

Portway Primary School: Online Safety Policy

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1. Overview of the Policy Management Process

1.1. Document history

Date	Revision	Version number (substantive revisions are allocated a new whole number; minor revisions are designated by the addition of a consecutive decimal point)
January 2024	<p>This policy is informed by Newham Community Learning’s Online Safety Principles Statement, available on the Trust website.</p> <p>Updated to reflect current systems and platforms in use at Portway Primary School</p>	v1.0

1.2. Review and approval

The Policy applies to Portway Primary School. It is reviewed by the Designated Safeguarding Lead/Computing Leader and is then presented to the Headteacher for approval before being ratified by the local governing body.

2. The Policy

2.1. Introduction

At the Portway Primary School, we believe that the ability of our children to access and to use new and evolving technologies is a crucial part of their education. However, as is the case with all technologies, we are aware of the potential that exists to abuse these technologies.

To ensure that children are able to benefit from the latest technology, and know how to keep themselves safe online, the use of IT systems is integrated across all our teaching and learning at our schools.

Children at Portway Primary School, as well as all adults working at the school read and agree to our ICT Acceptable Use Policy and Agreement, both of which are available on the websites. Appropriate training is provided, and leadership structures ensure that our systems are safe, and always fit for purpose. The roles and responsibilities of all staff and school leaders are clearly detailed in the Acceptable Use Policy and Agreement.

Online safety includes both access to the internet and electronic communications such as mobile phones. It highlights the need to educate pupils and staff about the benefits and risks of using technology, and provides safeguards and awareness for users to help them to control their online experience.

2.2. Aim

This policy aims to ensure that all children are aware of how to use the Internet and other electronic communications devices safely.

It should be read in conjunction with the ICT Acceptable Use Policy and Agreement, in which all key roles and responsibilities are outlined. The Trust has in place Acceptable Use Agreements for KS1 and KS2 children, which have been developed to ensure they are accessible to the relevant groups. The Trust also has an Acceptable Use Agreement and associated policy in place, which all trustees, governors, staff and volunteers (ie. all adults using the Trust's systems) complete as part of their onboarding with the Trust. This Agreement and the policy are kept under close review by the IT Director, given the rapidly changing IT landscape.

The Trust has a separate Cyber Security Policy in place, approved by the Trust Board.

2.3. 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 efficacy of the trust's management processes.
- Internet use is a necessary tool for learning for pupils and staff. It is an entitlement for children who use it responsibly.
- It is a requirement of the National Curriculum orders for ICT, and is indicated as a Key Skill in other subject orders.
- The internet is an essential element in 21st century life for education, business and social interaction; it is thus essential that pupils are introduced to it, under supervision, at school.

2.4. How does Internet use benefit education?

- Access to world-wide educational resources including museums and galleries
- Inclusion in the wider network of schools across the UK.
- Educational and cultural exchanges between pupils worldwide.
- Access to experts in many fields for pupils and staff.
- Professional development for staff through access to educational materials and effective curriculum practice.
- Communication with the LA advisory and support services, professional associations and colleagues.
- Access to key educational and monitoring resources.
- Home-school links communication is improved by direct emails and website Information.

2.5. How can Internet use enhance learning?

- Internet access is filtered appropriate to the age of pupils.
- Pupils will be given clear objectives for Internet use, to support the work that they are doing across the curriculum.
- Internet use is planned to enrich and extend learning activities. Access levels are reviewed to reflect the curriculum requirements and age of pupils.
- Staff will select sites that will support the learning outcomes planned for the pupils' age and ability.
- Pupils will be educated in taking responsibility for their own Internet access.

2.6. How can pupils learn to evaluate Internet content?

- The evaluation of online content is a part of every subject.

- Pupils will be taught ways to validate information by cross-checking before accepting its accuracy.
- Pupils will be made aware that the author of a web page or an e-mail might not be the person claimed.
- Pupils will be encouraged to inform a member of staff immediately if they witness any content that makes them feel uncomfortable.

2.7. How is email managed?

- E-mail will only be used by pupils for educational purposes.
- Pupils will learn to email using email provided by LGfL (London Grid for Learning) and Gmail via the school's Google Workspace domain. The IT team are able to access these accounts and monitor activity within a school context and also remotely.
- Staff must use the official school email system, Gmail, via Google Workspace, provided by Google for all school contacts.
- All messages should be polite and responsible
- Pupils must immediately inform a member of staff if they view an offensive or unpleasant e-mail or other online or digital communication or content.
- Pupils must not reveal any personal details of themselves or others in emails, or arrange to meet anyone without specific permission. Staff also have access to email, although they are discouraged in using personalised email accounts in school. For further information relating to staff email accounts, reference can be made to the school ICT Acceptable Use Policy and Agreement.

