

St Saviour's C of E Academy

Online Safety Policy

Autumn 2021

St Saviour's C of E Academy believes that online safety (e-safety) is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, tablets, mobile phones or games consoles.

What does 'Online Safety' mean?

Using the Internet is now an everyday occurrence for most adults and children. With ever expanding new technologies such as blogs (online diaries), social networking spaces, online chat and mobile phones children are using technology in a way never seen before. The increased use of technology at school and home also exposes children to a number of risks and dangers. In its simplest form online safety is about ensuring children use new technologies computers, mobile phones and gaming devices in a way which will keep them safe without limiting their opportunities for creation and innovation.

Key responsibilities of the school/setting management and leadership team

- Ensuring that online safety is viewed by the whole community as a safeguarding issue and proactively developing a robust online safety culture
- To ensure that suitable and appropriate filtering and monitoring systems are in place (Impero) to protect children from inappropriate content which meet the needs of the school community whilst ensuring children have access to required educational material
- Ensuring all members of staff receive regular, up-to-date and appropriate training regarding online safety roles and responsibilities and provide guidance regarding safe appropriate communications
- Ensuring that online safety is embedded within a progressive whole school curriculum, which enables all pupils to develop an age appropriate understanding of online safety and the associated risks and safe behaviours

Key responsibilities for all members of staff

- Modelling good practice when using new and emerging technologies
- Embedding online safety education throughout the year
- Identifying individuals of concern and taking appropriate action by following school safeguarding policies and procedures
- Maintaining a professional level of conduct in their personal use of technology, both on and off site
- Give clear instructions to children within the school/ classroom about expectations of use

Key responsibilities of children and young people:

- Respecting the feelings and rights of others, both on and offline
 - Seek help from a trusted adult if things go wrong, and supporting others that may be experiencing online safety issues
- Take responsibility for keeping themselves and others safe online
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies

Key responsibilities of parents and carers

- Discuss any online safety issues with their children, supporting the school in their online safety approaches, and reinforcing appropriate safe online behaviours at home
- Role modelling safe and appropriate uses of technology and social media
- Identifying changes in behaviour that could indicate that their child is at risk of harm online

Website responsibilities

- The contact details on the website will be the school/setting address, email and telephone number. Staff or pupils' personal information will not be published
- The Principal/office manager will take overall editorial responsibility for online content published and will ensure that information is accurate and appropriate
- The website will comply with the school's guidelines for publications including accessibility respect for intellectual property rights, privacy policies and copyright
- Pupils work will be published with their permission

Why the Internet and digital communications are 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

Obviously within school the Internet will be used to enhance teaching and learning

Internet use within school

- The school Internet access will be designed expressly for pupil use and will include filtering and monitoring 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 will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- Pupils will be shown how to publish and present information to a wider audience

Social Media

- Information about safe and responsible use of social media will be communicated clearly and regularly to all members of staff
- The school will control access to social media and social networking sites whilst on site and when using school provided devices and systems
- Official use of social media sites by the school will only take place with clear educational or community engagement objectives with specific intended outcomes e.g. increasing parental engagement
- Official use of social media sites as communication tools will be risk assessed and formally approved by the Principal.
- Images or videos of children will only be shared on official social media sites in accordance with the image use guidance

E-mail

- Pupils may only use approved e-mail accounts on the school system
- Pupils must immediately tell a teacher if they receive offensive e-mail

Publishing pupil's images and work

- Photographs that include pupils' images/ videos will be selected carefully so that individual pupils cannot be identified or their image misused
- Pupils full names will not be used anywhere on a school website or other online space, particularly in association with photographs
- Work can only be published with the permission of the pupil and parents/carers.
- Pupil image file names will not refer to the pupil by full name
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories

Visitors

- Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the school image use guidance
 - The school will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.

Reducing risks

- St Saviour's C of E Academy is aware that the Internet is a constantly changing environment with new apps, tools, devices, sites and material emerging at a rapid pace

- Emerging technologies will be examined for educational benefit and the school leadership team will ensure that appropriate risk assessments are carried out before use in school is allowed
- The school will ensure that appropriate filtering and monitoring systems are in place (Impero)
- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not always possible to guarantee that access to unsuitable material will never occur via a school/setting computer or device
- Methods to identify, assess and minimise online risks will be reviewed regularly by the school's leadership team
- An online safety (e-safety) curriculum will be established and embedded throughout the whole school, to raise awareness regarding the importance of safe and responsible internet use amongst pupils
- All users will be informed that network and Internet use will be monitored
- Online safety (e-Safety) will be included in the PSHE and Computing programmes of study, covering both safe school and home use
- Apps/systems which store personal data will be risk assessed prior to use
- Users will be advised on safety measures to protect all members of the community such as using strong passwords, logging out of systems etc
 - All members of the school community will be informed about the procedure for reporting online safety (e-safety) concerns, such as breaches of filtering, sexting, cyber bullying, illegal content etc
- Complaints about Internet misuse will be dealt with under the school's complaints procedure
- The school will manage online safety (e-safety) incidents in accordance with the school discipline/behaviour policy where appropriate

Parents' Consent

Only images of pupils with parent's consent will be used on the school website or published on any other online space

Written Autumn 2021

Review Autumn 2022

Principal L Davis

Signed 

Chair of Governors M Weller

Signed 