Online Safety Policy

St Mary's Church of England (A) Primary School keeps children safe by ensuring and promoting the safeguarding and welfare of all children in its care: all policies support the most current "Keeping Children Safe in Education Guidance" and "Safeguarding Policy", are fully consistent with the "Every Child Matters" agenda, and fully support the principles of equal opportunities for all.

Our online policy has been written by the school, following government guidance. It has been agreed by Governors. The policy applies to all members of the St Mary's community (parents, children, staff, volunteers, visitors and Governors), who have access to and are users of the school computing systems.

The Headteacher is responsible for the safety of members of the school community. Staff should receive suitable CPD, to enable them to carry out their online safety roles. This is to provide a system for staff to monitor and support in school.

The Headteacher:

- has day to day responsibility for online issues and has a lead role in reviewing school documents
- Will ensure all staff are aware of procedures that need to be followed in the event of an online safety incident
- liaises with the Local Authority and attends regular committee meetings with governors

Staff and support staff responsibility –

Staff have an up to date awareness of online safety matters and current school policies and procedures.

They report any suspected misuse to the Headteacher.

All digital communications with pupils and parents should be on a professional level and only carried out using official school systems.

Online safety issues are embedded in all aspects of the curriculum.

Pupils understand and follow the online safety and acceptable users guide.

Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

Pupils:

- Are responsible for using the school digital technology systems in accordance with the pupil acceptable user guide.

- Understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do this.

Parents and Carers

Parents and carers play a crucial role in ensuring their children understand the need to use the internet and mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parent workshops, newsletters, letters and website information.

PCE (Policy Central Enterprise)

On the school network of computers we have the PCE tool installed. Policy Central Enterprise detects potentially inappropriate content and conduct, as soon as it appears on the screen, is typed in by the user or is received by the user. A screen capture is taken and a weekly headline summary is produced from the system.

Teaching and Learning

The internet is an essential element for education and social interaction. Internet use is part of the statutory curriculum and a necessary tool for staff and children.

The school internet access will be designed predominantly for pupil use, including appropriate content filtering.

Pupils will be given clear objectives for internet use and taught what is acceptable.

Pupils will be educated in the effective use of the internet in research, including skills of knowledge, location, retrieval and evaluation.

Staff acknowledge National Online Safety days and awareness initiatives and respond to topical issues in a child appropriate manner.

School Website

Names will not be attached to any images of children on the school website. Pupils' personal information will not be shared on the school website, in line with the GDPR policy.