ONLINE SAFETY POLICY

Staff:	**Head Teacher**
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Headteacher: Mrs Kate Collins

a member of

Learning Partners

academy trust

The Online Safety Policy relates to other policies including those for Computing, Anti-bullying, PSHE and for Child Protection and Safeguarding.

Aims and objectives

Technology is embedded in every classroom and innovative use of new technologies has the capacity to inspire and scaffold learning, motivate learners and create opportunities to support and challenge at all levels. However, technology must be used safely, securely and responsibly to protect all members of our community. The measures and procedures detailed within this policy allow children and adults to use, learn through and enjoy technology in a safe environment.

Roles and responsibilities

Sandfield Primary School will have a nominated Computing Leader responsible, on behalf of the Headteacher and Safeguarding Lead, for ensuring this policy is maintained in line with current guidance and ensuring that it is implemented effectively across the school.

The Safeguarding Lead and Online Safety Leader work closely together to ensure any online safety safeguarding / child protection concerns are dealt with in line with the safeguarding policy. Any online safety risks will be judged using the Keeping Children Safe in Education 4 categories of risk - Content, Contact, Conduct & Commerce.

Teaching and learning

Why 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 students with quality computing experiences as part of their learning.
- The school uses an Internet Provider and Filtering System that meet government online safety guidance and are recognised for their effectiveness in a Primary education setting. The systems used by the school will be reviewed on an annual basis to ensure they continue to provide high levels of protection. The current system used by the school are RM (internet access) and the school uses the Safetynet.RM filtering system.
- Pupils are taught what Internet use is acceptable and what is not and are given clear objectives for Internet use.
- Pupils are educated in safe searching when using the Internet, and will be directed to safe and age appropriate digital resources.
- Pupils are shown how to publish and present information appropriately to a wider audience.
- Pupils are taught how to use online communication tools effectively and safely.
- Pupils are taught about their own conduct online and the consequences for their own, and others, safety. This will include cyber-bullying and expected behaviours both in and out of school with specific work on social media charters.

Pupils will be taught how to evaluate Internet content

- The school will seek to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Where possible, pupils are encouraged to verify the information they find online with other sources, e.g. books
- Pupils will be taught how to report content that concerns them to a member of teaching staff.
- As part of the trust's partnership with Microsoft, the school makes use of AI-enabled tools such as Microsoft Copilot. The safe and responsible use of these technologies is included within the scope of this policy. Staff and pupils will be supported to understand the opportunities and risks associated with AI, including data privacy, accuracy of information and exposure to inappropriate content. All AI tools will be subject to the same safeguarding, filtering and monitoring expectations as other online services used within the trust.

Systems and procedures for safe Teaching and Learning

- The school will ensure safe use of new technology and the longevity of these devices by developing a clear and robust code of practice which the children are aware of and adhere to. (Ipad rules – Appendix 3)
- The Online safety leader will conduct an assembly at the start of each academic year and the ipad rules code will be revisited.
- Staff will attend this assembly also so that there is clarity of use and the rationale behind these rules.
- In UKS2, class charters are also reviewed annually to highlight the age-appropriateness of apps, games and digital content. This also forms part of the PSHE and Safeguarding policies. (Social Media charter Appendix 4)

E-mail

- Staff may only use approved e-mail accounts on the school system (@sandfield.surrey.sch.uk)
- Incoming e-mail, where the author is unknown, will be treated as suspicious and attachments not opened.

Google account

- Pupils will be given access to the Google suite of accounts, via a whole school pupil account, in order to use Google Forms (surveys), Google Slides (presentations), Adobe Spark (vlogging and video presentations), Blogger (blogging).
- Pupils will be taught the importance of keeping passwords safe and the password will be changed by the Online Safety Lead at regular intervals.

Published content and the school website

- The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The Headteacher has overall editorial responsibility and ensures that content is accurate and appropriate.

