher) takes overall editorial responsibility and ensures that content is accurate and appropriate for use on Twitter.
Staff are given regular updates of the staff acceptable usage policy (annually) and have been made aware of the potential risks of using social networking sites or personal publishing, either professionally with children and young people or personally. They have been made aware of the importance of considering the material they post, ensuring profiles are secured and how publishing unsuitable material may affect their professional status.

Pupils who do use social networking have been advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory when using the Internet at school or home. Parents are requested not to publish on social networking sites photographs of Ganton pupils taken whilst attending Ganton Events.

How Internet access is authorised

Ganton School maintains a current record of all staff/volunteers and children who are granted access to the organisation's electronic communications.

All staff/volunteers read and sign the organisation's policies regarding information security and

the use of information technology before using the organisation's ICT resources. For younger children, access to the Internet is by adult demonstration with occasional directly supervised access to specific, approved on-line materials. Every child and adult in the school will agree to comply with and sign the Acceptable Use Policy (parents can sign for the child if necessary).

Parents/Carers will be informed that children and young people will be provided with supervised Internet access, but must comply with the Acceptable Use Policy at all times.

How risks will be assessed at Ganton School

Ganton School will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a computer. Ganton School cannot accept liability for the material accessed, or any consequences resulting from Internet use.

Ganton School will audit digital technological use to establish if the online safety policy is adequate and that the implementation of the online safety policy is appropriate. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimise risks will be reviewed regularly.

How complaints will be handled at Ganton School

Parents and staff know how to use Ganton School complaints procedure. Children know they can speak to any member of staff across the school. Potential child protection and illegal issues will be referred to the Designated Safeguarding Lead.

The 'Response to Risk Flowchart' for reporting online safety incidents will be followed by the school staff, and the incident log sheets will be filled out accordingly. Any complaint about staff misuse will be referred to the Online-safety coordinator or E-safety lead, Mr Tom Radge. All online safety complaints will be recorded by Mr. Tom Radge — including any actions taken. Children and parents will work in partnership with Ganton School to resolve any issues.

How the Internet and online safety will be used across the community

The school will liaise with local organisation's (including Hull City Council) to establish a common approach to online safety. The online safety lead, Mr. Tom Radge will attend any online safety related courses to remain up-to-date with any developments.

The school will be sensitive to Internet related issues experienced by children and young people out of school, e.g., social networking sites, online gaming and offer appropriate advice when needed.

How Cyber bullying will be managed at Ganton School

Cyber bullying (along with all forms of bullying) will not be tolerated at Ganton School. Full details are set out in Ganton's School' policy on anti-bullying. There are clear procedures in

place to support anyone affected by cyber bullying. All incidents of cyber bullying are reported to Mr Tom Radge and/or Phase leaders, and will be recorded.

Sanctions for those involved in cyber bullying will include:

*Internet access may be suspended for the user for a period of time.

*Parents/Carers will be informed.

How Ganton School responds to an Incident of Concern

An important element of online safeguarding at Ganton School is the ability to identify and deal with incidents of concern and those related to the confidentiality of information.

All staff/volunteers and children know that they have a responsibility to report e-safety or e-security incidents so that they may be dealt with effectively and in a timely manner in order to minimise any adverse impact. Ganton School has an incident reporting procedure and records reported incidents in an Incident Log.

The Incident Log will be kept by Mr T Radge and may be reviewed termly by the Governing Body.

The children and staff at Ganton School understand and know how to use the 'Hector Dolphin' internet safety button and how to make an iPad 'safe'.

How Communication is handled at Ganton School

Ganton School will include appropriate communication and training for all people (children and adults alike).

This will cover:

* Workforce training in understanding the rationale for all online safeguarding procedures and the consequences of inappropriate practice delivered by a CEOP Ambassador (Mr Tom Radge).

* Workforce training in responsible approaches to data on mobile devices, communicating online and procedures when using multimedia digital content such as photographs, videos and podcasts in terms of permission seeking, taking, storage and retention.

* A comprehensive and developmental online safety curriculum for children including the responsible use of web and communication technologies both inside and outside school and risks related to cyber bullying.

* Annually re-visiting of the AUP with staff and pupils.

Copies of the Acceptable Use Policies are posted near all computers on the school site.

* Ensuring non-teaching staff are trained and up-to-date in their subject knowledge.

* Up-to-date Acceptable Use Policies (AUPs) based on all the agreed procedures for online security and online safety and covering Computer usage by all sectors of the organisational

community. This policy shall be subject to annual review by the governing body.

How this policy will be introduced to children at Ganton School

A copy of the online safety policy has been attached to the acceptable use policy for all staff and parents to be aware of its contents and discuss with children how they feel it is appropriate. Online safety will feature regularly for discussion at the Student Voice minutes.

The school as a whole regularly teaches e-safety as part of dedicated online safety lessons. The 'Think You Know' website have been used across the school. Before children access the Internet, safe and responsible use of the internet and technology is reinforced.

How the policy has been discussed with staff at Ganton School

The online safety Policy has been formally provided to and discussed with all members of staff. To protect all staff and children, Ganton School has implemented Acceptable Use Policies, which are to be signed every year by all staff, children, volunteers and parents.

