KENSINGTON SCHOOL
Est. 1966

Carrer dels Cavallers 31/33 (Pedralbes) - 08034 Barcelona
info@kensingtonschoolbcn.com
93 203 54 57
Headmaster: Mr Duncan Giles MA

Online Safety Policy

Introduction

The growth of the internet and the development of mobile technology has created an exciting and stimulating world with great opportunities for students to explore, interact, learn and enjoy social interaction online. It is now an integral part of our lives. Students will need to develop highlevel ICT skills, not only to maximise their potential use as a learning tool, but also to prepare themselves as lifelong learners and for future employment.

However, the importance of treating online safety as an ever-present serious safeguarding issue is recognised. It is important to protect and educate both students and staff and have supportive mechanisms, policies and protocols in place to protect and support the school community both in and outside of school.

The safeguarding aspects of online safety are evident in all our ICT/safeguarding policies and procedures throughout the school and it is essential that this constantly developing area of technology is kept under review. As with all other risks it is impossible to eliminate those risks completely. It is therefore essential to support all stakeholders in acquiring the skills to remain safe whilst accessing this technology.

Objectives and Targets

This policy is aimed at making the use of electronic communication at Kensington School as safe as possible. It applies to all members of the school community (including staff, students, volunteers, parents/carers, visitors, community users) who have access to, and are users of, school ICT systems, both in and out of school.

This policy aims to support the school community in understanding their responsibilities in ensuring safety when using technologies, including 3G & 4G whilst fully exploiting the power of these technologies to enhance educational outcomes.

Additionally it aims to build both an infrastructure and culture of online safety.

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Action Plan

The school will deal with any online safety incidents which arise by invoking this policy, other ICT policies and the associated Behaviour for Learning and Anti-Bullying policies. The school will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place in and outside of school and take appropriate action.

The following sections outline:

- The roles and responsibilities for online safety of individuals and groups within the school, and how they will receive education/training to fulfil those roles (Appendix 1)
- How the infrastructure is managed (Appendix 2)
- How online safety is considered in the curriculum.
- The protocols on using digital images.
- The protocols for handling electronic communication.
- Training and communication for all stakeholders
- Awareness of and dealing with inappropriate use of electronic media

Curriculum

- While regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in online safety is therefore an essential part of the school's online safety provision. Online safety education will be provided in the following ways:
- A planned online safety programme is provided as part of ICT/PSHE/other lessons – this includes both the use of ICT and new technologies in and outside of school.
- Key online safety messages are reinforced as part of a planned programme of assemblies and tutorial/pastoral activities.
- Students are taught in all lessons to be critically aware of the materials/content they access online and are guided to validate the accuracy of information.
- Students are taught to keep themselves safe online and to be responsible in their use of different technologies.
- Students are taught the importance of not sharing personal information and photographs over the internet.
- Students are helped to understand the need for the Student Acceptable Computer Usage Agreement annually and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school.

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- All students receive the Acceptable Use Agreement at the beginning of the school year and acknowledge their consent when they log on to the school system. This policy is also shared with Parents/Carers when they join the school.
- Students are taught to acknowledge the source of any information used and to respect copyright when using material accessed on the internet.
- Rules for use of ICT systems/internet are posted in all relevant rooms and/or displayed on logon screens.

Online safety is a focus in all areas of the curriculum and staff reinforce online safety messages in the use of ICT across the curriculum. For example:

- In lessons where internet use is pre-planned, students are guided to sites checked as suitable for their use and processes are in place for dealing with any unsuitable material that is found in internet searches.
- Staff emphasise the positive use of technology, rather than the negative, to promote self esteem, assertiveness and encourage an inquisitive learning environment.
- Where students are allowed to search the internet freely, e.g. using search engines, staff are vigilant in monitoring the content of the websites the students visit.
- Staff encourage students to use specific terms to reduce the likelihood of coming across unsuitable material.
- Processes are in place for dealing with any unsuitable material that is found in internet searches. It is accepted that from time-to-time, for good educational reasons, students may need to research topics (e.g. racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the ICT Technicians temporarily remove those sites from the filtered list for the period of study. Any request to do so will be recorded, with clear reasons for the need.
- Students are taught in all lessons to be critically aware of the content they access on-line and are guided to validate the accuracy of information.
- Students are taught the importance of not sharing personal information and photographs over the internet.

