



Duncombe  
School

An Independent Preparatory  
School and Nursery

## Safeguarding: Online Safety Policy

Date Policy Reviewed	Policy Reviewed By	Reason/Outcome	Next Review Due
November 2013	Ian Thomas	Review	Autumn 2014
February 2015	Callum Douglas	Review	Spring 2016
January 2016	Callum Douglas	Review	Spring 2017
September 2016	Ian Thomas	Change of Policy Name	Spring 2017
February 2017	Tom Le Tissier	Review & Update	Spring 2018

This policy sets out to support all the aims of the School by ensuring that all pupils are properly cared for in a warm and caring environment and in a position to access the education that the School aims to provide.

### Mission Statement

'Duncombe School will educate the whole child, fostering the individual's highest academic, creative, social and recreational standards within a happy, caring and stimulating environment.'

### Mission Statement – Treetops

'Our primary purpose is to support children and parents through the early years of education. Treetops offers a carefully managed induction programme to School life and subsequently a broad and challenging education within a caring and secure family environment.'

### School Aims and Philosophy

- To educate the whole person (academic, spiritual, moral), promoting respect for Christian values but recognising and respecting beliefs, needs and achievements of others in our multi-cultural society.
- To provide a structured and happy environment where each member of the community is valued and secure and where there is a commitment to encouraging individual development.
- To promote high standards in all areas of life.
- To encourage self discipline, self motivation and self respect through promoting competition against self and objective standards rather than each other.
- To provide each child with a broad and balanced curriculum that encourages children to realise their full capabilities.
- To foster a lively and varied learning environment adopting teaching styles relevant to each child's learning.

- To work in partnership with parents encouraging dialogue in the best interests of their child.

## **Online Safety Policy**

The following whole-School policy refers to the safe, acceptable and responsible use of the Internet.

Online Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

Online Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils
- Sound implementation of Online Safety policy in both administration and curriculum.
- Safe and secure broadband from the Cognita Network including the effective management of a filter.

## **School Online Safety Policy**

- The Online Safety Policy is part of the School Development Plan and relates to other policies including those for ICT, bullying and for child protection.
- The School has appointed a named person to co-ordinate Online Safety.
- Our Online Safety Policy has been agreed by the Leadership Team.
- The Online Safety Policy and its implementation will be reviewed annually.

## **Teaching and Learning**

### **Why Internet use is Important**

- The Internet is an essential element for education, business and social interaction. The 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.

### **Internet use will Enhance Learning**

The School Internet access is designed for pupil use and includes 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, in the event of coming across inappropriate materials online, they will close the laptop (but not switch off) or place the tablet face down and report this to a teacher – this enables the site to be added to the filtering system.

- The School will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should 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 School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with Cognita.

### **E-mail**

- Pupils are not issued with a school email address.
- Pupils are not permitted to use home or private email accounts on school computers

### **Published Content and the School Web Site**

The contact details on the Web site should be the School address, e-mail and telephone number. Staff or pupils' personal information will not be published.

- The Headmaster will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **Publishing Pupil's Images and Work**

- Pupils' full names will not be used anywhere on the School Web Site or Facebook, particularly in association with photographs.
- By signing the terms and conditions, point 6.17 means acceptance to their child's image being used by the school. However, parents have the option to opt out of their child's photograph being published on the school web site and Facebook. This is referred to in the admissions booklet.
- Pupil's work can only be published with the permission of the pupil and parents.

### **Social Networking and Personal Publishing**

- The School will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside School is inappropriate for primary aged pupils.
- Staff should not connect with any current pupil or person under the age of 18 that they have taught on any social networking site.
- Staff should not create any social networking group that links directly to the School or Cognita without the written permission of the Headmaster.
- Staff that use social networking sites should not discuss work-related issues and should not bring the School's reputation in to disrepute.

- Staff will give permission, or not, for their image to be used on the school's Facebook page and website.

### **PSHE / Digital Leaders**

- The school will run e-safety lessons as part of the PSHE curriculum.
- In Year 5 and Year 6 Digital Leaders will be trained through the childnet programme.
- Digital Leaders will run whole school assemblies and help to guide best practice through the school.
- Age appropriate assemblies, lessons and workshops will be run to further the children's online safety knowledge.
- Online safety does not solely come down to Safer Internet Day.