2.8. How is content on our school website managed?

- The Head teacher has overall editorial responsibility and ensures that content is accurate and appropriate.
- Access to editing the school websites is strictly controlled and is only possible by authorised users.
- The website is audited annually, and the results reported to the Trust Board, to ensure that information remains current and that all compliance requirements are met.
- Along with ensuring that compliance requirements are satisfied, Head teachers review the website on an ongoing basis to ensure that content is both useful and accessible to parents.
- In all instances, photographs used on the websites will be unnamed. Group shots will be used in preference to images of individual children.
- The Photography Policy allows parents to specify their preferences around the taking and display of photographs of their children.

2.9. How is Internet access authorised?

- Internet access is a necessary part of the National Curriculum. It is an entitlement for pupils based on responsible use.
- Internet access will be granted to classes, groups and individuals as part of the curriculum schemes of work. Pupils will have been informed of responsible internet use. All internet use is strictly under adult supervision and as a result of specific, approved on-line materials.
- As noted in Section 2.2, the Trust has age-appropriate Acceptable Use Agreements in place - ie. As soon as children are introduced to the internet, they are made aware of acceptable behaviours.

2.10. How are risks assessed?

- We ensure that we take all reasonable precautions to ensure that users can only access appropriate content. However, due to the global and connected nature of Internet content, it is not possible to guarantee that unsuitable material will never occur via a school computer. Portway Primary School cannot accept liability for the material accessed, or any consequences resulting from Internet use. Staff and children are made aware of how to report unsuitable materials or on-line incidents.
- Methods to identify, access and minimise risks will be revised regularly. The trust has an integrated Health and Safety Management System in operation across the trust - and risk assessment methodologies are in place.
- Staff, parents, governors and members of the trustee board will work together to ensure that every reasonable measure is being taken.
- As at October 2021, the Trust has in place a Cyber Security: policy, certification, risk mitigation and incident management plan in place.
- As at March 2022, the Trust has implemented and enforced Two Factor Authentication at Portway Primary School, for all unique user accounts accessing the Google Workspace platform. 2FA will be required for every new device that a user logs in to.

2.11. How will the school ensure that Internet access is safe?

- Pupils will be informed that Internet use will be supervised and monitored.
- All Internet access is filtered by systems put in place by LGfL (see above).
- If staff or pupils encounter unsuitable content or sites then these sites will be reported to the Trust IT Team.
- Staff should be aware that bullying can take place through social networking out of school and the problems associated with this can come into school.
- All staff are aware that access to social networking sites (e.g. Facebook, Twitter/X, Instagram) have a minimum age of 13 years, although we keep this age specification under review as it may vary in future by social network. Guidance is regularly

provided to parents on this issue, and is widely available on both school websites and online.

2.12. How will the security of the school ICT systems and the data held on them be maintained?

- The security of the school information systems is monitored constantly and will be reviewed regularly. Details of these arrangements are available in the Trust's Data Security Policy.
- Virus protection is supplied by LGfL and certain websites which are naturally blocked due to sensitive content or keywords. Teachers have some access to sites such as these through a USO override log in. However, this infrequent activity is logged through LGfL, and is not available to children.
- Pupils are not authorised to use portable media (hard drives, USB drives and so on) in school. This includes the use of mobile phones. Children are discouraged from bringing mobile phones to school. However, those with a specific need for a mobile phone agree to clear criteria set out for use of the device (for instance, the use of phones is not permitted during school hours). Teachers do not use mobile phones for the taking of pictures of children at school, or for storage of school data.
- Staff and pupils are not authorised to download programs/macros or any other computer applications or browser extensions. Any requests must be submitted to the Trust IT Team via the IT Help Desk.
- Staff are not authorised to use portable media (hard drives, USB drives and so on) in school, without explicit permission of the Trust IT Team.
- Staff should not be permanently storing any sensitive data outside the school environment. Relevant files need to be deleted after use.
- The Trust uses Google Workspace which ensures that all school data is encrypted.
- The Trust's Records Retention Policy (and associated 'managed housekeeping' of all electronic files) ensures that the UK GDPR (UK General Data Protection Regulation)
- 'Minimisation by design' principle is adhered to. Whilst the Regulation refers to personal data, best practices developed by the Trust to safeguard personal data are used to manage all electronic data held on Trust systems.
- All staff access to Google Workspace will be secured with 2FA as standard. Users logging into new devices using the Google Workspace account will be required to authenticate using their physical 2FA security key.

2.13. How will complaints regarding Internet use be handled?

- Responsibility for handling incidents will be dealt with by the Head teacher or the School Leadership Team.
- The Newham Community Learning Trust Complaints Policy is available on our school websites, and details how parents should seek to resolve any concerns or complaints. A copy is also always available from the school office.

- At Portway, we work closely with parents and with children to ensure that any concerns are addressed.
- Actions within school may include one or more of the following:
 - discussion with teacher or the Head teacher
 - parents informed
 - removal of Internet or computer access for a period of time.

