

White Trees  
independent school



# Online Safety Policy

**See also, Anti-bullying, Safeguarding, 'Who We Are, What We Do How We Do It' and Data Protection policies and Parent/Carer Pack**

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

- Everyone can learn, achieve and has the potential to be successful
- Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another
- We have high expectations in everything we do

**W**onderful  
**E**xcellent  
**L**ovely  
**C**lever  
**O**utstanding  
**M**agnificent  
**E**nthusiastic

(Acronym created by White Trees pupils)

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# INTRODUCTION

White Trees School has a duty to provide pupils with quality internet access as part of their learning experience. Pupils will be taught what internet use is acceptable and what is not and given clear objectives for its use. All staff involved with teaching and learning will prepare pupils to benefit safely from the opportunities presented and ensure that they have a growing understanding of how to manage the risks involved in online activity by:

- Discussing, reminding or raising relevant online safety messages with pupils routinely, wherever suitable opportunities arise
- Reminding pupils, colleagues and parents/carers about their responsibilities, which have been agreed through the User Agreement (Appendix 1) that all pupils and parents/carers have signed
- Staff will guide pupils to online activities that will support the learning outcomes planned for the pupils' age and maturity. Access levels will also be reviewed to reflect curriculum requirements.
- Teaching pupils as a planned element of personal, social, health, economic and citizenship education about online safety, cyber-bullying, misuse of technology, the law in this area and how to correctly use modern technology for positive reasons.

## MANAGING AND SAFEGUARDING COMPUTER SYSTEMS

It is our leadership team's role to ensure that the security of the school's systems and its users are reviewed regularly. To support the maintenance of the school's systems:

- School desktop computers have the Umbrella security software installed, which is regularly monitored by our Head of Safeguarding and the Executive Head Teacher
- Virus protection is installed and current on all laptops used for school activity
- Access by wireless devices is proactively managed (pupils cannot access the school's wireless network from their personal devices).
- Portable media may not be used without specific permission
- Unapproved software is not allowed on any school machines
- Any administrator or master passwords for school IT systems are kept secure and available to at least two members of staff, e.g Executive Head Teacher, Designated Safeguarding Lead.
- No-one except the IT consultants, Executive Head Teacher or the Head of Safeguarding is allowed to download and install software onto the network
- New users can only be created and approved by a member of the leadership team or out administrative team.
- Any laptops or school technology taken off school site must be used in accordance with this and all other relevant school policies and any damage or loss is at the expense of the member of staff.

## INTERNET ACCESS

The school maintains a simple internet connection that requires a password to access. This password is not shared with pupils, but visitors are able to use it to connect to the internet if required. Through use of the 'Classroom in a Bag' staff can give pupils access to the internet through library wifi or using library computers. These have protected filters on, and the pupils are never left unsupervised on the computers whilst they are using them. Pupils use profiles to log into computers in school, where we have a security Cisco Umbrella software system which allows staff to monitor, instantly block, pre-block websites that are inappropriate. Leaders/ICT teacher can also restrict or approve websites as required. Again, pupils are never left

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unsupervised when they are on the internet on the computers. This software is also vital in securing protection/inability to cheat when pupils are sitting formal functional skills exams online too. This policy is designed to enable employees of White Trees to raise concerns internally and at a high level and to disclose information that the individual believes shows malpractice or impropriety. This policy is intended to cover concerns that are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud or corruption
- Failure to comply with a legal obligation or Statutes
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour
- Attempts to conceal any of these
- Abuse of young people or others

Within the context of White Trees School and White Trees Group there may be serious concerns about service provision or the conduct of staff towards others [students or staff]. Such concerns will be based on:

- Behaviour that falls below the acceptable standards or practices measured against the requirements of the Independent School Standards 2012
- Behaviour that is against the in-house Company Policy
- Behaviour that reflects gross or improper misconduct

## EMAIL

Email is regarded as an essential means of communication and all employees are provided with an e-mail account. Communication by email from teaching staff and administration staff to parents/carers and to external organisations should be related to school matters only. Email messages related to school matters should reflect a suitable tone and content, ensuring that the good name of the schools is maintained. The same procedures are expected of all other employees who send emails to external organisations and colleagues. Use of the school's e-mail system is monitored and checked, and staff should not use personal email accounts during school hours or for professional purposes. Staff are not permitted to use school email accounts to communicate with pupils directly at any time. See our data protection policy for further information on use of email and storing documents on Google Drive.

## PUBLISHING MATERIAL ONLINE

<https://whitetrees-independent-school.co.uk/>

White Trees School and White Trees Group maintains editorial responsibility for website content to ensure that the content is accurate, and the quality of presentation is maintained. The school maintains the integrity of their website by ensuring that responsibility for uploading material is always moderated and that passwords are protected. The identities of pupils are protected at all times.

Photographs of identifiable individual pupils are not published on the website unless parents/carers have provided written permission for the school to use pupils' photographs. Photographs never have names attached.

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## Pupils publishing online (blogs and websites)

In some instances, it may be appropriate for pupils to use websites or blogs to complete, or celebrate, their work. As always, the identities of pupils must be protected at all times. Photographs of identifiable individual pupils are not published unless parents/carers have provided written permission for the school to use pupils' photographs. Photographs must never have full names attached (first name or initials only) and no personal information that could be used to identify them should be disclosed. Parents/carers must have given specific permission via the user agreement forms to allow pupils to create websites or blogs.

