

Fiskerton CE Primary School

'Where happy children learn'



Online Safety Policy

2023 - 25

Flourishing together within the love of God.

As an inclusive and caring church school, we aim to provide an excellent education and develop a life-long love of learning. We see all members of our school family as valued and valuable in the eyes of God, and we support and challenge everyone to achieve their full potential.

"I come to bring life in all its fullness." (John 10:10)

Being a Good Neighbour

Friendship
Peace
Love
Thankfulness

Fulfilling Our Gifts

Wisdom
Self-Belief
Hope
Trust

Serving Others

Compassion
Forgiveness
Responsibility
Respect

Online Safety Policy

This policy applies to all members of the school (including staff, governors, pupils, volunteers, parents / carers, visitors and community users) who have access to and are users of school ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other online safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate online safety behaviour that take place out of school.

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within the school:

Governors:

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about online safety incidents and monitoring reports. The role of all of the Governors will include:

- relevant online safety training has been undertaken.
- promoting online safety within the wider community.

A member of the Governing Body, has taken on the role of Online Safety Governor. The role of the Online Safety Governor will include:

- regular meetings with the Online Safety Co-ordinator.
- regular monitoring of online safety incident logs.
- regular monitoring of filtering / change control logs.
- monitor the online safety education within the school.
- reporting to relevant Governor.

Headteacher and Senior Leaders:

- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety will be delegated to the Online Safety Co-ordinator.
- The Headteacher and the online safety co-ordinator should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.
- The Headteacher is responsible for ensuring that the Online Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant, which is regularly reviewed. They will also ensure that online safety training is part of the induction process for new staff members.
- The Headteacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Senior Leadership Team will receive regular monitoring reports from the Online Safety Co-ordinator.

Online Safety Coordinator:

- develops an online safe culture under the direction of the management team.
- has received enhanced training beyond general awareness training, which is reviewed accordingly.

- raises awareness and understanding of online safety to all members of our school community, including parents and carers.
- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority / relevant body
- liaises with school technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments,
- meets regularly with Online Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- reports regularly to Senior Leadership Team.
- ensures that the online safety programme is regularly monitored, reviewed and its impact assessed.

Technical staff:

The Technical Staff and the Co-ordinator for Computing is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- the school's internet service provider is fully accredited.
- that the school meets required online safety technical requirements and any Local Authority / other relevant body Online Safety Policy / Guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- the filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person.
- differentiated internet access is available for staff.
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- that the use of the network / internet / Virtual Learning Environment / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Headteacher or Online Safety Coordinator for investigation.
- that monitoring software / systems are implemented and updated as agreed in school policies

Teaching and Support Staff

The teaching and support staff are responsible for ensuring that:

- they have an up to date awareness of online safety matters, through relevant training programmes that align with the safeguarding and child protection training. In addition to the current school online safety policy and practices.
- they have read, understood and signed the Staff Acceptable Use Policy (AUP)
- they report any suspected misuse or problem to the Headteacher or Online Safety Coordinator for investigation and record such incidents in the online safety log.
- refer to the post incident strategy flowchart when dealing with any security incidences.
- all digital communications, including live digital lessons with pupils, parents or carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the online safety and acceptable use policies
- they monitor the use of digital technologies, Ipads etc in lessons and other school activities and implement current policies with regard to these devices.
- when leading live online sessions, they will take place through Google Meet, where only individuals holding a school email address will be able to join. The whole session is recorded and will be uploaded automatically to the Google Drive.
- if they are concerned about the use of social media outside of school, this may be monitored accordingly.
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Child Protection / Safeguarding Designated Person

The child protection/safeguarding designated person should be trained in online safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data, including passwords
- inappropriate use of social media
- access to illegal / inappropriate materials
- inappropriate online contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying
- inappropriate online content

Pupils:

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Policy.
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- will be expected to know and understand policies on the use of mobile devices and tablets. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school.
- will receive additional training and support if they do not comply with school online safety procedures.
- are involved in online safety campaigns, such as Safer Internet Day.
- are welcomed to provide feedback in reviews on online safety related to the policies.
- can contribute towards parent information events with online safety as their focus.
- are recognised by the school for their high level of skills and knowledge about the use of new technologies, which they are asked to contribute accordingly.
- when completing remote learning, the children are doing so appropriately and if commenting on other pupil's comments they are making positive comments and using appropriate language.

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local online safety campaigns / literature. Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- School or class twitter posts
- access to parents' online safety section of the website
- parents' workshops linked to online safety

Any incidents linked to online safety will be reported to parents/carers and relevant in school training will be identified and addressed, either through the curriculum or one to one work.

Policy Statements

Education - pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. As a part of the PREVENT duty, the education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum reflects the wider personal, social and technical aspects of online safety education, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum should be provided as part of Computing lessons or any areas of the curriculum and should be regularly revisited
- content will include prevention of radicalisation, Child Sexual Exploitation and bullying.
- Key online safety messages should be reinforced as part of a planned programme of assemblies and pastoral activities
- Pupils should be taught in all lessons to be critically aware of the content they access online and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school.
- Pupils should be educated about the risks involved when using various social media, such as sharing personal information and images, cyber-bullying, sexting, etc. This will include the use of mobile devices to access social media.
- Pupils should be educated about gaming devices and the games that are age appropriate and those that are not, by looking at the age rating and the content of the different games.
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Social media is used by the school, where it is relevant and age appropriate to learning.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education - parents / carers

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring of the children's online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, website, Twitter
- Parents / Carers evenings or open afternoons
- High profile events, eg Safer Internet Day
- Reference to the relevant websites / publications eg www.swgfl.org.uk www.saferinternet.org.uk/ <http://www.childnet.com/parents-and-carers>



Signed:

Sally Reeve, Chair of Governors

Reviewed: 15.03.2023

To be reviewed: March 2025