2.14. How are children taught about online safety?

With the increasing use of technology in our daily lives, Portway ensures that pupils are educated on how to use technology safely and responsibly through the use of the Education for a Connected World framework. Portway has used this framework to create an online safety curriculum which prepares pupils from EYFS to year 6 for digital life. Due to the fact that in today's digital age pupils are increasingly exposed to online activities, Portway ensures that online safety education is integrated into various subjects along with having its own dedicated lesson. Each half term pupils are introduced to an online safety topic which ensures that there is a broad provision of online safety knowledge for all pupils. The specific topics are:

- Privacy and security
- Managing online information
- Self Image, Identity and wellbeing
- Online relationships
- Online bullying
- Online reputation

Each week pupils have dedicated lessons where they are taught age appropriate objectives that promote the development of safe and appropriate long term behaviours that shape the online safety culture within the school and beyond.

- Children are consulted about technology usage through annual surveys.
- Units of work consolidate the school's online safety message, and the ethos and rules for Internet use have had extensive input from the children.
- Displays around the school and specifically in the ICT suite consolidate the whole school message around online safety.
- Weekly newsletters inform families about online safety objectives, tools and resources that can be used at home to ensure pupils are staying safe online.

2.15. How are staff and pupils consulted?

- Online safety rules are explained and discussed with classes by teachers at a level appropriate to the age of the pupils.
- Online safety training will be developed, possibly based on CEOP (Child Exploitation and Online Protection Centre) materials and these will be embedded within ICT

Schemes of Work and / or RSHE and wellbeing curriculum through the creative curriculum (online safety day is held as an annual event to convey the message of online safety).

- Pupils in KS1 and KS2 complete the ICT Acceptable Use Policy and Procedure. Rules for Internet use are posted near computers with Internet access.
- All staff have access to this policy, and are aware of its contents.

2.16. How is parents' support enlisted?

- A partnership approach with parents is part of the ethos at Portway Primary School.
- Parents' attention will be drawn to the Online Safety Policy when the child starts school, and they will be notified that it is available on the school websites.
- Advice for parents will be available on the school website from agencies such as, Action for Children, BBC and CEOPS (Child Exploitation and Online Protection Centre); this advice is kept under review and is subject to regular updates.

2.17. How are emerging technologies managed?

- These will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Any resource preparation, completed by staff at home, which involves the use of pupil images, must be prepared and stored on Google Drive.
- Digital imaging systems e.g. video-conferencing and web cam, will be appropriately supervised according to the pupils' age.
- The Trust's compliance with UK GDPR (referenced earlier) ensures that a Data Impact Assessment is carried out as part of standard practices when reviewing the introduction of any new policy or process that entails new technologies. Although these assessments are specifically in place to safeguard personal data, they are used whenever new technologies are considered for implementation.

2.18. How is personal data protected?

- Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998, the UK GDPR (General Data Protection Regulation) and the Data Protection Act 2018. This data is stored on Google Workspace, and is encrypted. As a data processor, Google's policies and processes are UK GDPR compliant. Further detail regarding this compliance [is available from Google](#).
- Google Drive is configured to ensure Shared Drives and permissions are appropriately configured, and kept under constant review.
- Personal data is only kept for the time needed and then it will be disposed of in accordance with our Records Retention Policy.
- The Trust has a Privacy Notice in place for children, parents, staff, governors and trustees. These are provided at the point that data is collected, and explain the

purposes for which it is used, and how it will be processed, shared and retained. Consent for any additional processing activities is separately sought and appropriately documented.

2.19. One to one device provision

The Trust has a comprehensive IT Strategy in place, and ambitious plans to ensure that our children have the best possible access to digital technologies to enhance their learning and prepare them for a digital world.

As part of this strategy, and supported by the processes outlined in this policy and in place across the Trust, the provision of devices for children in KS2 is implemented each academic year at Portway. As a result, pupils in KS2 are given the opportunity to further enhance their digital skills and to access educational material whilst at home.

The issue of these devices has been made possible as part of the IT Strategy, and by the funding approved by the Trust Board. Existing policies, systems and processes, supported by the IT Director and his team, make this provision possible in a safely managed way.

The Trust has developed an appropriate Agreement for use with parents on receipt of these devices. As detailed in this Policy, safe use of online tools and resources is already integrated into the school curricula, with which the children receiving the devices are familiar.

The 1:1 devices will be secured with LGfL's HomeProtect Internet filtering solution. This will ensure that children using these devices from home receive the same level of filtering that they receive at school.

The Trust IT team will build on the work done during the periods of lockdown as a result of the Coronavirus pandemic to ensure that parents and children are provided with the necessary support. All arrangements will be subject to ongoing review to ensure that devices are used safely and appropriately. The Trust will manage any non-compliance with requirements as per usual procedures.

The Trust will also build on processes implemented and lessons learnt during the Coronavirus pandemic, during which devices were loaned to a number of families to ensure children had access to remote learning.