



The Beacon

Church of England (V.A.) Primary School *Living life in all its fullness (John 10:10)*

ONLINE SAFETY POLICY

Policy discussed by staff	12 th September 2023
Policy passed by Governors	13 th September 2023
Review date	Autumn 2026

Rationale:

Pupils interact with new and developing technologies such as mobile phones, tablets and the Internet on a daily basis and experience a wide range of opportunities, attitudes and situations. These new technologies are integral to life and learning in today's society both in and outside of school. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial but can also place young people in danger.

Internet safety depends on Staff, the Governing Board, parents and carers to take responsibility for their own and children's use of the internet.

Below sets out our policy on controlling access, setting rules and educating students for responsible use.

The school's Online Safety Co-ordinators are Mrs A. Pow and Mrs A. Billington.

The school has a lead Governor for online safety

- Online safety is part of the school's safeguarding responsibilities. This policy relates to other policies including those for **behaviour, safeguarding, anti-bullying and the use of images**. The school's designated safeguarding leads are Mrs Anne Billington, Mr Edd Chalkley and Mrs Julie Garrett. There are lead Governors for safeguarding.
- The Online Safety policy covers the use of all technology which can access the school network and the internet or which facilitates electronic communication from school to beyond the bounds of the school site. This includes but is not limited to workstations, laptops, mobile phones, tablets and hand held games consoles used on the school site.
- The Online Safety policy recognises that children will access the internet at home as part of their home learning, including the use of Office 365 and other resources and websites which are also used in school.
- The Online Safety policy recognises that there are differences between the use of technology as a private individual and as a member of staff / pupil.

Teaching and Learning

Why Internet use is important

- The Internet an essential element throughout daily life for education, business and social interaction.
- The school has a duty to provide students 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.

Internet use will enhance learning

- The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of the 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.



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- Pupils will have opportunities to communicate with our global partners as part of our global link projects.

Pupils will be taught how to evaluate Internet content

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught to report unpleasant Internet content immediately to a member of staff.
- Pupils will be taught to act responsibly in their use of the internet and aware of how they act to keep themselves safe.

Managing access and security

The school will provide managed internet access to its staff and pupils in order to help pupils to learn how to assess and manage risk, to gain the knowledge and understanding to keep themselves safe when using the internet and to bridge the gap between school IT systems and the more open systems outside school.

Information system security

- The school will use a recognised internet service provider or regional broadband consortium.
- School Computing systems capacity and security are reviewed regularly.
- Virus protection is scheduled to be updated daily.
- Security strategies are discussed with the school's Network technician.
- Access to school networks will be controlled by **personal** passwords.
- **All staff that manage filtering systems or monitor IT use will be supervised by senior management and have clear procedures for reporting issues.**
- The school will ensure that access to the internet via school equipment for anyone not employed by the school is filtered and monitored.

Internet Use

The school will provide an age-appropriate e-safety curriculum that teaches pupils how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others' safety.

Office 365, email and other person-to-person communication

- Pupils have their own Office 365 email account. They will have their own password. This must be kept confidentially. Office 365 is used for learning in school, home learning and face-to-face meeting when authorised by a member of staff.
- Office 365 must not be used for pupils to communicate with other pupils, staff must be part of all communications. It is recognised that groups or classes of pupils may be communicating with a member or members of staff at the same time.
- Staff to pupil email communication must only take place via a school email address or from within Office 365.



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- In school, pupils may only use the approved Office 365 e-mail accounts on the school system with the supervision of staff.
- At home, parents and carers are responsible for monitoring their child's use of the internet, including Office 365.
- Pupils may not use messaging apps or software on school tablets, iPads or their Office 365 account unless directed to do so by a member of staff.
- Pupils may not use video-calling apps or software on school tablets, iPads or their Office 365 account unless directed to do so by a member of staff.
- Pupils must immediately tell a member of staff if they receive an offensive e-mail.
- If a pupil receives an offensive email at home, this should be reported to parents /carers and to staff on return to school.
- Pupils must not reveal their personal details or those of others in e-mail communication, or arrange to meet anyone without specific permission.
- Whole class e-mail addresses may be used by pupils when in-school, for example to communicate with other 'whole classes' as part of our Global learning. In this instance, children will not know the whole class password.
- Access to external personal e-mail accounts is blocked by the school system.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Use of social media including Office 365. Social networking and personal publishing

