



Online Safety Policy

Implementation date – September 2023
Review date – September 2024

Curriculum Rationale

We have the following goals in all curriculum areas:

Success – We celebrate individuality, and the success that each child has, and we recognise that this will take a variety of forms.

Motivation – We aim for all of our children to be motivated young people who have a desire to do their best and try their hardest.

Confidence – We provide a nurturing environment where all our pupils develop confidence in themselves to be successful members of their community.

Aspiration - We are aspirational for our children, providing a curriculum that ensures each learner has the opportunity to reach their true potential.

These aims are achieved by adhering to the following learning motto:

IGNITE – EXCITE – ENGAGE

We aim to:

Ignite a passion for learning and the curiosity to explore the world.

Excite pupils with a curriculum that is fun, and which contains a wealth of rich experiences

Engage all learners and members of the community.

Online Safety Policy

What is Online Safety?

Online Safety encompasses the use of new technologies, internet and electronic communications such as mobile phones, 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.

Some of the risks could be the 4 C's:

- **Content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
 - **Contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
 - **Conduct** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying
 - **Commerce:** - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group

The school therefore seeks to provide information and awareness to staff, pupils and their parents through:

- acceptable use agreements for children, teachers, parents/carers and governors
- curriculum activities involving raising awareness around staying safe online (further information outlining the curriculum coverage of 'Online Safety' is included within the Computing curriculum policy).
information included in letters, newsletters, website
- parents evenings / sessions
- high profile events / campaigns e.g. Safer Internet Day
- building awareness around information that is held on relevant web sites and or publications
- social media policy

End to End Online Safety

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

- Responsible ICT/Computing use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of Online Safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband including the effective management of filtering.

Reviewing the Online Safety Policy

The Online Safety Policy relates to other policies including those for Computing, bullying and for child protection. The Lead Safeguarding Person will also act as Online Safety coordinator. 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 in 21st century life 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 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 in Years 2-6 will use individual iPads to enhance learning experiences. Usage will be closely monitored by class teachers.
- 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 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/Computing systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the school's Senior ICT/Computing Technician and The St. Bart's Multi-Academy Trust.

E-mail

- Pupils may only use approved e-mail accounts/messaging systems on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail or messages.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

Published content and the school website

The contact details on the website should be the school address, e-mail and telephone number. Staff names may be published. Staff's or pupils' personal information will not be published.

Publishing pupils' images and work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils or pupils' work are published on the school website. This is done on entry to school.
- Pupils' work completed on iPads will be carefully monitored so that it is uploaded to secure destinations, namely Showbie for teachers to provide feedback on.

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.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupils are not permitted to bring mobile phones to school. On rare occasions this may be permitted for safeguarding reasons following a request from a parent and is a decision made at the Principal's discretion.
- In the event that a mobile phone is brought in to school it will be held in a secure location by the Class Teacher and returned to the child at the end of the school day.
- Staff must keep mobile phones hidden from view during lesson time.
- The sending of abusive or inappropriate text messages is forbidden.
- More information regarding the use of mobile phones is included in the school's 'Protocol for the use of Mobile Phones' document.

Protecting personal data

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

Policy Decisions

Filtering and Monitoring

The below processes are in place, taking into account the Government document, '*Meeting Digital and Technology Standards*'. ([Meeting digital and technology standards in schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk))

A web filter, that uses the school network, is implemented to ensure that online activity is appropriately filtered. This includes all electronic devices within school.

To ensure thorough and regular monitoring, daily reports are generated and sent to the Principal members of SLT and the Designated Safeguarding Lead's email address from '*Netsweeper*'. This is checked by the Principal or Vice Principal and Designated Safeguarding lead daily. In addition, a weekly log sheet is signed off by both staff members to evidence these daily checks. This log sheet is located in the DSL's office.

Assessing risks

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 local authority can accept liability for the material accessed, or any consequences of internet access.

The school will audit ICT/Computing provision to establish if the Online Safety policy is adequate and that its implementation is effective.

Handling Online Safety complaints

Complaints of internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the Principal.

Complaints of a child protection nature must be dealt with in accordance with school's child protection procedures.

Community Use of the internet

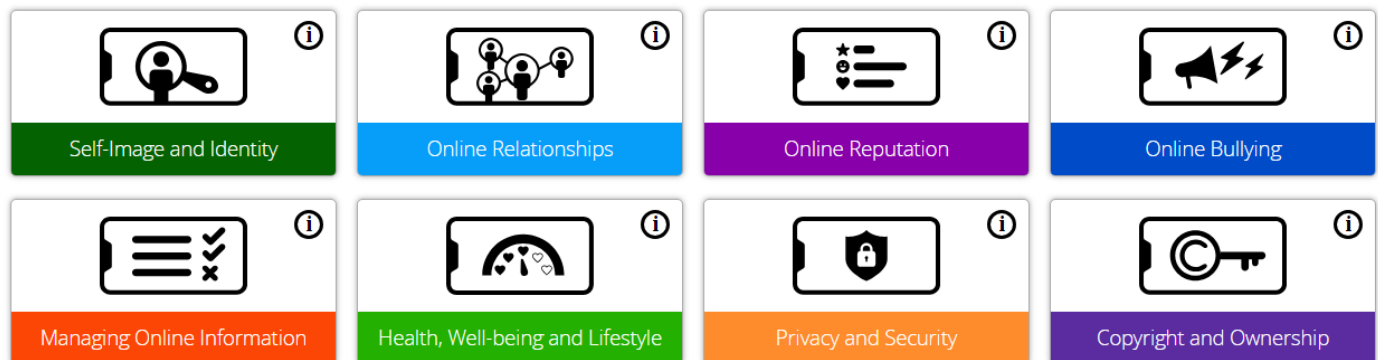
External organisations using the school's ICT/Computing facilities must adhere to the Online Safety policy.

Communicating the Online Safety Policy

Introducing the Online Safety policy to pupils

Online Safety “rules” will be discussed with the pupils throughout the school and using the “Project Evolve” scheme of work in every Year Group it will be revisited and built upon annually. The following strands are covered:

Select Strand



Pupils will be informed that network and internet use will be monitored.

Staff and the Online Safety policy

All staff will be given the School Online Safety Policy and its importance explained. Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support

Parents' attention will be drawn to the School Online Safety Policy in newsletters and on the school website. Online information is shared with parents on Class Dojo, regarding Online Safety. We use posters and information sheets that are user friendly to ensure parental support with this.