



# **ASPIRE**

**THE ASPIRE HUB**

**ONLINE SAFETY POLICY**

**February 2017**

# ONLINE SAFETY POLICY



## Authorised Access

Internet access for pupils should be seen as an entitlement on the basis of educational need and an essential resource for staff. Parental permission should be sought.

- The Aspire Hub received Internet Service Provision (ISP) from RSR Communications and will request monitoring reports from the ISP which will be regularly checked to identify any attempts to access illegal content and should notify the local police.
- The Aspire Hub will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date; for instance if a pupil's access is withdrawn.
- Pupils will be supervised when using the internet.
- When the child joins The Aspire Hub, as part of our Induction, Parents will be asked for their permission for their child to use the internet.

## Filtering and Monitoring

Despite careful design, filtering systems cannot be completely effective due to the speed of change of web content. Levels of access and supervision will vary according to the pupil's age and experience. Internet access must be appropriate for all members, from the youngest pupil to staff.

- **All members of staff have access to the internet. The Aspire Hub will request monitoring reports** from the ISP which will be regularly checked to identify any attempts to access illegal content and should notify the local police.
- The Hub will work in partnership with parents, DFE and its ISP to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (web address) and content must be reported to the Internet Service Provider via the Business Manager.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal or may place an individual at risk must be referred to the appropriate authorities i.e. Head teacher, LADO, Police, Internet Watch Foundation.

## Risk Assessment

As the quantity and breadth of the information available through the Internet continues to grow it is not possible to guard against every undesirable situation. The Aspire Hub will address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via The Hub system.

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The Aspire Hub cannot accept liability for the material accessed, or any consequences of Internet access.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Business Manager will ensure that the Internet policy is implemented and compliance with the policy monitored.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

## **Teaching and Learning**

### **The Curriculum**

The Internet is an essential resource to support teaching and learning. The statutory curriculum requires pupils to be responsible, competent, confident and creative users of information and communication technology. In delivering the curriculum, Room Leaders need to plan to integrate the use of communications technology such as web-based resources, e-mail and mobile learning. Computer skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill.



### **Enhancing Teaching and Learning**

Benefits of using the Internet in The Aspire Hub include:

- The opportunity for the child to speak with the named member of staff at school on a weekly basis
- Access to a variety of worldwide educational resources
- Educational and cultural exchanges between pupils worldwide;
- Vocational, social and leisure use in libraries, clubs and at home;
- Access to experts in many fields for pupils and staff;
- 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;
- Improved access to technical support including remote management of networks and automatic system updates;
- Access to learning wherever and whenever convenient.

### **Evaluating Content**

Information received via the web, e-mail or text message requires good information-handling and digital literacy skills. In particular it may be difficult to determine origin and accuracy, as the contextual clues may be missing or difficult to read. A whole curriculum approach may be required.

Ideally inappropriate material would not be visible to pupils using the web but this is not easy to achieve and cannot be guaranteed. Pupils should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.

- Pupils will be taught to be critically aware of the materials they read and how to validate information before accepting its accuracy.
- Pupils will use age-appropriate tools to research Internet content.
- staff or pupils discover unsuitable site or content they consider to be inappropriate, the URL (address) and content should be reported to the Business Manager.
- The Aspire Hub should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to acknowledge the source of information used and to respect individuals and intellectual property when using Internet material in their own work.

## **Communication and Content**

### **Website Content**

The Aspire Hub website is currently under construction.

## Managing e-mails

E-mail is an essential means of communication for staff. Directed e-mail use can bring significant educational benefits and interesting projects between schools and pupils. However, the use of e-mail requires appropriate safety measures. The Aspire Hub will determine the best approach for their circumstances, based upon pupil age and development.



- Pupils may only use approved e-mail accounts on The Aspire Hubs system and should be used in an acceptable way.
- Sending images without consent, explicit images, messages that cause distress and harassment to others are considered significant gross misconduct and will be dealt with accordingly in line with the Disciplinary Policy.
- Staff must immediately report to the Business Manager if they receive offensive or distressing e-mail.
- E-mail sent to an external organisation should be written carefully and where appropriate, authorised before sending, in the same way as a letter written on school headed paper.

## Online communications and Social Media

Please see Social Media Policy

## Mobile Devices (Including Bring Your Own Device - BOYD)

**Mobile devices** refer to any device that provides access to the internet or internal network for example, tablet (Apple Android, Windows, and other operating systems) e-readers, mobile phone, iPad, iPod touch, digital cameras.

