

### Clapham Manor Core Purpose Statement

We aim to provide the highest standards of education, in an inclusive environment, through effective learning and teaching for all, with a broad, balanced and personalised, relevant curriculum that includes all statutory requirements. We value equity and inclusion and believe that in supporting all learners to become confident individuals able to live safe, healthy and fulfilling lives they will become lifelong learners and responsible citizens who make a positive contribution to society that deals effectively with economic, social and cultural change.

We will:

- ensure that our school reflects and **celebrates** the **diversity** of the community and that everyone develops **respect** for all
- recognise learners' similarities and differences and provide **creative** learning opportunities that are tailored to ensure all learners reach their **full potential**
- encourage and develop **independent thinking**, **risk-taking** and **problem-solving skills**, develop learners **confidence** and **positive self-identity** and ensure that everybody shows **kindness** and **understanding** towards others
- ensure the efficient use of resources: human, physical and financial, in order to provide best value. We will also provide a **safe**, **caring**, **happy** and **stimulating** atmosphere within an aesthetically pleasing sustainable environment
- provide **inspirational leadership** and efficient management, with effective communication at all levels. We will **empower our children** to gain these skills for themselves
- continue to **encourage team work** amongst all the staff and stakeholders, promoting **respect**, **openness** and **honesty**, where **everyone has a voice**
- maintain a committed educational **partnership** between children, staff, parents/carers and Governors. We will also further establish links with other educational providers and the wider community, including our collaboration of partner school
- confident lifelong-learners positive celebrates diversity respect creative full-potential independent-thinking risk-taking problem-solving-skills confidence positive-self-identity kindness understanding safe caring happy stimulating inspirational-leadership empower-our-children encourage-team-work respect openness honesty everyone-has-a-voice partnership

If this policy is statutory, this must be filled in.

#### **Statutory Requirements:**

This policy must be read in conjunction with the National Curriculum, other DFES or borough documentation

## Online Safety

### Core Purpose Statement

We believe in developing and promoting the safe and positive use of the internet, online resources and mobile technology that enhances learning and instils positive attitudes to the ever changing technological world.

#### We believe that:

Our prime responsibility is the safety of our children both in and outside school, in present times this also includes online and when using a variety of electronic devices and technology. As part of our work in PSHCE and SMSC we endeavor to ensure that our pupils are safe when using new technologies and have a variety of opportunities to discuss potential issues surrounding the safe use of these as well as drawing on their own personal experiences. At Clapham Manor, we want pupils to feel confident and be equipped with the skills to use technologies safely and to have self-awareness coupled with strategies to deal with any potential issues, with the support of the adults working with them. It is vital that we have your cooperation at home and a key part of our role is to also support parents in how to protect their children from harm when using these technologies. We will be holding more after school workshops for parents and carers to support families with online safety.

#### **Good Habits**

Online Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; 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 the London Grid for Learning including the effective management of content filtering.
- National Education Network standards and specifications.

#### **Online Safety Audit – Primary Schools**

This quick self-audit will help the senior leadership team (SLT) assess whether the online safety basics are in place.

Does the school have an Online-Safety Policy that complies with DFE guidance	Y/N
Date of latest update:	
The policy was agreed by the governors on:	
The policy is available for staff at:	
And for parents:	
The designated Child Protection Officer is:	
The Designated Online Safety Lead is:	
Has Online safety training been provided for staff and pupils?	Y/N
Do all staff sign an ICT Code of Conduct on appointment	Y/N
Do parents sign and return an agreement that their child will comply with the School Online Safety Rules?	Y/N
Have school Online Safety Rules been set for pupils?	Y/N
Are these rules displayed in all rooms with computers	Y/N
Internet access is provided by an approved educational internet service provider and complies with DCSF requirements for safe and secure access.	Y/N
Has the school filtering policy been approved by SLT?	Y/N
Is personal data collected, stored and used according the principles of the Data Protection Act?	Y/N

## Why is Internet Use Important?

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access, as well as providing opportunities to develop their skills in using this to enhance and enrich their education and real life experiences.

Central to our ethos is the knowledge that pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security when using the internet and social media.