### **Managing Filtering**

- The School will work with the Cognita and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- A full list of site categories which are blocked for staff and pupil use is held by the Online Safety lead (appendix 1)
- If staff or pupils discover an unsuitable site, it must be reported to the named Online Safety person.
- Regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **Mobile Phone Communication & Instant Messaging**

- Staff are advised not to give their home telephone number, mobile phone number, or personal email address to pupils. Mobile phone communication should be used sparingly and only when deemed necessary.
- Staff are advised not to make use of pupils' mobile phone numbers either to make or receive phone calls or to send to or receive from pupils' text messages other than for approved School business.
- Staff should only communicate electronically with pupils from School accounts on approved School business, e.g. coursework.
- Staff should not enter into instant messaging communications with pupils.
- Staff should not make or take personal calls or engage in personal texting when they are on duty.

### **Protecting Personal Data**

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

### **ICT Access**

- All staff will be given the School Online Safety Policy and its importance explained.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any School ICT resource.
- Pupils' access to the Internet will be under adult supervision at all times.

- It will be common practice in all lessons which use ICT, to remind children of the correct procedure of what to do if inappropriate content is found; they will also be taught to specify searches in order to reduce likelihood of inappropriate images.
- Everyone will be made aware that Internet traffic can be monitored and traced to the individual user.
- Online Safety rules and guidance are discussed regularly with pupils throughout the year. There is a school wide focus on or around Safer Internet Day.
- Pupils will be informed that network and Internet use will be monitored.
- Pupils will not be permitted to access sites that include extremist views. Any attempt to access these sites will be brought to the attention of the Online Safety lead.
- Parents' attention will be drawn to the School Online Safety Policy.
- 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. Neither the School nor Cognita can accept liability for the material accessed, or any consequences of Internet access.
- Complaints of Internet misuse will be dealt with by the Headmaster.

#### **SAFEGUARDING STATEMENT**

*Duncombe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.*

#### **Appendix 1 – Filter categories for staff and pupils Spring 2017**

Category	Sub-Category	Block Pupils	Block Staff	Description	AS Comment
Abortion				Sites with neutral or balanced presentation of the issue.	
Abortion	Pro-Choice			Sites that provide information about or are sponsored by organizations that support legal abortion or that offer support or encouragement to those seeking the procedure.	
Abortion	Pro-Life			Sites that provide information about or are sponsored by organizations that oppose legal abortion or that seek increased restriction of abortion.	
Adult Material		x	x	The parent category that contains the following categories:	
Adult Material	Adult content	x	x	Sites that display full or partial nudity in a sexual context, but not sexual activity; erotica; sexual paraphernalia; sex-oriented businesses including clubs, nightclubs, escort services; and sites supporting the online purchase of such goods and services.	
Adult Material	Lingerie and Swimsuit	x	x	Sites that offer images of models in suggestive but not lewd costume, with semi nudity permitted. Includes classic 'cheesecake,' calendar and pinup art and photography. Includes sites offering lingerie or swimwear for sale.	
Adult Material	Nudity	x	x	Sites that offer depictions of nude or seminude human forms, singly or in groups, not overtly sexual in intent or effect.	
Adult Material	Sex	x	x	Sites that depict or graphically describe sexual acts or activity, including exhibitionism; sites offering direct links to such sites.	
Adult Material	Sex Education			Sites that offer information about sex and sexuality, with no pornographic intent.	This is an area where we need some input from an educationalist. One might argue that sex education should be available to pupils. Remember, the description says it has no pornographic content
Advocacy Groups				Sites that promote change or reform in public policy, public opinion, social practice, economic activities and relationships.	Same comment as above. We may want to allow pupils access to this
Bandwidth				The parent category that contains the following categories:	
Bandwidth	Educational Video			Sites that host videos with academic or instructional content.	
Bandwidth	Entertainment Video	x		Sites that host videos with entertainment-oriented content.	
Bandwidth	Internet Radio and TV	x		Sites that provide online radio or television programming.	
Bandwidth	Internet Telephony	x		Sites that enable users to make phone calls via the Internet or to obtain information or software for that purpose.	
Bandwidth	Peer-to-peer file sharing	x		Sites that provide client software to enable peer-to-peer file sharing and transfer.	
Bandwidth	Personal network storage and backup			Sites that store personal files on web servers for backup or exchange.	
Bandwidth	Streaming Media	x		Sites that enable streaming of media content.	
Bandwidth	Surveillance	x		Sites that enable real-time monitoring of various operations via network cameras, webcams and other video recording devices.	
Bandwidth	Viral Video	x		Sites that host videos with high or rapidly rising popularity.	
Bandwidth	You Tube			Youtube	Teachers regularly use YouTube in lessons. Also, Firefly allows teachers to embed YouTube links as authorised content. I think we have to allow this
Business and Economy				Sites sponsored by or devoted to business firms, business associations, industry groups or general business.	I would allow this for pupils