Publishing Digital and Video Images

- When using digital images, staff inform and educate students about the risks associated with taking, using, sharing, publishing and distributing images. In particular, they

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recognise the risks attached to publishing their own images on the internet, e.g. on social networking sites.

- Staff are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. All photographs and video taken within school are used to support learning experiences across the curriculum, as well as to provide information about the school on the website.
- Any images should only be taken on school equipment. Personal equipment of staff should not be used for such purposes.
- Photographs published on the website, or elsewhere, that include students will be selected carefully and will comply with good practice guidance on the use of such images. Permission from parents or carers will be obtained and stored on iSAMS when the student joins the school.

Published content and the School Website

- The contact details on the website will be the school address, email and telephone number.
- Staff and students' personal information will not be published on the website.

Social networking

- Students, parents and staff are advised on the safe use of social network spaces.
- Staff are advised to use strong privacy settings if using social media. The personal use of email, social networking, social media and personal publishing sites will be discussed with staff as part of staff induction and relevant matters will be raised in staff meetings / ongoing staff training.
- Safe and professional behaviour is expected of all staff (refer to Staff Code of Conduct policy). Students are taught to not give out personal and location details on social media and social networking sites.

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Mobile Phones

- Staff and volunteers are expected to model 'acceptable use' to students and to only use mobile phones during break, lunchtimes or during non-contact time and not use them while they are with children / discharging their professional duties.
- Staff should not use their personal mobile phone to contact students, parents/ carers except in exceptional circumstances.
- Students are asked to ensure that all mobile phones are kept in bags and turned off during the school day.

Assessing Risks and Reporting Incidents

The School recognises that the breadth of issues within online safety is considerable, but can be categorised into 3 areas of risk:
content: being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
contact: being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults;
conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

Staff ensure that technology is being used appropriately to support learning. However, due to the global and connected nature of the internet content, it is not possible to guarantee access to unsuitable material will never occur via a school computer. The School cannot accept liability for the material accessed, or any consequences resulting from internet use.

Any student user found to be in violation of these guidelines will be subject to school discipline procedures. Repeated violations would cause that user to be banned from using the internet in school. In the case of adults, they could be banned from working with children.

Certain activities are referred to in the acceptable computer usage agreements as being inappropriate in a school context and users must not engage in these activities in school or outside school when using school equipment or systems.

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The school policies on safeguarding and child protection, staff code of conduct and online safety must be followed if any apparent, suspected or actual misuse appears to involve illegal or inappropriate activity e.g.:

- Child sexual abuse images.
- Adult material, Criminally racist material.
- Other criminal conduct, activity or materials. Any actions online that impact on the school and can potentially lower the school's (or someone in the school's) reputation in some way or are deemed as being inappropriate will always be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social networking sites, this will be addressed by the school in the first instance. If appropriate, disciplinary action will result. However, where necessary, the police will be involved and/or legal action pursued.

Should any serious online safety incidents take place, the appropriate external authorities will be informed (e.g. local area designated safeguarding officer, police etc.).

Communicating with Parents

On a student's entry to the school, the Student Acceptable Use policy will be shared with parents/carers and then again at the start of each key stage. Parents are given the opportunity to raise any queries regarding the policy at these times.

Where specific advice is received from time to time through external sources such as it will be passed on to parents through school induction, events, newsletters, emails and school website.

Training

- All staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be delivered as follows: A planned programme of formal online safety training will be made available to staff via safeguarding updates/briefings.
- The Headmaster monitors online safety training needs of all staff annually.
- CPD opportunities are provided to meet these needs either through inhouse training or bespoke external courses.

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- All new staff will receive online safety training as part of their induction programme, ensuring that they fully understand the school online safety policy and acceptable usage policies.
- The DSL and/or IT technicians provide additional support/advice/guidance/ training to individuals and whole staff body when required with regards to Online Safety.
- Parents /carers should be provided with information about the school's Online and Acceptable Use policies and how to help keep young people safe when using ICT at home.

