WHOLE SCHOOL POLICY FOR ONLINE SAFETY

Cribden House Community Special School

At Cribden House, we recognise that the online world provides everyone with many opportunities; however, it can also present risks and challenges. We have a duty of care to ensure that all children, young people and adults involved with our school are protected from potential harm online. We also have a responsibility to help keep children and young people safe online, involving using our network and devices in school.

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 and our policy and teaching around online safety is focussed on 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 safe online by:

➢ providing clear and specific directions to staff and volunteers on how to behave online through our code of conduct and social media guidance for adults.
➢ supporting and encouraging the young people using our service to use the internet, social media and tablets 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. (E.g.- via Class Dojo)
➢ 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.

Computing and ICT covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of computing within our society as a whole. Currently the apps and software children and young people are using both inside and outside of the classroom include:

➢ *Websites*
➢ *Class Dojo app*
➢ *Coding*
➢ *Gaming*
➢ *Laptop applications*
➢ *Video & Multimedia*

Whilst exciting and beneficial all users need to be aware of the range of risks associated with the use of these technologies.

At Cribden House we understand the responsibility to educate our pupils on online safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

Roles and Responsibilities

As Online safety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored.

Managing the school online safety messages

We endeavour to embed online messages across the curriculum whenever the internet and/or related technologies are used. These messages will be appropriate to the age of the children being taught.

Online safety in the Curriculum

The school provides opportunities within a range of curriculum areas to teach about online safety . Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the online curriculum.

The teaching of online safety focuses on helping children to recognise inappropriate content, conduct, contact and commercialism and helps them learn how to respond or react appropriately. Pupils are aware of the impact of online bullying and know how to seek help if they are affected by these issues.

Pupils know how to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Child line/ CEOP report abuse button.

Equal Opportunities

The school endeavours to deliver a consistent message to parents and pupils with regard to the schools' online safety rules. Staff are aware that most pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of online safety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of online safety. Internet activities are planned and well-managed for these children and young people.

Security, Data and Confidentiality

When accessing, amending and saving any data or information, relating to the school or pupils, school staff follow the guidelines set out in the General Data Protection Regulations 2018.

Managing the Internet

All internet activity within school is monitored and filtered through the Netsweeper system. Whenever any inappropriate use is detected, the ICT Technician is notified and the incident will be followed up.

The school maintains students will have supervised access to Internet resources (where reasonable) through the school's digital devices.

Infrastructure

Our internet access is provided by BT and monitored by Netsweeper.

T2 manage the administrative devices throughout school and curriculum access is managed by each class lead.

Staff and students are aware that should they encounter or access anything unsuitable or damaging they must report it immediately to teachers or T2 technical support.

Mobile Technologies

Personal Mobile devices (including phones)

The school allows staff to bring in personal mobile phones and devices for their own use during designated times outside of the classroom. These are not to be used at any time whilst children are present.

Managing email

The use of email within school is an essential means of communication for staff. Pupils currently do not access individual email accounts within school. Staff must use the school's approved email system for any school business. Staff must inform (line manager/ Head of Computing/ SLT) if they receive an offensive or inappropriate e-mail.

Social Networking

The school does not permit the pupils to access their private accounts on social or gaming networks at any time during the school day.

The school also strongly discourages children from using age inappropriate social networking outside of school. Should the staff be made aware of incidents or activities on these social networks, which has a direct effect on the children's behaviour or attitudes within school, then the school reserves the right to act regarding their accounts. This may include discussions with parents, information letters or reporting the child's access to the respective organisations/companies.

The usage of YouTube channels, Instagram, snapchat etc. has an age restriction of 13+ and so we would encourage children to not be creating their own content/ channels until the appropriate age to reduce the issues that could arise such as trolls, cyberbullying or sharing of inappropriate content.

Safe Use of Images

With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.

All staff are aware of specific children (they have responsibility for) in school which do or do not have photograph permissions. If they do have permission, staff are aware of which platforms they can be used on.

Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes field trips. School's own iPads must be used in this case.

Staff will educate students about the risks associated with the taking, using, sharing, publication and distribution of images. In particular, teachers will recognise the risks attached to publishing their own images on the internet

Students must not take, use, share, or publish images of others without consent

Pictures to be published on our website, or elsewhere, which include pupils will be selected carefully and will comply with good practice guidance on image use.

Pupils' full names will not be used anywhere on our website, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of students are published on the school website.

Publishing pupil's images and work

All parents/guardians will be asked to give permission to use their child's work/photos in publicity materials or on the school website, Facebook account or mobile app.

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue. Parents/ carers may withdraw or amend permission, in writing, at any time.

Storage of Images

Images/ films of children are stored securely on the school server. Images are never taken on staff personal devices.

Inappropriate material

All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to SLT.

Deliberate access to inappropriate materials by any user will lead to the incident being logged, then forwarded to the SLT. Depending on the seriousness of the offence; investigation maybe carried out by the Head teacher or LA. Staff are aware that negligent use or deliberate misconduct could lead to disciplinary action.

This policy was reviewed in September 2023.