- Mobile devices that are brought onto the premises must be stored in the staff room.
- Mobile devices that are brought in to The Aspire Hub remain the responsibility of the user. The Hub accepts no responsibility for the loss, theft or damage of such items.
- Sending abusive or inappropriate messages or content is forbidden by any user
- Mobile devices are not permitted at any time. Any child that brings in a mobile device, will have it confiscated and it will be kept in the office until the end of the day.
- Where staff may need to contact children, young people and their families within or outside of the setting in a professional capacity, they should only do so via an approved account (e.g. e-mail, phone) In exceptional circumstances there may be a need to use their own personal devices and account; this should be notified to a senior member of staff ASAP.
- Staff should be provided with school equipment for the taking photos or videos of pupils linked to an educational intention. The Aspire Hub staff will be provided with a camera or iPad for taking pictures and will only do so for children who we have permission to take pictures of.
- For the safeguarding of all involved, users are encouraged to connect mobile devices through The Aspire Hubs wireless provision and service that allows the ability to filter any device that uses The Aspire Hub Internet connection, without having to configure the user's device.

## Video Conferencing

Video conferencing (including FaceTime, Skype and Lync) enables users to see and hear each other between different locations. This 'real time' interactive technology has many potential benefits in education and where possible should take place using The Aspire Hubs wireless system.

- Staff must ensure that we have permission from parents for the children to use the internet
- *All video conferencing equipment in the classroom must be switched off when not in use and not set to auto answer.*
- *Pupils will ask permission from staff before making or answering a video conference call.*
- *All video conferencing will be supervised*

## Emerging Technologies

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



## Cyber Bullying

**Cyber bullying** can be defined as “The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone” DCSF 2007.

For most, using the internet and mobile devices is a positive and creative part of their everyday life. Unfortunately, technologies can also be used negatively. It is essential that pupils, staff, parents and carers understand how cyber bullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse. Promoting a culture of confident users will support innovation and safety.

Cyber bullying (along with all other forms of bullying) of or by any member of The Hub community will not be tolerated. Full details are set out in The Hubs behaviour, anti-bullying and Safeguarding/Child Protection policies, which include:

- *Clear procedures in set out to investigate incidents or allegations of cyber bullying.*
- *Clear procedures in place to support anyone in The Aspire Hub community affected by cyber bullying.*
- *All incidents of cyber bullying reported to The Hub will be recorded.*
- *The Aspire Hub will take steps to identify the bully, where possible and appropriate. This may include examining system logs, identifying and interviewing possible witnesses, and contacting the ISP and the police, if necessary.*
- *Pupils, staff and parents/carers will be required to work with The Hub to support the approach to cyber bullying.*

## Data Protection

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

## Implementation

### Policy in Practice – Pupils

- All users will be informed that network and Internet use will be monitored.
- Online Safety teaching should be integral to the curriculum and raise the awareness and importance of safe and responsible internet use amongst pupils.
- Online Safety teaching will be included in the PSHE, Citizenship and/or ICT and cover safe use at school and home.
- Online Safety rules and/or copies of the Responsible Use Poster will be on display in all rooms with Internet access.
- Safe and responsible use of the Internet and technology will be reinforced.
- Pupils will be monitored.

### Policy in Practice – Staff

It is important that all staff feel confident to use new technologies in teaching and the Online Safety Policy will only be effective if all staff subscribe to its values and methods.

Particular consideration must be given when members of staff are provided with devices by Aspire which may be accessed outside of The Aspire Hub network. Schools must be clear about the safe and appropriate uses of their provided equipment and have rules in place about use of the equipment by third parties. Staff must be made aware

of their responsibility to maintain confidentiality of information. If a member of staff is concerned about any aspect of their ICT or internet use either on or off site, they should discuss this with their the Business Manager to avoid any possible misunderstanding.



- The Online Safety Policy will be provided to and discussed with all members of staff and Responsible User Policy signed for compliance.
- Staff should be aware that Internet traffic is monitored (and automatically reported by the SWGfL) and can be traced to the individual user. Discretion and professional conduct is essential.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

#### **Policy in Practice – Parents**

- A partnership approach with parents will be encouraged. This could include offering parent evenings, demonstrations, practical sessions and suggestions for resources and safer Internet use at home.
- Regular information will be provided to parents about how to ensure they can work with the school to ensure this resource is used appropriately both within school and home.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

#### **Handling of complaints**

Parents and staff must know how and where to report incidents in line with The Aspire Hub Complaints Policy and complaints of a child protection nature must be dealt with in accordance with the LA Child Protection procedures. Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the Internet use was within or outside The Aspire Hub. A minor transgression of the rules may be dealt with by staff as part of normal class discipline. Other situations could potentially be serious and a range of sanctions will be required, linked to The Aspire Hub's Behaviour Policy. All record of the incident should be kept, e.g. e-mails saved or printed, text messages saved etc.

- Responsibility for handling incidents will be delegated to the Business Manager
- Any complaint about staff misuse must be referred to the Business Manager and Director (if necessary)
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

| Date          | Ratification                                       | Reviewed by    |
|---------------|--|----------------|
| February 2017 | This policy was ratified by the board of Directors | Directors      |
| February 2018 | Reviewed   | Lauren Bullock |