Online Safety Policy

Linby cum Papplewick Primary School is a small village primary school. We teach children from the ages of 4-11. We understand that all children come from different backgrounds and therefore bring different experiences and ability when working online. This policy aligns with your other key safeguarding and organisational policies, procedures and standards.

This policy should be read alongside:

The Staff Handbook

Keeping Children Safe in Education

Acceptable Usage Policy

Staff Code of Conduct Policy

Child Protection Policy

The purpose of this policy statement:

Linby cum Papplewick Primary School works with children and families as part of its activities. These include using web-based games and programmes in school, setting homework online, conducting online research and learning apps.

The purpose of this policy statement is to:

• Ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices.

• Provide staff and volunteers with the overarching principles that guide our approach to online safety.

• Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Linby cum Papplewick Primary School's activities.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

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Summaries of the key legislation and guidance are available on:

• Online abuse

• Bullying

• Child protection.

We believe that:

• children and young people should never experience abuse of any kind

• children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We 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 organisation 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 Linby cum Papplewick Primary School's network and devices
- 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
- 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.

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 or 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 or 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 and volunteers about online safety

• examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

<u>If online abuse occurs, we will respond to it by:</u>

• 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 or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation

• making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account

• 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.

<u>Related Policies and Procedures.</u>

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.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: …………………………………………………………………………(date)

Signed: ……………………………………………………………………….

Date: …………………………………………………………………………

How We Stay Safe Online

Learning is fun, and at Linby, we want to be able to use all the technology available to us to enhance our learning. But we must keep ourselves safe and follow rules in order to keep safe.

This is how we stay safe when we use computers:

I will ask a teacher or adult if I want to use the computers.

I will take care of the computer, by being careful with it.

I will only use the activities that a teacher or suitable adult has told or allowed me to use.

I will ask for help from a teacher or adult if I am not sure what to do or if I think I have done something wrong.

I will ask for help straight away if I see something that is upsetting or makes me nervous.

I am kind online.

I will not spoil other people's work.

I know that if I break the rules I might not be allowed to use the computer or digital equipment.

Signed …………………………………………………………………………… (child)

Signed …………………………………………………………………………………….(parent)

Foundation Stage and KS1 Acceptable Use Policy

How We Stay Safe Online

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.

- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk. The children will have good access to digital technologies to enhance their learning and we expect the children to agree to be responsible users.

We must make sure that…

We only use ICT in school for school purposes and school will monitor these (this includes when we are learning from home).

We have permission to use the computers and we ask an adult before we go on them.

We only use activities or websites that we are allowed to use.

We take care of the computers, laptops and other digital equipment.

We ask for help straight away if something goes wrong.

We ask for help straight away if we see something that is upsetting or makes us nervous.

We are kind and respectful online, as we would be face-to-face, including what we send (messages/emails) and what we say verbally.

We do not spoil, copy, access or remove other people's work.

We keep personal information safe, we do not share it with others – including our real names, addresses and passwords.

We do not look for, send or save anything online that is unpleasant, nasty or inappropriate.

We do not install or attempt to install programmes of any type on any school device.

We only open messages and attachments from people that we know and trust.

We send emails that are kind.

We check our information to make sure it is reliable.

We speak to an adult if someone from online asks us to meet.

We know that people online are strangers and may not be who they say they are.

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We know that information online (including images) are copyright and we do not download anything without permission.

We know that the rules are there to keep us safe, so we will behave responsibly.

We know that if we break the rules, we may not be able to use technology in school.

We do not bring in our own devices (like mobile phones, USB devices, memory cards) to school.

We know that when we are out of school, we still follow these rules to keep ourselves and others safe and to prevent issues around cyber-bullying.

We do not share the personal information of others without their direct permission (including names, photos, videos and passwords)

Signed …………………………………………………………………………. (child)

Signed ………………………………………………………………………….(parent)

KS2 Acceptable Usage Policy