## Other online communication platforms

Staff and pupils are encouraged to adopt similar safe and responsible behaviour in their personal use of blogs, wikis, social networking sites and other online publishing inside and outside of school hours. Material published by pupils and staff in a social context which is considered to bring the school's reputation into disrepute or considered harmful to, or harassment of, another child or member of the organisation will be considered a breach of conduct and behaviour and treated accordingly, as per behaviour, equality, antibullying and/or staff conduct policies/procedures.

## USING IMAGES, VIDEO AND SOUND

White Trees School recognises that many aspects of the curriculum can be enhanced by the use of multi-media and that there are now a wide and growing range of devices on which this can be accomplished. Pupils are encouraged and taught safe and responsible behaviour when creating, using and storing digital images, video and sound.

Digital images, video and sound recordings are only taken with the permission of participants; images and video are of appropriate activities and are only taken of pupils wearing appropriate dress. Full names of participants are not used either within the resource itself, within the file-name or in accompanying text online.

All parents/carers are asked to sign an agreement about taking and publishing photographs and video of their pupils when offered a school or activity placement and this list is checked whenever an activity is being photographed or filmed. For their own protection staff or other visitors to our premises are discouraged from using a personal device (mobile phone, digital camera or digital video recorder) to take photographs of pupils or visitors.

## MOBILE PHONES

Pupils are discouraged from bringing mobile phones into school but if they do, they typically hand them to the school offices for safe keeping until the end of the school day. School staff are not to use personal mobile phones during the school day, with the exception of calling the school or the emergency services if an emergency situation arises whilst off-site (eg. school trips). Staff are not encouraged or expected to use personal mobile phones in any situation where their mobile phone number or other personal details may be revealed to a child or parent/carer. Unauthorised or covert use of a mobile phone or other electronic device, to record voice, pictures or video is strictly prohibited.

The sending or forwarding of text messages deliberately targeting a person with the intention of causing them distress, 'cyber-bullying', will be considered a disciplinary matter for pupils and staff alike. The same is

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the case for other inappropriate use of mobile technology, such as 'sexting'. Pupils are taught about misuse of technology as a matter of course through the school's personal, social, health, economic and citizenship education programme. See our 'what we do' policy for curriculum information.

## NEW TECHNOLOGY

White Trees School will keep abreast of new technologies and consider both the benefits for learning and teaching and also the risks from an online safety point of view. We will regularly review this policy to reflect any new technology that we use, or to reflect the use of new technology by pupils.

Employees, visitors or pupils using a technology not specifically mentioned in this policy will be expected to behave with similar standards of behaviour to those outlined in this document

## DATA

The school recognises their obligation to safeguard staff and pupils' personal data including that which is stored and transmitted electronically.

We ensure:

- Pupils are taught about the need to protect their own personal data as part of their online safety awareness and the risks resulting from giving this away to third parties
- Staff are aware of their obligation to keep sensitive data secure when working on computers outside of school
- When we dispose of old computers and other equipment, we take due regard for destroying information which may be held on them
- There is full back up and recovery procedures in place for school data (all child and staff data is kept securely in the 'cloud' online)
- Where sensitive, staff or child data is shared with other people who have a right to see the information, for example professionals in social care teams, we label the material appropriately to remind them of their duty to keep it secure and securely destroy any spare copies. The documents are also password protected, with the password being sent in a separate email.

Please also refer to our Data Protection policy.

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## APPENDIX 1

# PUPIL COMPUTER & INTERNET USER AGREEMENT

**THIS MUST BE SIGNED BY BOTH PUPIL AND PARENT/CARER BEFORE INTERNET ACCESS IS ALLOWED**

Use of ICT considers the use of the school's technology and internet. As part of a society that where technology is used regularly, pupils must have the opportunity to learn appropriate and positive ways of using technology. At White Trees School, pupils are expected to be responsible for their own behaviour on computers and the internet, just as they are anywhere else in school. In order for us to allow internet use, pupil and parents must read and agree to the Use of ICT Agreement.

Use of ICT Agreement:

- I will only access the system through the proper log-in and will keep my password secret from others
- I will not access other people's files
- I will only use the computers for school work and homework
- I will not bring CDs or other storage devices from outside school unless I have been given permission by a teacher
- I will not use rude language in my work
- I will ask permission from a member of staff before using the internet
- I will not download any files from the internet
- I will not try to access social media sites or instant messaging services
- I will not email people unless teachers approve it
- I will never give out my personal details online
- If I see anything rude, or anything that worries or upsets me, I will tell a teacher immediately
- I understand the school may check my computer files and internet usage
- I will only use approved websites and all communications will be supervised and appropriate
- I know that if I break these rules, I may lose access to the computers and internet in school

If parents have any concerns about their child and their use of ICT in or out of school, or would like to request support in ensuring their home is secure and has the appropriate parental controls in place, please contact a member of staff and we will make every effort to support you.

Name

Date

Sign

Published on	
By	
Chair of Gov Sig/Date	
Executive Head Teacher Sig/Date	

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