



Person Responsible	Amy Watkins
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1.1 At Sharp Lane Primary School, we adhere to KCSIE and use every opportunity to use and experience a range of new technologies with our cross-curricular approach in an ever-changing digital world. We encourage children to become independent learners and thinkers by developing key skills. Most importantly, we equip the children with the skills that they will need for their future in key areas and how to manage challenges, which sometimes arise when using technology. By giving the children the tools and strategies, they can deal with issues confidently as well as safely if they were to encounter a problem.

1.2 As part of our commitment to learning and achievement, we want to ensure that the internet and other digital technologies are used to:

- Raise educational standards and promote pupil achievement.
- Develop the curriculum and make learning exciting and purposeful.
- Enable pupils to gain access to a wide span of knowledge in a way that ensures their safety and security.
- Educate all those who work with children (including parents) are aware of the dangers that exist so that they can take an active part in safeguarding them.

To enable this to happen we have taken a whole school approach to online safety which includes the development of policies and practices, the education and training of staff and pupils and the effective use of the school's infrastructure and technologies. We believe it is important to empower and equip our children with the skills they need to use technology safely and responsibly; managing risks.

2 - Whole School Approach

All staff have a responsibility to ensure children are safeguarded from potentially harmful and inappropriate online material. Staff are required to identify, intervene in, and escalate any concerns where appropriate to the DSL.

Four areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-semitism, radicalisation and extremism.
- **contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes'.
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

2.1 All members of the school community have a responsibility for promoting and supporting safe behaviours by following online safety procedures and their related Acceptable User Policies. This includes being vigilant when children are accessing the internet at school to ensure that they do not access inappropriate websites. All Designated Safeguarding Leads have completed online safety training alongside staff.

2.2 Staff are reminded/updated about online safety annually. All staff complete mandatory online safety training and new staff and students receive information on the school's acceptable use policy as part of their induction. During the training staff are made aware of the online support available. **Supply Teachers must sign**

an acceptable use agreement before using technology equipment in school (**see Appendix 1 for staff acceptable use policy**).

2.3 We continually look for new opportunities to promote online safety within and outside school. Not just within computing lessons but across the curriculum, to improve learning for pupils with a diverse range of individual needs, including those with SEN and disabilities. The training for children with SEND is bespoke to their needs and takes a personalised approach to ensure their needs are met.

2.4 Children will be taught to refine searches to collect refined results based on their criteria. In addition, children will be monitored while using the internet and any issues that arise should be logged (using CPOMs immediately or as soon as possible within the school day) so they can be dealt with promptly. Staff will additionally ensure that any links are correct and appropriate for use. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for internet use, which will be reinforced by the Acceptable Use Policy.

2.5 Parents have access to online reporting mechanisms through the school website where they can gain further information and support.

3. Scope of Policy

3.1 This policy links with the Child Protection Policy, whistleblowing policy and KCSIE. It applies to all pupils; all teaching and support staff (including peripatetic), school governors and volunteers; all aspects of the school's facilities where they are used by voluntary, statutory or community organisations.

3.2 Sharp Lane Primary School will ensure that the following elements are in place as part of its safeguarding responsibilities to pupils:

- a range of policies including acceptable use policies that are frequently reviewed and updated;
- information to parents that highlights safe practice for children and young people when using the internet and other digital technologies; adequate training for staff and volunteers;
- adequate supervision of pupils when using the internet and digital technologies;
- education that is aimed at ensuring safe use of internet and digital technologies; and
- a reporting procedure for abuse and misuse (CPOMs).

4. Policies and Procedures

Sharp Lane Primary School understands that effective policies and procedures are the backbone to developing a whole-school approach to e-safety. The policy that exists at Sharp Lane Primary School is aimed at providing a balance between exploring the educational potential of new technologies and providing safeguards to pupils. Expectations and responsibilities of all users are highlighted within the specific Acceptable Use Policy.

4.1 Use of mobile devices

4.1.1 If a child brings a mobile device to school it should be given to the teacher to be stored. All staff and visitors are requested to keep their phones on silent and use them only during break times in staff workrooms and outside of the school premises (unless otherwise advised).

4.1.2 Where parents or students need to contact each other during the school day, they should do so only through the school's telephone. Staff may use their phones during break times. If a staff member is expecting a personal call they may leave their phone with the school office to answer on their behalf, or seek specific permissions to use their phone at other than their break times.

4.1.3 Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.

4.1.4 No images or videos will be taken on personally owned mobile devices; these will only be taken on school devices - compliant with data permission forms.

4.2 Use of digital technologies and internet facilities

4.2.1 Sharp Lane Primary School expects all staff and pupils to use the internet, mobile and digital technologies responsibly and strictly according to the conditions below.

Users shall not: Visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- Indecent images of children
- Promoting discrimination of any kind
- Promoting racial or religious hatred
- Promoting illegal acts
- Any other information, which may be offensive to peers or colleagues.