Business and Economy	Financial Data and Services			Sites that offer investment advice and news and quotations on stocks, bonds and other investment vehicles, but not online trading. Includes banks, credit unions, credit cards and insurance.	I would allow this for pupils
Business and Economy	Hosted Business Applications	x		Sites that provide access to business-oriented web applications and allow storage of sensitive data, excluding those for web collaboration.	
Business and Economy	LinkedIn	x		LinkedIn	
Drugs				The parent category that contains the following categories:	
Drugs	Abused Drugs	x	x	Sites that promote or provide information about the use of prohibited drugs, except marijuana, or the abuse or unsanctioned use of controlled or regulated drugs; also, paraphernalia associated with such use or abuse.	Again, This may be a gray area if secondary school pupils are being taught about drug abuse. I would leave it blocked for now
Drugs	Marijuana	x	x	Sites that provide information about or promote the cultivation, preparation or use of marijuana.	
Drugs	Prescribed Medications			Sites that provide information about approved drugs and their medical use.	I would allow it for pupils
Drugs	Supplements and Unregulated Compounds	x		Sites that provide information about or promote the sale or use of chemicals not regulated by the FDA (such as naturally occurring compounds).	
Education				The parent category that contains the following categories:	
Education	Cultural Institutions			Sites sponsored by museums, galleries, theatres (but not movie theatres), libraries and similar institutions; also, sites whose purpose is the display of artworks.	
Education	Educational Institutions			Sites sponsored by schools and other educational facilities, by non-academic research institutions, or that relate to educational events and activities.	
Education	Educational Materials			Sites that provide information about or that sell or provide curriculum materials or direct instruction; also, learned journals and similar publications.	
Education	Reference Materials			Sites that offer reference-shelf content such as atlases, dictionaries, encyclopedias, formularies, white and yellow pages, and public statistical data.	
Entertainment		x		Sites that provide information about or promote motion pictures, non-news radio and television, books, humor and magazines.	
Entertainment	Media File Download	x	x	Sites that enable download of media content.	May impact teaching resources but leave for now
Extended Protection		x	x	The parent category that contains the following categories:	
Extended Protection	Dynamic DNS	x	x	Sites that mask their identity using Dynamic DNS services, often associated with advanced persistent threats (APTs).	
Extended Protection	Elevated Exposure	x	x	Sites that camouflage their true nature or that include elements suggesting latent malicious intent.	
Extended Protection	Emerging Exploits	x	x	Sites found to be hosting known and potential exploit code.	
Extended Protection	Newly Registered Websites	x	x	Sites whose domain name was registered recently.	
Extended Protection	Suspicious Content	x	x	Sites found to contain suspicious content.	
Gambling		x	x	Sites that provide information about or promote gambling or support online gambling, involving a risk of losing money.	
Games		x		Sites that enable a user to play or download a game.	Some schools may have a list of authorised websites for pupils. Override may be required
Government				Sites sponsored by branches, bureaus or agencies of any level of government, except for the armed forces.	
Government	Military			Sites sponsored by branches or agencies of the armed services.	
Government	Political Organisations			Sites sponsored by or providing information about political parties and interest groups focused on elections or legislation.	