- The school blocks/filters access to social networking sites.
- Newsgroups are blocked unless a specific use is approved.
- Pupils are advised never to give out personal details of any kind which may identify them or their location.
- The school will control access to social networking sites, and consider how to educate pupils in their safe use. This control may not mean blocking every site; it may mean monitoring and educating students in their use.
- Use of video services such as Skype, Google Hangouts and Facetime will be monitored by staff. Pupils must be supervised by a member of staff before making or answering a video call.
- Staff and pupils should ensure that their online activity, both in school and out takes into account the feelings of others and is appropriate for their situation as a member of the school community.
- Parents and carers are responsible for monitoring their child's use of social networking outside school. Parents and carers must ensure their child's use of Office 365 outside school complies with the school policy.

Published content and the school website

- The contact details will be the school address, email and telephone number. There is an email address for each class where the teacher can be contacted directly for the purposes of home learning.
- Staff or pupils personal contact information will not be published.
- The Headteacher will take overall editorial responsibility of the website and school twitter account and ensure that content is accurate and appropriate.



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Publishing pupil's images and work (photos and video)

- Photographs and video that include pupils will be selected carefully where parents have given permission
- Pupils' names will not be used on the school website in association with photographs or video where this would identify a child.

Use of personal devices

- Personal equipment may be used by **authorised staff only** to access the school IT systems provided their use complies with the Online Safety policy and the relevant Acceptable Use of Computers form. The school is not responsible or liable for damage caused to personal devices.
- Staff must not store images of pupils or pupil personal data on personal devices.
- The school cannot be held responsible for the loss or damage of any personal devices used in school or for school business.
- In exceptional circumstances, the Headteacher may agree with parents /carers for a child to use a personal device in school. In such a case, there will be an individual agreement ensuring appropriate use and monitoring of the device. The school will not be held responsible or liable for any damage.
- Mobile phones are handed straight to the office and pupils cannot have them with them in the day.
- Pupils bringing their mobile phones to school may not use them in the playground.
- Adults may not use mobile phones on the premises unless previously agreed by the Headteacher. This includes adults at drop-off and pick-up times within the school grounds.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Managing filtering

- The school is compliant with the requirements of Keeping Children Safe in Education – Filtering
- The school will work with Devon County Council, BECTA and the SWGfL to ensure systems to protect pupils are subject to regular checks to ensure that filtering methods are appropriate, effective and reasonable.
- If staff or pupils discover an unsuitable site, it must be reported to one of the Online Safety Co-ordinators who will ensure it is blocked.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. (See school's Data Protection Policy and Privacy Notices).

Policy Decisions

Authorising Internet access

- All parents must read and sign the 'Acceptable Computing Use Agreement' (AUP) before pupils are allowed to use the Internet.



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- Pupils can only access approved on-line material and the internet with the supervision of a responsible adult.
- All staff must read and sign the 'Acceptable Use of Computers' policy before using any school Computing resource.

Assessing risks

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Devon County Council can accept liability for the material accessed, or any consequences of Internet access. Methods to identify, assess and minimise risks will be reviewed regularly.
- The school will audit Computing provision to establish if the e-Safety policy is adequate and that its implementation is appropriate and effective.

Handling Online Safety complaints

- Complaints of Internet misuse will be dealt with by one of the Online Safety Coordinators.
- Responses to Internet misuse may include
 - Informing parents/carers
 - Removal of Internet/computer/device access for a set period
- Any complaint about staff misuse will be referred to the Headteacher.
- Complaints of a child protection nature will be dealt with in accordance with school child protection procedures.
- Parents and carers are responsible for their child's internet use outside school, including when accessing home learning and Office 365. Inappropriate use of school systems outside school may result in access being blocked for a period of time.

Home and Community use of the Internet

- The school will be sensitive to Internet related issues experienced by pupils outside of school, e.g. social networking sites. Appropriate advice and guidance on safe use will be given to pupils in Key Stage 2.
- It is recognised that parents and carers often do not understand the risks of internet and social media use. The school will provide information and updates within the newsletters and through our website. It is a parental responsibility to monitor your child's use of the internet, their phone, tablet and computer to ensure your child is using the internet safely.