4.2.3 Incidents which appear to involve deliberate access to websites, newsgroups and online groups that contain the following material should be reported to the Headteacher or a Designated Safeguarding Leader immediately and these will be reported to the Police:

- Images of child abuse (images of children whether they are digital or cartoons, apparently under 16 years old, involved in sexual activity or posed to be sexually provocative)
- Adult material that potentially breaches the Obscene Publications Act in the UK
- Criminally racist or anti-religious material
- Violence and bomb making
- Illegal taking or promotion of drugs
- Software piracy
- Other criminal activity

In addition, users may not:

- Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships.
- Undertake activities with any of the following characteristics: wasting staff effort or networked resources, including time on end systems accessible via the network and the effort of staff involved in support of those systems; corrupting or destroying other users' data; violating the privacy of other users; disrupting the work of other users; using the network in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of switching equipment); continuing to use an item of networking software or hardware after request that use cease because it is causing disruption to the correct functioning of the network; other misuse of the network, such as introduction of viruses.

4.3 Reporting Abuse

The following outlines what to do if a child or adult receives an abusive message or accidentally accesses a website that contains abusive material:

The abusive material should be stored, screenshot if possible by a member of staff and a copy sent to the Designated Safeguarding Leads of Sharp Lane Primary School (via CPOMS). The address (e.g. URL or email) linked to the abuse should also be recorded as well as the device and the date of access. However, the screen displaying the abusive material should be hidden from view and/or closed down as soon as possible to avoid further offence.

Dependant upon the type of abuse reported- reference to other policies may be made (Child Protection Policy, Behaviour Policy and Anti-Bullying Policy). Reporting of any type of online abuse is reported on CPOMS and followed up by the Designated Safeguarding Leads.

5. Infrastructure and Technology

5.1 Sharp Lane Primary School recognises that as part of its safeguarding responsibilities there is a need to work in partnership. One of our major partners is the network and broadband supplier. As part of our commitment to partnership working, we fully support and will continue to work with our providers to ensure that pupil and staff usage of the internet and digital technologies is safe.

5.1 Sharp Lane Primary School will, as part of its wider safeguarding responsibilities, seek to ensure that voluntary, statutory and community organisations take an approach to their activities in a way that views the welfare of the child as paramount. To this end, we expect any organisation using the school's ICT or digital technologies to have appropriate policies and procedures that are aimed at safeguarding children and young people and reporting concerns.

6. Standards and Inspection

Sharp Lane Primary School recognises the need to have regular inspections of policies and procedures in order to ensure that its practices are effective and that the risks to pupils are minimised.

6.1 Monitoring

6.1.1 Monitoring the safe use of the internet and other digital technologies goes beyond the personal use of the internet and electronic mail a pupil or member of staff may have, Sharp Lane Primary School recognises that in order to develop an effective whole school e-safety approach there is a need to monitor patterns and trends of use inside school and outside school (Education and Inspections Act 2006, Section 89(5)).

6.1.2 With regard to monitoring trends, within the school and individual use by school staff and pupils, Sharp Lane Primary School will audit the use of the internet and electronic mail in order to ensure compliance with this policy. This is monitored by Primary ICT who deliver ICT support to the school who ensure all filters are in place and monitored. The school will also work with its internet service provider to further ensure compliance.

6.1.3 Another aspect of monitoring, which our school will employ, is the use of mobile technologies by pupils, particularly where these technologies may be used to cause harm to others, e.g. bullying (see anti-bullying policy for further information). We will also ensure that school staff understand the need to monitor our pupils, and where necessary, support individual pupils where they have been deliberately or inadvertently been subject to harm.

6.2 Sanctions

6.2.1 Sharp Lane Primary School has been careful to develop in conjunction with its partners, policies and procedures to support the innocent in the event of a policy breach and enable the school to manage such situations in, and with, confidence.

6.2.2 Where there is inappropriate or illegal use of the internet and digital technologies, the following sanctions will be applied:

Child / Young Person

- The child/young person will be disciplined according to the behaviour policy of the school, which could ultimately include the use of internet and digital technologies being withdrawn.
- Serious breaches may lead to the incident being reported to the Police or other regulatory bodies, for instance, illegal Internet use or child protection concerns.

Adult (Staff and Volunteers)

- The adult may be subject to the disciplinary process, if it is deemed he/she has breached the policy

- Serious breaches may lead to the incident being reported to the Police or other regulatory bodies, for instance, illegal internet use or child protection concerns, in line with KCSIE and the Child Protection Policy.

6.2.3 If inappropriate material is accessed, users are required to immediately report this to the Headteacher so this can be taken into account for monitoring purposes.

7. Working in Partnership with Parents and Carers

7.1 Sharp Lane Primary School is committed to working in partnership with parents and carers and understand the key role they play in the online safety of their children, through promoting online safety at home and elsewhere. This includes parents' evenings with suggestions for safe home internet use.

7.2 Sharp Lane Primary School also appreciates that there may be some parents and carers who are concerned about the use of the internet, email and other digital technologies in school. In such circumstances, school staff will meet with parents and carers to discuss their concerns and agree upon a series of alternatives that will allow their child to fully access the curriculum, whilst remaining safe.

7.3.1 Parents/carers are asked to read through and sign acceptable use of ICT agreements on behalf of their child on admission to school (see Appendix 1).

7.3.2 Parents/carers are required to make a decision as to whether they consent to images of their child being taken/used in the public domain (e.g. on school website)