



# The Grange Therapeutic School

## ONLINE SAFETY

### GP18

#### Policy and procedures on online

Staff should refer to Whole School Policy on Safeguarding Children and the  
ICT policy for employees

**Revised Date:** Jan 2022

1

**Policy:** Online Safety

**Next Review:** Jan 2023

**Revised by:** Jonathan Sleath

## The Grange School Online Policy

Online encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The Online Safety Policy has been revised to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole.

The Grange School's Online Safety policy will operate in conjunction with other policies including those for Safeguarding, Promoting Positive Behaviour, Anti-Bullying, and the Curriculum Policy.

### Online section of the School Safeguarding policy

**17.1** The growth of different electronic media in everyday life and an ever developing variety of devices including PCs, tablets, laptops, mobile phones, webcams, etc. place an additional risk on our children.

**17.2** Internet chat rooms, discussion forums or social networks can all be used as a means of contacting children and young people with a view to grooming them for inappropriate or abusive relationships. The anonymity of the internet allows adults, often pretending to be children, to have conversations with children and in some cases arrange to meet them. Access to abusive images is not a 'victimless' act as it has already involved the abuse of children. The internet has become a significant tool in the distribution of indecent photographs of children and should be a concern to all those working with pupils at this school.

Pupils can engage in or be a target of cyber-bullying using a range of methods including text and instant messaging to reach their target. Mobile phones are also used to capture violent assaults of other children for circulation, or distributing indecent images of children (e.g. 'sexting' also known as 'youth produced sexual imagery'). There are useful publications and guidance for schools from the UK council for Internet Safety (UKCCIS) –

**17.3** The best protection is to make pupils aware of the dangers through curriculum teaching particularly PSHE and sex and relationship education.

### End to end Online

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 (GP01, GP04, GP07 and it is in the staff induction document)
- Sound implementation of online policy in both administration and curriculum, including secure School network design and use
- Safe and secure broadband from ZEN including the effective management by Fortinet. Specific blocks are updated daily. Additional websites as identifies as inappropriate by staff can then be blocked by contacting IT support in Bolton.
- National Education Network standards and specifications.
- Specified authorities will be expected to ensure children are safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering.

<b>Revised Date:</b> Jan 2022	2	<b>Policy:</b> Online Safety
<b>Next Review:</b> Jan 2023		<b>Revised by:</b> Jonathan Sleath

## Online policy

### Why Internet use is important

- The Internet is an essential element in 21st century life for education, business and social interaction. The Grange School has a duty to provide pupils with quality Internet access as part of their learning experience
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

### Teaching and Learning

#### Internet use will enhance learning –

- School internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

#### Pupils will be taught how to evaluate Internet content

- The Grange Therapeutic School will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

### Managing Internet Access

#### Information system security –

- The Grange Therapeutic School's ICT systems capacity and security are reviewed regularly
- Filtering is via 'Fortinet' and managed by ICT support provided by OFG.
- Virus protection is installed and updated regularly
- Security strategies are discussed with OFG.

#### Published content and The Grange School web site

- The contact details on the website should be The Grange Therapeutic School's address, e-mail and telephone number. Staff or pupils personal information will not be published
- The Head of School or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

<b>Revised Date:</b> Jan 2022	3	<b>Policy:</b> Online Safety
<b>Next Review:</b> Jan 2023		<b>Revised by:</b> Jonathan Sleath

### Publishing pupil's images and work

- Photographs that include pupils will be selected carefully; used only with parental, carers or pupil's written permission
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs
- Pupil's work can only be published with the permission of the pupil and parents.

### Social networking and personal publishing

- The Grange Therapeutic School will block access to social networking sites
- Newsgroups will be blocked unless a specific use is approved
- Pupils are advised never to give out personal details of any kind which may identify them or their location
- Pupils are advised not to place personal photos on any social network space
- Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others
- School leavers will be encouraged to contact the school using our website, but asked not to contact individual school staff on social networking sites
- The school will fully co-operate with any investigation following abusive use of the internet or social networking sites.

### Managing filtering

- The Grange School ensure systems to protect pupils are reviewed and improved through use of 'Fortinet' and managed by IT support
- If staff or pupils discover an unsuitable site, it must be reported to ICT support
- The Senior Leadership Team will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### Managing videoconferencing and web cam

As yet videoconferencing is not used at The Grange Therapeutic School; however the following actions are identified as part of our safeguarding within our Online Safety policy –

- IP videoconferencing, School should check the broadband network to ensure quality of service and security
- Pupils should ask permission from the supervising member of staff before making or answering a videoconference call
- Videoconferencing will be appropriately supervised for the pupils' age.

<b>Revised Date:</b> Jan 2022	4	<b>Policy:</b> Online Safety
<b>Next Review:</b> Jan 2023		<b>Revised by:</b> Jonathan Sleath

### Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in The Grange Therapeutic School is allowed
- Mobile phones will not be used during lessons or formal School time. The sending of abusive or inappropriate text messages is forbidden
- Staff may not use their own phone where contact with pupils/parents or carers is required. All telephone contact must be logged appropriately, in the house groups log or tutor contact logs. A brief record of the date time and content and signed.