Communications Policy

Introducing the Online Safety policy to pupils

- Pupils need to agree to comply with the pupil Acceptable Use Policy in order to gain access to the school IT systems and to the internet
- Pupils will be regularly reminded about the contents of the Acceptable Use Policy as part of their Online safety education



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- Online safety rules posters will be positioned in all rooms where computers / tablets are used. Online safety will be discussed with the pupils at the start of each school term and regularly within the curriculum. Staff should 'use every opportunity' to discuss and teach about online safety.
- Pupils will be informed that Internet use will be monitored.

Staff and the Online-Safety policy

- All staff will be given access to the School Online Safety Policy and its importance will be explained.
- Staff will be aware that Internet use can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff will be given training and updates in internet safety.

Enlisting parents' support

- It is recognised that parents and carers often do not understand the risks of internet and social media use. The school will provide information and updates within the newsletters and through our website. It is a parental responsibility to monitor your child's use of the internet, their phone, tablet and computer to ensure your child is using the internet safely.
- Parents/carers' attention will be drawn to the School Online Safety Policy in newsletters, the school prospectus and on the school website.
- A partnership approach will be encouraged. This could include demonstrations for parents/carers and suggestions for safe home Internet use.
- The school will maintain a list of Online Safety resources for parents/carers.
- Parents and carers are responsible for their child's internet use outside school, including when accessing home learning and Office 365. Inappropriate use of school systems outside school may result in access being blocked for a period of time.

Conclusion

New technologies open up many new learning and teaching opportunities. We aim to keep children safe in the use of these through educating them in appropriate usage, through filtering mechanisms and through appropriate supervision.



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Acceptable Use Policy

Use of the school's computers, tablets and internet, including Office 365.

Key Stage 2 - Think then click!

These rules will help to keep everyone safe online and help us to be fair to others.

- I will only use the school's computers for schoolwork and homework
- I will not tell anyone my login and password
- I will only login to the school systems as myself
- I will only use Office 365 outside school for home learning and to communicate with my teaching team
- I will only edit or delete my own files
- I am aware that some websites and social networks have age restrictions which mean that I should not go on them
- I will only visit internet sites that are appropriate for my age
- I will only communicate with people I know, or that a responsible adult has approved
- I will only send polite and friendly messages (*is it safe, is it sensible, is it kind?*)
- I will not open an attachment, or download a file, unless I have been given permission by an adult
- I will not tell anyone my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- If I see anything I am unhappy with or I receive a message I do not like, I will show a responsible adult.

My name:

Date:





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Online safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the Online Safety Rules have been understood and agreed.

Pupil:

Class:

Pupil's Agreement

- I have read and I understand the school Online Safety Rules (Acceptable Use Policy).
- I will use the computer equipment, network, tablets, Internet access and other new technologies in a responsible way at all times when I am in school and outside of school.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Web Publication of Work and Internet Access

- I agree that my son/daughter's work may be electronically published. Full names will not be used.
- As the parent or legal guardian of the above pupil, I have read and understood the attached school Online Safety rules and grant permission for my daughter or son to have access to use the internet, School Office 365, and other Computing facilities at school.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I know that my daughter or son has signed an Online Safety agreement form and that they have a copy of the school Online Safety rules. We have discussed this document and my son/daughter agrees to follow the e-safety rules and to support the safe and responsible use of computing systems at The Beacon Church of England (V.A.) Primary School.
- I understand that the school can check my child's computer files and the internet sites that they visit, and that if they have concerns about their Online Safety or e-behaviour they will contact me.
- I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.
- I will monitor and support my child's use of computer /tablet to access their school Office 365, other school accounts and the internet outside of school in accordance with the Online Safety Policy.
- I will support the school by promoting safe use of the internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

The full Online Safety policy is available on the School website.

Signed:

Date:

Please print name:

Please complete, sign and return to school. Thank you.



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Acceptable Use Policy EYFS / KS1



Think then click.



I will take care of the school's computers and tablets.

I will only use the internet when an adult is with me.

I can only click on buttons and links when I know what they do.

I will not tell other people personal things about me.

I will tell an adult if I see something on the internet
or a message that upsets me.

I will only open or send messages with an adult.

I will only use Office 365 to communicate
with my teaching team.

I will always be polite and friendly when I send messages.

I will think, 'is it safe, is it sensible, is it kind?'