## How can Internet Use Enhance Learning?

- Staff should guide pupils in accessing age appropriate on-line activities that will support and enrich learning outcomes, giving them responsibility and independence in how and when best to use these tools in their learning.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Class Blogs are an embedded part of the curriculum and are used to enhance and further learning across all age groups. Pupils will be supported in accessing these and promotion of the use of Class Blogs will be a part of classroom practice.
- Child lead and personalised learning is key to our school ethos and the use of independence research and use of the internet to further pupil's thirst for knowledge is an integral part of classroom practice.
- Pupils will regularly learn about online safety across the computing curriculum and as part of SMSC sessions within the classroom. (Year 6/ Digital Leaders)

## Authorised Internet Access

- The school will monitor the use of the internet and use of this will be based on pupil's maturity and ability to use the resource responsibly.
- All staff must read and sign the 'Acceptable Use of Internet' code before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access.

## World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Designated Online Safety Lead.
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

## Mobile Technologies

- Staff should not use mobile phones to take pictures or videos of children. Staff should only use digital cameras which have been provided by the school. Mobile phones are not permitted for use anywhere in school, around the children. This applies to members of staff and other visitors to the school. Mobile phones may only be used in office areas, staffroom etc. The only exception to this is staff taking a mobile phone with them on a school trip/visit outside of school, for use in emergencies only.

- Children who bring mobile phones to school are required to hand them in to the school office staff every morning and devices are collected at home time, following the permission of parents to do so.
- The use of the internet on mobile devices such as iPads and Surface Pros during lessons will be monitored closely by the class teacher.
- Pupils must not use iPads and Surface Pros without the supervision of an adult (in the classroom).
- Pupils must not bring other mobile devices into school, unless special permission has been granted for unique circumstances by the class teacher.

## **Social Media/ Networking**

- Schools should block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils should be advised not to place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.
- The Phase 4 Team will work closely with parents and carers to discuss and support pupils with safe use of social media/ networking.
- The PSHCE/ SMSC curriculum will be adapted to (particularly in phase 4) support pupils in identifying risks of social media and provide safe opportunities for pupils to discuss concerns and potential areas of concern.
- Workshops with both parents and pupils, including those with external agencies and the local community will give support in accessing these resources safely and responsibly.
- In incidences when a pupil or parent reports the inappropriate use of social media or online material outside of school the Designated Online Safety Lead and the inclusion team will be responsible for supporting those involved.

## **Filtering**

The school will work in partnership with the Local Authority, School IT Consultant and LGFL to ensure filtering systems are as effective as possible.

## **Managing Emerging Technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

## **The Prevent Duty and Online safety**

All schools have a duty to ensure that children are safe from terrorist and extremist material when accessing the internet in schools, including by establishing appropriate levels of filtering. We have an important role to play in equipping children to stay safe on line. Internet safety is integral to our ethos and the curriculum. Our staff are aware of the risks posed by online activity of extremists and have a duty to take action if they believe the well-being of any pupil is being compromised.

## **Published Content and the School Web Site**

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published in line with GDPR.
- The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **Publishing Pupils' Images and Work**

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Work can only be published with the permission of the pupil and parents.

## **Information System Security**

- School IT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

## **Protecting Personal Data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **Assessing Risks**

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Lambeth Council can accept liability for the material accessed, or any consequences of Internet access.
- The school should 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 Incidents**

- Incidents of Internet misuse will be dealt with by a senior member of staff in line with school behaviour policy – where the incident will be categorised as a level 2 or 3 behaviour, depending on the nature of the incident.
- Any complaint about staff misuse must be referred to the Head teacher.
- Incidents of a child protection nature must be dealt with in accordance with school child protection procedures.
- Incidents that have occurred outside school may also be reported to the designated online safety lead and will be dealt with by the SLT.
- Discussions will be held with the local police officer to establish procedures for handling potentially illegal issues.

## **Communication of Policy**

### **Pupils**

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.
- Ongoing workshops and curriculum time will be dedicated to ensure policy is actioned and pupils are aware of expectations.

### **Staff**

- All staff will be given the School Online safety Policy and its importance explained.

