

St Bernadette's Catholic Primary School

# Online Safety Policy



“Doing our best for God”

## 1. Aims

- Have robust processes in place to ensure the safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

## 2. Legalisation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on:

- Teaching online safety in schools

Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff

Searching, screening and confiscation

It also refers to the Department's guidance on protecting children from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

## 3. Roles and Responsibilities

### 3.1 The governing board

The governing board has overall responsibility for monitoring this policy and holding the head teacher to account for its implementation.

### 3.2 The head teacher

The head teacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

### 3.3 The designated safeguarding lead (DSL)

Details of the school's DSL are set in our child protection and safeguarding policy.

The DSL will work in partnership with relevant staff for responsibility for online safety in school.

- Supporting the head teacher in ensuring that staff understand this policy and that it is being implemented consistently throughout school.
- Working with the head teacher, ICT co-ordinator and other staff, as necessary, to address any online safety issues or incidents.

- Ensuring any online safety incidents are logged and dealt with appropriately in line with school procedures.
- Ensuring that any incidents of cyberbullying are logged and dealt with appropriately in line with the school behaviour policy.
- Liaising with other agencies and/or external services if necessary.

This is not intended to be exhaustive

### 3.4 Management of ICT

The school will employ an external company (Virtual Technologies) to oversee the management and maintenance of the school's technology equipment. They will be responsible for:

- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- Conducting a full security check and monitoring school's ICT systems

### 3.5 Internet Management

Our school's internet is provided and managed by Blackpool Council. They manage access to websites, controlling what can and cannot be viewed. This will include:

- Putting in place appropriate filtering and monitoring systems and keep pupils safe from potentially harmful and inappropriate content and contact online while at school.
- Blocking access to potentially dangerous sites.

### 3.6 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Working with the DSL to ensure any online safety incidents are logged and dealt with appropriately.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This is not intended to be exhaustive.

### 3.7 Parents

Parents can seek guidance on keeping children safe online from the following organisations and websites:

- What are the issues? - [UK Safer Internet Centre](#)
- Hot topics - [Childnet International](#)
- Parent factsheet - [Childnet International](#)

### 3.8 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet should be made aware of this policy, when relevant, and expected to read and follow it.

## 4. Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum:

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies
- S.A.F.E acronym will be using in KS1

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact
- S.M.A.R.T acronym will be used in KS2

*By the end of primary school, pupils will know:*

- *That people sometimes behave differently online, including by pretending to be someone they are not.*
- *That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous*
- *The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them*
- *How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met*
- *How information and data is shared and used online*
- *How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know*

The safe use of social media and the internet will also be covered in other subjects where relevant. The school will participate in special events day (e.g. E-safety Day) to raise pupils' awareness on online safety and may also invite speakers to talk to pupils about this.

## 5. Educating Parents about online safety

The school will raise parents' awareness on internet safety in letters or other communications home, and in information via our website. This policy will also be made available for parents to view.

Online safety information can be found on the school's website, on both the Safeguarding page and the Computing (curriculum) page.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the head teacher and/or the DSL.

## **6. Cyber-bullying**

### **6.1 Definition**

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also school behaviour policy).

### **6.2 Preventing and addressing cyber-bullying**

To help prevent cyber-bullying, we will ensure children understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than a victim.

The school will actively discuss cyber-bullying with pupils, explaining reasons why it may occur, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their class as part of computing, PSHE and other subjects where appropriate, as well as during anti-bullying week.

All staff, governors and volunteers (where appropriate) should receive training on cyber-bullying, its impact and way to support pupils, as part of safeguarding training.

The school will also make appropriate information on cyber-bullying available for parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

## **7 Acceptable use of the internet in school**

All pupils, parents/careers, staff, volunteers and governors are expected to agree to acceptable use of the school's ICT systems and the internet.

Use of the school's internet is primarily for educational purposes, or for fulfilling the duties of an individual's role.

## **8 Pupils using mobile devices in school**

Pupils are not permitted to bring in personal mobile devices to use in school unless agreed upon by SLT and as part of a child's EHCP. The intention is that personal devices would be used in support of a child's learning.

## **9 Staff using work devices outside of school**

When necessary, staff may be required to use work devices outside of the school. Responsibility of these devices falls under the sole user of the device and must use the device(s) for work purposes only. This is to ensure no personal data is misplaced, and to reduce risk of viruses and cyber-attacks.

Staff members using work devices outside of school must not install any unauthorised software on the device and must not use the device in a way which would violate acceptable use.

Staff are responsible for ensuring that their work device is secure and password protected (this includes external storage devices) and that they do not share their passwords with others.

They must take reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns of the security of their device, they should seek advice from the ICT manager (Virtual Technologies).

## **10 Misuse on ICT technologies and the internet**

Where a pupil misuses the school's ICT systems or the internet, SLT will be informed and the incident will be recorded. Parents/careers will be invited in to school to discuss the incident and action taken will depend on the individual circumstances nature and seriousness of the specific incident.

Where a staff member misuses the school's ICT system or the internet, or misuses a personal device where the action constitutes as misconduct, the matter will be dealt with members of the SLT. Action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

**Signed:** *Mr. G Hopkinson* (Computing Co-ordinator)

**Date:** September 2020

**Review Date:** September 2021

## EYFS and KS1 acceptable use agreement

### ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

**When I use the school's ICT systems (like computers) and get onto the internet in school I will:**

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
  - I click on a website by mistake
  - I receive messages from people I don't know
  - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- I will be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends.
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

**Signed (pupil):**

**Date:**

**Parent/carer agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

**Signed (parent/carer):**

**Date:**

## KS2 acceptable use agreement

### ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

**Name of pupil:**

**I will read and follow the rules in the acceptable use agreement policy**

**When I use the school's ICT systems (like computers) and get onto the internet in school I will:**

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

**I will not:**

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

**If I bring a personal mobile phone or other personal electronic device into school:**

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

**I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

**Signed (pupil):**

**Date:**

**Parent/carer's agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

**Signed (parent/carer):**

**Date:**



## Staff / governors / visitors acceptable use agreement

### ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

**Name of staff member/governor/volunteer/visitor:**

**When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:**

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

**Signed (staff member/governor/volunteer/visitor):**

**Date:**