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Appendix 1 - Roles and Responsibilities Roles and Responsibilities

Headteacher and SLT

The Headmaster is responsible for ensuring the online safety of members of the school community. The Headmaster and SLT are aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff, including the Headmaster. The Headmaster, to such extent as is reasonable, will regulate the behaviour of students when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other online safety incidents covered by this policy, even though they may take place out of school, but are linked to membership of the school.

Designated Safeguarding Lead (DSL)

The DSL is trained in online safety issues and will be aware of the potential for serious child protection issues to arise from:

- Sharing of personal data.
- Access to illegal/inappropriate materials.
- Inappropriate on-line contact with adults/strangers.
- Potential or actual incidents of grooming.
- Cyber-bullying.
- Sexting
- Potential exposure to radicalisation

The DSL

Takes day-to-day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policy and other related policies.

- Ensures that all members of staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- Provides training and advice for staff.
- Liaises with school ICT technical staff.
- Liaises with the Student Voicel.
- Reports regularly to SLT and the KSMC.

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ICT Technicians

The ICT Technicians ensure:

- The school's ICT infrastructure is secure and is not open to misuse or malicious attack.
- The school meets the online safety technical requirements outlined in the relevant national/local guidance.
- Users may only access the school's networks through a properly enforced password protection policy.
- That they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant.
- The use of the network, internet, remote access and email is regularly monitored in order that any misuse or attempted misuse can be reported for investigation
- That monitoring software / systems are regularly updated.

Teaching and Support Staff

- Teaching and support colleagues are responsible for ensuring that:
- They have an up-to-date awareness of online safety matters and of the current school online safety policy.
- They have read and understood the relevant staff acceptable computer usage agreement and staff laptop usage agreement, as well as other related policies e.g. code of conduct policy.
- They report any suspected misuse or problem to the relevant member of staff for investigation/action/sanction.
- Digital communications with students, e.g. email should be on a professional level and only carried out using official school systems.
- Students understand and follow the school online safety policy and the student acceptable computer usage policy.
- Students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- They monitor ICT activity in lessons, extracurricular and extended school activities.
- They are aware of online safety issues related to the use of mobile phones, cameras and hand-held devices and that they monitor their use and implement current school policies with regard to these devices.
- They are aware of the online safety issues pertaining to email and social media usage.

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- In lessons where internet use is pre-planned, students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

Students Students

Are responsible for using the school ICT systems in accordance with the student acceptable computer usage policy and agreement.
Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand-held devices.
Will be expected to know and understand school policies on the taking/use of images and on cyber-bullying.
Will develop a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
Will understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's online safety Policy covers their actions out of school.

Parents/Carers

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way.

Parents and carers are responsible for endorsing the student acceptable computer usage agreement. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through:

- Parents' evenings.
- Newsletter
- Letters/
- Presentations
- Website.
- Information about all relevant national/local e-safety campaigns/literature.

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- Information about useful organisations /support services for reporting online safety issues (see Appendix 2).

APPENDIX 2 - Management of Infrastructure

- The school is responsible for ensuring that the school infrastructure/network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented.
- The school will also ensure that the relevant people named in Appendix 1 will be effective in carrying out their online safety responsibilities.
- School ICT systems are managed in ways that ensure that the school meets the online safety technical requirements outlined in the Online and ICT policies
- All users have clearly defined access rights to school ICT systems. Details of the access rights available to groups of users are recorded by the ICT Technicians and are reviewed regularly. All users are provided with a username and password by the ICT Technicians. Users are then responsible for the security of their username and password and must not allow other users to access the systems using their log on details. All must immediately report any suspicion or evidence that there has been a breach of security.
- The school maintains and supports the managed filtering service provided Abisma Any filtering issues are reported immediately to the ICT Technicians.
- School ICT Technicians regularly monitor and record the activity of users on the school ICT systems and users are made aware of this in the acceptable computer usage policy.
- The school infrastructure and individual workstations are protected by up-to-date anti-virus software.
- Personal data must not be sent over the internet or taken off the school site unless safely encrypted or otherwise secured

APPENDIX 2 Management of Infrastructure