Publishing pupils' images and work

- Written permission from parents or carers is obtained before photographs of pupils are published on the school website.
- Pupils' full names will not be used on the school website, particularly in association with photographs.
- The policy should note that the school operates a single, official Instagram account used solely for marketing purposes. This is the only Instagram page managed by the school, and no other accounts are school-sanctioned.
- ***Parents are clearly informed of the school policy on image taking and publishing.***

Managing filtering

- The school works in partnership with Learning Partners Trust to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the Online Safety Leader.
- Staff will ensure that regular checks are made so that the filtering methods selected are appropriate, effective and reasonable.

Managing video conferencing

- Video conferencing will only take place through appropriate teacher supervision.

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.
- Mobile phones and associated cameras will not be used during lessons or formal school time.
- Staff will use a school phone where contact with parents or pupils is required.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Policy Decisions

Authorising Internet access

- All staff must read and sign the 'Sandfield Staff Acceptable Use Policy' before using any school computing resource. This is presented at annual Inset days and to other staff individually if they join the staff team mid academic year.
- Teaching staff demonstrate effective use of the internet and access to the Internet is by direct adult supervision using approved on-line materials.
- Parents will be asked to sign and return an internet consent form.
- Any person not directly employed by the school will be asked to sign a 'Sandfield Staff Acceptable Use Policy' before being allowed to access the Internet from the school site.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the nature of the internet, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Learning Partners Trust can accept liability for the material accessed, or any consequences of Internet access.
- The school audits computing use and emergence of new technologies to establish if the online safety policy is adequate and that the implementation of the online safety policy is appropriate and effective.

Handling Online Safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will be informed of consequences for pupils misusing the Internet, as stated in the KS1 and KS2 Acceptable Use Policies signed by parents (appendix 1)

Community use of the Internet

- All use of the school Internet connection by community and other organisations shall be in accordance with the school Online Safety policy.

Sanctions and disciplinary measures

- Children who do not adhere to the Online Safety policy and pupil acceptable use policy (appendix 1) or the iPad Do/Don't rules (appendix 3) through inappropriate use of software or hardware, will be prohibited from using the equipment for a period of time, at the discretion of the Computing leader and senior staff.

- In the event of an adult not adhering to the Online Safety Policy, through inappropriate use of software, hardware, internet browsing, or sensitive data stored on any device, an immediate meeting will be held with the individual(s), the Computing leader and the Headteacher. This meeting will ascertain the severity of the misdemeanour before cautions or sanctions can be put in place.
- The inappropriate use of software, hardware, internet browsing or sensitive data by an adult, could result in the termination of the adult's contract, with the school, and criminal proceedings.

Communications Policy

Introducing the Online Safety policy to pupils

- Appropriate elements of the Online Safety policy are shared with pupils.
- Online Safety rules are posted in all school learning areas where the internet is accessed.
- Pupils are informed that network and Internet use will be monitored.
- Online Safety lessons are taught throughout the school and link to the PSHE policy.

Staff and the Online Safety policy

- All staff will be given the School Online Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Upon induction, new staff will receive specific training on safe internet use in a school learning environment. There will also be induction detailing professionalism whilst online.

Enlisting parents' support

- ***Parents' and carers' attention will be drawn to the School Online Safety Policy.***
- The school will maintain and share a list of recommended Online Safety resources for parents/carers to use in reinforcing messages of online safety outside of school.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

Appendix 1

Dear Parents and Carers,

KS1 Parent / Carer Acceptable Use Agreement Template

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They 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 Policy is intended to ensure:

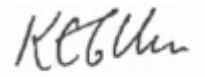
- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school / academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents and carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Yours sincerely,



Mrs Kate Collins
Headteacher

Parent / Carer Permission Form for Children in Key Stage 1 at Sandfield Primary School

Parent / Carers Name: ……..

Student / Pupil Name: ……..

As the parent / carer of the above *students / pupils*, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems.

I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed: …….

Name of Parent/ Carer (*please print*): ……

Date: …….