Health				Sites that provide information or advice on personal health or medical services, procedures, or devices, but not drugs. Includes self-help groups.		
Illegal or Questionable		x	x	Sites that provide instruction in or promote nonviolent crime or unethical or dishonest behavior or the avoidance of prosecution.		
Information Technology				Sites sponsored by or providing information about computers, software, the Internet and related business firms, including sites supporting the sale of hardware, software, peripherals and services.		
Information Technology	Computer Security	x	x	Sites that provide information about or free downloadable tools for computer security.		How will IT Techs be affected here?
Information Technology	Hacking	x	x	Sites that provide information about or promote illegal or questionable access to or use of computer or communication equipment, software or databases.		
Information Technology	Proxy Avoidance	x	x	Sites that provide information about how to bypass proxy server features or to gain access to URLs in any way that bypasses the proxy server.		
Information Technology	Search Engines and Portals			Sites that support searching the web, news groups or indices or directories thereof.		
Information Technology	Unauthorised Mobile Marketplaces	x	x			
Information Technology	Web and Email Spam	x	x	Sites whose links are sent in unsolicited commercial email, either as part of campaigns to promote products or services or to entice readers to click through to surveys or similar sites. Also includes sites that display comment spam.		
Information Technology	Web Collaboration			Sites that provide virtual workspace for purposes of collaboration and conferencing, which may include sites that enable authorized access to a computer or network from a remote location.		Again, there may be genuine reasons for pupils to access these, e.g. SharePoint?
Information Technology	Web Hosting	x		Sites of organizations that provide hosting services, or top-level domain pages of web communities.		
Information Technology	Website Translation			Sites that enable translation of website text.		
Internet Communication				The parent category that contains the following categories:		
Internet Communication	General Email			Sites that provide email services open to general use.		I would allow for pupils
Internet Communication	Organisational Email			Log in sites for corporate or institutional email systems.		
Internet Communication	Text and Media Messaging	x		Sites that enable the sending of messages and other content via SMS, EMS, MMS or similar protocols.		
Internet Communication	Web Chat	x		Sites that host web chat services or that support or provide information about chat via HTTP or IRC.		
Intolerance		x	x	Sites that condone intolerance towards any individual or group.		
Job Search				Sites that offer information about or support the seeking of employment or employees.		Allow for pupils
Military and Extremist		x	x	Sites that offer information about or promote or are sponsored by groups advocating antigovernment beliefs or action.		
Miscellaneous		x		The parent category that contains the following categories:		
Miscellaneous	Content Delivery Networks	x	x	Commercial hosts that deliver content to subscribing websites.		
Miscellaneous	Dynamic Content	x	x	URLs that are generated dynamically by a web server.		
Miscellaneous	File Download Servers	x	x	Web servers whose primary function is to deliver files for download.		
Miscellaneous	Network Errors	x	x	URLs with hosts that do not resolve to IP addresses.		
Miscellaneous	Private IP Addresses	x	x	IP addresses defined in RFC 1918, "Address Allocation for Private Intranets."		
Miscellaneous	Web Images	x		Sites that deliver image content.		



Miscellaneous	Web Infrastructure	x	x	Sites that are associated with website architecture.		
News and Media				Sites that offer current news and opinion, including those sponsored by newspapers, general-circulation magazines or other media.		
News and Media	Alternative Journals			Online equivalents to supermarket tabloids and other fringe publications.		Allow for pupils
Parked Domain		x	x	Sites that are expired, offered for sale, or known to display targeted links and advertisements.		
Productivity		x		The parent category that contains the following categories:		
Productivity	Advertisements	x	x	Sites that provide advertising graphics or other ad content files.		
Productivity	Application and Software Download	x		Sites that enable download of software, applications.		
Productivity	Instant Messaging	x		Sites that enable instant messaging.		
Productivity	Message Boards and Forums	x		Sites that host message boards, bulletin boards and other unaffiliated discussion forums.		
Productivity	Online Brokerage and Trading	x		Sites that support active trading of securities and investment management.		
Productivity	Pay to Surf	x	x	Sites that reward users for online activity such as viewing websites, advertisements or email.		
Religion				The parent category that contains the categories:		
Religion	Non-Traditional Religions			Sites that provide information about non-traditional religious beliefs and practices.		
Religion	Traditional Religions			Sites that provide information about or promote Bahai, Buddhism, Christian Science, Christianity, Hinduism, Islam, Judaism, Mormonism, Shinto and Sikhism, as well as atheism.		
Security		x	x	Websense Security Filtering adds extra protection from web-based threats by providing additional security-related website categories. These allow you to develop policies to block access to sites associated with spyware, phishing, keylogging and malicious mobile code.		
Security	Advanced Malware Command and Control	x	x	Protects against outbound transmissions from a compromised machine to a malicious command-and-control center.		
Security	Advanced Malware Payloads	x	x	Protects against inbound network transmissions of payloads intended to exploit a machine.		
Security	Bot Networks	x	x	Sites that host the command-and-control centers for networks of bots that have been installed onto users' computers. (Excludes web crawlers.)		
Security	Compromised Networks	x	x	Sites that are vulnerable and known to host an injected malicious code or unwanted content.		
Security	Keyloggers	x	x	Sites that download programs that record all keystrokes, and which may send those keystrokes (potentially including passwords or confidential information) to an external party.		
Security	Malicious Embedded iFrame	x	x	Sites infected with a malicious iFrame.		
Security	Malicious Embedded Link	x	x	Sites infected with a malicious link.		
Security	Malicious Websites	x	x	Sites containing code that may intentionally modify users' systems without their consent and cause harm.		
Security	Mobile Malware	x	x	Protects against malicious websites and applications designed to run on mobile devices.		
Security	Phishing and other Fraud	x	x	Sites that counterfeit legitimate sites to elicit financial or other private information from users.		
Security	Potentially Unwanted Software	x	x	Sites using technologies that alter the operation of a user's hardware, software or network in ways that diminish control over the user experience, privacy or the collection and distribution of personal information.		