- All staff will be trained in Safeguarding procedures, including elements of Online safety and The Prevent Duty.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

## **Parents**

- Parents' attention will be drawn to the School Online safety Policy in newsletters and on the school Web site. The school will also organise Online safety workshops to support parents' understanding of how to best safeguard their children against potential online dangers.

**Online safety Rules EYFS/ KS1 – Appendix A**

**Online safety Rules KS2 – Appendix B**

**Acceptable Use of Internet – Pupils – Appendix C**

**Staff Acceptable Use Policy – Appendix D**

**Letter to parents – Appendix E**

**Online safety Rules EYFS/ KS1 – Appendix A**

# **THINK THEN CLICK**

## **These rules help us to stay safe on the Internet**

- We only use the internet when an adult is with us.
- We can click on the buttons or links when we know what they do.
  - We can search the Internet with an adult.
  - We always ask if we get lost on the Internet.
  - We can send and open emails together.
- We can write polite and friendly emails to people that we know.
- We talk to someone if something online or on social media upsets or worries us, either at home or school.

**Online safety Rules KS2 – Appendix B**

## **These rules help us to stay safe on the Internet**

- We ask permission before using the internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
  - We only email people an adult has approved.
  - We send emails that are polite and friendly.
- We never give out personal information or passwords.
  - We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
  - We do not use internet chat rooms.
- We talk to someone if something online or on social media upsets or worries us, either at home or school.
  - We use our class blogs to help us with our learning

Acceptable Use of Internet – Pupils – Appendix C

## Acceptable Use of Internet

**We use the school computers and the Internet for learning.  
These rules will help us to be fair to others and keep everyone safe.**

- I will ask permission before entering any website, unless my teacher has already approved that site.
- On a network or learning platform, I will use only my own login and password, which I will keep secret. The learning platform is to support and enhance learning in school and at home.
- I will not look at or delete other people's files.
- I will not bring memory/USB sticks into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The contributions, such as e-mails or forum entries, I send will be polite and sensible. If I see anything I am unhappy with or I receive messages I do not like, I will tell a member of staff.
- I know that when I use the learning platform it is always possible to see who wrote what and when.
- When sending e-mail or communicating with others, I will not give any personal information, including my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat rooms or social network sites in school.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- The school ICT systems may not be used for private purposes, unless the head teacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or ICT technology in school.

**The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or**

**Display this page as a poster near all computers.**

**Staff Information Systems Code of Conduct**

**To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's Online safety policy for further information and clarification.**

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the head teacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school Online safety Lead or the Designated Safeguarding Lead.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote Online safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**I have read, understood and agree with the Information Systems Code of Conduct.**

Signed: ..... Date: .....

Accepted for school: .....

## Appendix E – Statement for Parents

As part of our Information Communications and Technology scheme of work and general curriculum enhancement, Clapham Manor Primary School is providing supervised access to the Internet and mobile technologies such as iPads and Surface Pros. We are confident that this will benefit our children and equip them with important skills and knowledge in the wider world.

Our Internet Service Provider, overseen by LGFL, operates a filtering system that restricts access to inappropriate material. Children will always be supervised when using the Internet, and the rules of responsible Internet use will be explained to them at school.

The school will take all reasonable precautions to ensure online safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

To support the policy, we ask you to sign the enclosed agreement. It would also be helpful if you would talk to your child about the 'rules' whenever necessary. Should you wish to discuss this agreement or any aspect of the Internet use, please contact me to arrange an appointment.

## **Information and Communications Technology Acceptable use of Internet Agreement**

### **Pupil and Parent Agreement**

When I use the Internet and e-mail at school, I will keep to these rules:

- I will only use the Internet with permission, when there is a teacher or adult helper present.
- I will not try to find unsuitable sites on the Internet.
- I will use social media and networking sites responsibly outside school and ensure the messages I send are polite and respectful
- I will not give my full name or home address or telephone number, or arrange to meet someone unless my parent, carer, or teacher has given permission.

**Pupil's signature** ..... **Date:** .....

### **Parent**

As the parent or legal guardian of the pupil signing above, I give permission for my son or daughter to use the Internet, under supervision at school.

I understand and accept the above rules for acceptable use of the Internet and will discuss these with my child.

**Parents' signature** ..... **Date**.....

**Pupil's name** .....

**Class** .....