Dear Parents and Carers,

KS2 Parent / Carer Acceptable Use Agreement Template

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They 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 Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school / academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents and carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Yours sincerely,

Mrs Kate Collins
Headteacher

Appendix 2

Parent / Carer Permission Form for Children in Key Stage 2 at Sandfield Primary School

Pupil Name: ……..

Parent / Carers Name: ……..

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

* I understand that the school will monitor my use of the systems, devices and digital communications.

* I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

* I will be aware of "stranger danger", when I am communicating on-line.

* I will not disclose or share personal information about myself or others when on-line (this includes names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)

* If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.

* I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

* I understand that the school / academy systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

* I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

* I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

* I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

* I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

* I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

* I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

* I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

* I will immediately report any damage or faults involving equipment or software, however this may have happened.

* I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person or organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

* I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

* I will only use social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

* I should ensure that I have permission to use the original work of others in my own work

* Where work is protected by copyright, I will not try to download copies (including music and videos)

* When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

* I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

* I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network and internet.

Pupil in KS2 Acceptable Use Agreement Form

This form relates to the Pupil Acceptable Use Agreement.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices
- I use my own devices out of the school in a way that is safe and respectful

Name of Student / Pupil: _____

Class: _____

Signed: _____

Date: _____

Please complete this section to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Signed: ……..

Name of Pupil (*please print*): ……

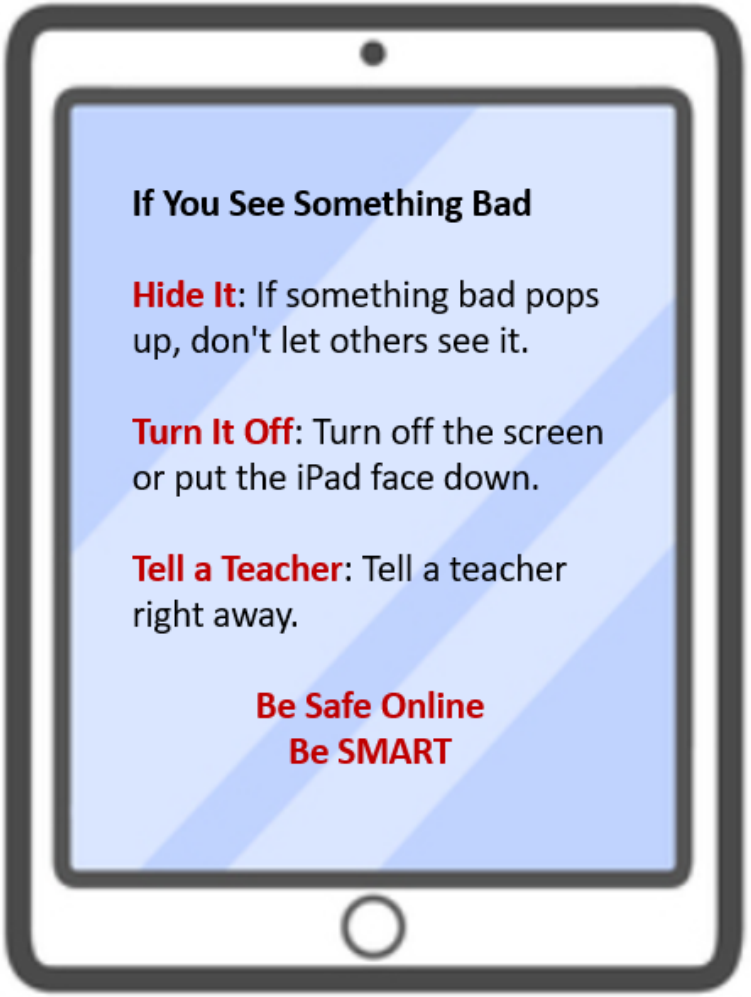
Date: ……

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet.

Signed: ……..

Name of Parent/ Carer (*please print*): ……

Date: ……..

SANDFIELD PRIMARY SCHOOL
Challenge - Learn - Achieve

Using our iPad safely