Leftwich Community Primary School

Online Safety Policy

Introduction

Computers are now part of everyday life and developments in computing are changing the lives of everyone. For most of us, technology is essential to our lives, at home and at work. Through teaching computing we wish to equip children to participate effectively in a rapidly changing digital world and online safety is an integral part of this.

We believe that we have a dual responsibility when it comes to online safety: ensuring the school's online procedures keep our children and young people safe, and teaching them about online safety, in and outside of school.

Leftwich Primary fosters an open environment in which children and young people are encouraged to ask any questions and participate in an ongoing conversation about the benefits and dangers of the online world.

Current and emerging internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

•The Internet – World Wide Web
•E-mail
•Instant messaging (often using simple web cams) e.g. Facebook Messenger, Whatsapp)
•Web based voice and video calling (e.g. Skype, FaceTime)
•Online chat rooms and discussion forums
•Online gaming networks (e.g. PS4, X-Box Live, Pokemon Go)
 Photo and video sharing apps (e.g. Instagram, Snapchat, TikTok)
•Social networking sites (e.g. Facebook)
•Blogs and Micro-blogs (e.g. Twitter)
•Podcasting
•Video broadcasting sites (e.g. You Tube)
•Music and video downloading (e.g. iTunes)
•Mobile phones with camera and video functionality
•Smart phones with e-mail, messaging and internet access

Our whole school approach to the safe use of computing

We believe that technology can provide: enhanced collaborative learning opportunities; better engagement of pupils; easier access to rich content; support conceptual understanding of new concepts and can support the needs of all our pupils. However, we also believe that whilst children should be able to use the internet for education and personal development, safeguards need to be in place to ensure they are kept safe at all times.

At Leftwich Primary, we are recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges ☐ we have a duty to ensure that all children, young people and adults involved in our school community are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using our network and devices or their own
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- appointing an online safety coordinator
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- ensuring that user names, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given ☐providing supervision, support and training for staff about online safety

☐teaching children to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

- ensuring that school internet access is designed expressly for pupil use and that it includes filtering appropriate to the age of pupils.
- examining and risk assessing any social media platforms and new technologies before they are used within the school.

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying and emotional abuse
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our school as a whole into account
- complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy.
- complaints related to child protection are dealt with in accordance with school child protection procedures. ☐ reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Mobile Technologies

These might include mobile phones, tablets or any other device that has the capability of accessing the school's wireless network. The primary use of these in school is to support learning, teaching and management. Children are not allowed to use their personal devices in school as the school provides access to the technologies to be used for learning. Staff are

not allowed to use their personal mobile phones in school while they are teaching and any use should be restricted to times when children are not present. Mobile phones may be used in staff room or offices where children are present, but this use should be minimised. The desired option is for phone calls to be made outside of the school building. The only exception to this is in case of emergency during a school trip. Staff do not use their own mobile phone to take images of children, for example on a school trip, as the school has devices available for this.

Roles and Responsibilities School Staff

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school online safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. Staff should ensure they are familiar with the school online safety policy, and ask for clarification where needed. They should sign the Staff Acceptable Internet Use agreement annually. Class teachers should ensure that pupils are aware of the online safety rules, introducing them at the beginning of each new school year and reinforcing them every time technology is used within the classrooms..

Pupils
Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with online safety issues, both at home and school. They are asked to agree to a set of guidelines and rules covering their responsibilities when using technology at school.

Parents
Parents are given access to the policy on our school website along with links to other support. When appropriate, additional resources and support documents will be sent home or linked to on our social media pages and our school website. The know who to contact in school if they have any concerns.

Related policies and procedures
This policy statement should be read alongside our organisational policies and procedures, including: ☐ Child protection
• Procedures for responding to concerns about a child or young person's wellbeing
• Dealing with allegations of abuse made against a child or young person
• Managing allegations against staff and volunteers
• Code of conduct for staff and volunteers
• Anti-bullying policy and procedures
• Photography and image sharing guidance

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