### Protecting personal data

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

### Authorising Internet access

- All staff must read the ICT Acceptable Usage policy for employees (located in the staff handbook) before using any ICT resource belonging to The Grange Therapeutic School
- All staff and pupils are granted access to The Grange Therapeutic School's ICT via permission based protocols
- Pupils must accept internet access individually by agreeing to comply with the Online and Acceptable Use agreement. *Appendix 1*
- Parents will be asked to sign and return a consent form. *Appendix 2*

### Assessing risks

- The Grange Therapeutic 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 The Grange Therapeutic School computer. Neither The Grange Therapeutic School nor Acorn Education and Care can accept liability for the material accessed, or any consequences of Internet access
- The Grange Therapeutic School will 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 complaints within school

- Complaints of internet misuse will be dealt through the school complaints procedure
- Any complaint about staff misuse must be referred to the Head of School
- Complaints of a child protection nature must be dealt with in accordance with The Grange Therapeutic School safeguarding procedures. Annex G of the UKICCS document 'Sexting in schools and Colleges' gives guidance to school on responding to incidents of sexting.
- Pupils and parents will be informed of the complaints procedure
- Advice will be sought from our local police as required to establish procedures for handling potentially illegal issues.

<b>Revised Date:</b> Jan 2022	5	<b>Policy:</b> Online Safety
<b>Next Review:</b> Jan 2023		<b>Revised by:</b> Jonathan Sleath

- The school Lead Designated Safeguarding Lead is also the PREVENT lead for staff to report concerns of Extremism and radicalisation.

#### Introducing the Online Safety Policy to pupils

- All pupils are informed of Online guidelines during the admission process
- Online rules will be posted in all networked rooms (Appendix 1)
- Pupils will be informed that network and Internet use will be monitored
- The Grange Therapeutic School take part in Safer Internet Day using assemblies and lessons

#### Staff and the Online Safety Policy

- All staff will be asked to read The Grange Therapeutic School’s Online Safety Policy as part of the staff induction process
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. All staff can contribute towards this record
- The Staff Code of Conduct (GP07) and the Staff Handbook gives guidance for staff on their conduct and responsibilities for the E Safety of our students.

#### Enlisting parent/carer support

Parents/carers attention will be drawn to The Grange Therapeutic School’s Online Policy by admission information, the prospectus and the school web site. Appendix 2

The Online co-ordinator is the Head of ICT and relays all concerns to Designated Safeguarding Lead for Child Protection. Our Online Policy has been written by The Grange Therapeutic School, using Government guidance and has been agreed by the Senior Leadership Team.

The Online Policy and its implementation will be reviewed annually.

Parents/Carers are further informed of Online Safety awareness through end of term letters.

#### Links to E- Safety and Internet Abuse guidance

#### **Sexting in Schools and Colleges: Responding to incidents and safeguarding young people**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551575/6.2439\\_KG\\_NCA\\_Sexting\\_in\\_Schools\\_WEB\\_1\\_.PDF](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551575/6.2439_KG_NCA_Sexting_in_Schools_WEB_1_.PDF)

#### **Police action in response to sexting**

[http://www.college.police.uk/News/College-news/Documents/Police\\_action\\_in\\_response\\_to\\_sexting\\_-\\_briefing\\_\(003\).pdf](http://www.college.police.uk/News/College-news/Documents/Police_action_in_response_to_sexting_-_briefing_(003).pdf)

#### **Searching, screening and confiscation**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/554415/searching\\_screening\\_confiscation\\_advice\\_Sept\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/554415/searching_screening_confiscation_advice_Sept_2016.pdf)

<b>Revised Date:</b> Jan 2022	6	<b>Policy:</b> Online Safety
<b>Next Review:</b> Jan 2023		<b>Revised by:</b> Jonathan Sleath



## Acceptable Use Agreement / Online Rules

1. I will only log on to the school network with my own user name and password
2. I will follow the schools ICT security system, will not reveal my passwords to anyone and make sure I change them regularly
3. I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible
4. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use
5. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher
6. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher
7. I will not download or install software on school technologies
8. Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without permission
9. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress
10. I will respect the privacy and ownership of others' work on-line at all times
11. I will not attempt to bypass the internet filtering system
12. I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
13. I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc., for school purposes
14. I understand that all my use of the Internet and other related technologies can be monitored and logged, and can be made available to my teachers
15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.



<b>Revised Date:</b> Jan 2022	7	<b>Policy:</b> Online Safety
<b>Next Review:</b> Jan 2023		<b>Revised by:</b> Jonathan Sleath

**Appendix 1**

<b>Revised Date:</b> Jan 2022	8	<b>Policy:</b> Online Safety
<b>Next Review:</b> Jan 2023		<b>Revised by:</b> Jonathan Sleath

- 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 not sure about
- We never give out personal information or passwords
- We never arrange to meet anyone we don't know
- We do not use Internet chat rooms.

<b>Revised Date:</b> Jan 2022	9	<b>Policy:</b> Online Safety
<b>Next Review:</b> Jan 2023		<b>Revised by:</b> Jonathan Sleath

# Think then click

online rules for Key Stage 2



<b>Revised Date:</b> Jan 2022	10	<b>Policy:</b> Online Safety
<b>Next Review:</b> Jan 2023		<b>Revised by:</b> Jonathan Sleath