Staff are aware that Internet traffic can be monitored and traced to the individual user - discretion and professional conduct is essential.

RM who manage the schools' filtering systems are regularly supervised internally by means of job tickets and prioritising work.

When staff are provided with digital devices (e.g. laptops) by Ganton School that may be accessed outside of the organizational network, staff are clear about the safe and appropriate use of the provided equipment and rules about use of the equipment by third parties. Staff are aware of their responsibility to maintain confidentiality of the organisation's information.

All staff within Ganton School, including administration staff and governors, are included in awareness raising and training. Induction of new staff/volunteers includes a discussion of the organisation's online safety Policy.

Sanctions and Disciplinary Proceedings

Sanctions and disciplinary procedures will be taken where users visit internet sites, make, post, download and upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- Pornography, adult or mature content
- Promotion of any kind of discrimination, racial or religious hatred
- Information regarding terrorism or going against the Prevent strategy
- Personal gambling or betting
- Personals use of auction sites
- Any site engaging in or encouraging illegal activity
- Threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business

- Use systems, application, websites or other mechanisms that bypass the filtering or other safeguards employed the school
- Revealing or publicising confidential or proprietary information (e.g. financial or personals information, databases, computer or network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading or uploading files) that causes network congestion and hinders others in their use of the internet

Sanctions for misuse: **PUPILS**

Incidents	Refer to class teacher	Refer to Head teacher	Refer to Police	Inform parents/ carers	Removal of network/Internet access rights	Warning	Further action
Deliberately accessing or trying to access material that could be considered illegal	x	x	x	x	x		x
Unauthorised use of non-educational sites during lessons	x	x		x		x	
Unauthorised use of mobile phone/digital camera/other handheld device	x	x		x		x	
Unauthorised use of social networking/instant messaging/person email	x	x		x		x	
Unauthorised downloading or uploading of files	x	x		x		x	
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	x	x		x		x	

Sanctions for misuse: **STAFF**

Incidents	Refer to Head teacher	Refer to Local Authority/HR	Refer to Police	Refer to Technical Support Staff	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal	x	x	x		x	x	x
Excessive or inappropriate personal use of the internet/social networking sites/instant messaging/personal email	x				x		
Unauthorised downloading or uploading of files	x				x		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	x				x		
Careless use of personal data e.g. holding or transferring data in an insecure manner	x				x		
Deliberate actions to breach data protection or network security rules	x	x			x		
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	x		x				x
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature to staff	x	x			x		
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature to learners	x	x			x	x	x
Breech of the school e-safety policies in relation to communication with learners	x				x		
Using person email/social	x				x		

networking/instant messaging/text messaging to carry out digital communications with pupils							
Actions which could compromise the staff member's professional standing	x				x		
Actions which could bring the school into disrepute or breech the integrity of the ethos of the school	x				x		
Accidentally accessing offensive or pornographic material and failing to report the incident	x				x		
Deliberately accessing or trying to access offensive or pornographic material	x						x
Breeching copyright or licensing regulations	x				x		
Continued infringements of the above, following previous warnings or sanctions	x		In some cases				x

How parents/Carers support will be enlisted

Internet use in children's homes is increasing rapidly, encouraged by low cost access and developments in mobile technology. Unless Parents/Carers are aware of the dangers, children and young people may have unrestricted and unsupervised access to the Internet in the home.

The school will help Parents'/Carers' plan appropriate supervised use of the Internet at home and will educate them on the risks by providing an annual 'Online Safety Parents' Awareness' session, with follow-up information for those unable to attend. Targeted information for parents is made available on the Ganton School Website.

Parents'/Carers' attention has been drawn to Ganton School Online Safety Policy by providing them with a copy of this policy annually, along with a copy of the appropriate Acceptable Use Policies.

5. Review of Policy

A review of the policy will be undertaken in line with the policy review timetable and any amendments or updates will be reported to the Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary

Initial Equality Impact Assessment							
Impact Groups	Pupils	Staff	Families	Governors	Volunteers	Visitors	Wider Community
	✓	✓	✓	✓	✓	✓	✓

Does or could this policy have a negative impact on any of the following?

Age			Disability			Gender/ Gender Identity			Marriage/ Marital status			Pregnancy or Maternity			Race			Religion or Belief			Sexual Orientation			Verdict	
Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N
	✓			✓			✓			✓			✓			✓			✓			✓			✓

Does or could this policy help to promote equality for any of the following?

Age			Disability			Gender/ Gender Identity			Marriage/ Marital status			Pregnancy or Maternity			Race			Religion or Belief			Sexual Orientation			Verdict	
Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N
✓			✓			✓			✓			✓			✓			✓			✓			✓	

Does data collected from the equality groups have a positive impact on this policy?

Age			Disability			Gender			Gender Identity			Pregnancy or Maternity			Race			Religion or Belief			Sexual Orientation			Verdict	
Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N
✓			✓			✓			✓			✓			✓			✓			✓			✓	

Conclusion:	We have come to the conclusion after taking an initial equality impact assessment that a full assessment is / is not required.

Status of Policy:	Existing Policy	
	New/Proposed Policy	
	Updated Policy	✓

Initial Equality Impact Assessment completed by:

Eddy Wharton

Initial Equality Impact Assessment approved by:

SLT

Date: 14/6/19