Security	Spyware	x	x	Sites that download software that generate HTTP traffic (other than simple user identification and validation) without a user's knowledge.		
Security	Suspicious Document	x	x	Documents containing content with suspicious characteristics that could lead to the exploitation of a machine.		
Security	Suspicious Embedded Link	x	x	Sites suspected of being infected with a malicious link.		
Shopping		x		Sites that support the online purchase of consumer goods and services except: sexual materials, lingerie, swimwear, investments, medications, educational materials, computer software or hardware, alcohol, tobacco, travel, vehicles and parts, weapons.		
Shopping	Internet Auctions	x		Sites that support the offering and purchasing of goods between individuals.		
Shopping	Real Estate	x		Sites that provide information about renting, buying, selling or financing residential real estate.		
Social Organisations				The parent category that contains the following categories:		
Social Organisations	Professional and Worker Organisations			Sites sponsored by or that support or offer information about organizations devoted to professional advancement or workers' interests.		
Social Organisations	Service and Philanthropic Organisations			Sites sponsored by or that support or offer information about organizations devoted to doing good as their primary activity.		
Social Organisations	Social and Affiliation Organisations			Sites sponsored by or that support or offer information about organizations devoted chiefly to socializing or common interests other than philanthropy or professional advancement.		
Society and Lifestyles				Sites that provide information about matters of daily life, excluding entertainment, health, hobbies, jobs, sex and sports.		
Society and Lifestyles	Alcohol and Tobacco	x		Sites that provide information about, promote or support the sale of alcoholic beverages or tobacco products or associated paraphernalia.		
Society and Lifestyles	Blogs and Personal Sites	x		Sites that host blogs and personal sites.		
Society and Lifestyles	Facebook	x		Facebook		
Society and Lifestyles	Gay or Lesbian or Bisexual Interest			Sites that provide information about or cater to gay, lesbian or bisexual lifestyles, but excluding those that are sexually or issue oriented.		
Society and Lifestyles	Hobbies			Sites that provide information about or promote private and largely sedentary pastimes, but not electronic, video or online games.		
Society and Lifestyles	Personals and Dating	x	x	Sites that assist users in establishing interpersonal relationships, excluding those intended to arrange for sexual encounters.		
Society and Lifestyles	Restaurants and Dining			Sites that list, review, advertise or promote food, dining or catering services.		
Society and Lifestyles	Social Networking	x		Sites of web communities that provide users with means for expression and interaction.		
Society and Lifestyles	Twitter	x		Twitter		
Special Events				Sites devoted to a current event that requires separate categorization.		
Sports				Sites that provide information about or promote sports, active games and recreation.		
Sports	Sport Hunting and Gun Clubs	x	x	Sites that provide information about or directories of gun clubs and similar groups, including war-game and paintball facilities.		
Tasteless		x	x	Sites with content that is gratuitously offensive or shocking, but not violent or frightening. Includes sites devoted in part or whole to scatology and similar topics or to improper language, humor or behavior.		

Travel				Sites that provide information about or promote travel-related services and destinations.		
Vehicles				Sites that provide information about or promote vehicles, including those that support online purchase of vehicles or parts.		
Violence		x	x	Sites that feature or promote violence or bodily harm, including self-inflicted harm; or that gratuitously display images of death, gore or injury; or that feature images or descriptions that are grotesque or frightening and of no redeeming value.		
Weapons		x	x	Sites that provide information about, promote, or support the sale of weapons and related items.		