



Hambleton Church of England VC Primary School

Online Safety Policy

Introduction

This policy has been written based on North Yorkshire Online Safety guidance in conjunction with BECTA and CEOP materials. It has been adapted to reflect the school's own decisions on balancing educational benefit with potential risks. This Online Safety Policy will be used in conjunction with policies relating to Acceptable Use Agreement, Social Media Policy for Staff, Data Protection, Behaviour, Anti-bullying, Safeguarding Statement, Child Protection, Staff Code of Conduct, School Information (FOI) Policy and Home-School Agreements. The Headteacher has identified himself as the Online Safety co-ordinator.

Rationale

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning.

Scope

This policy applies to all pupils, teaching staff, support staff, governors, visitors and all volunteers.

Aims

Respectful: We want our children (and school adults) to develop an understanding of the uses, importance and limitations of digital technologies in the modern world including the need to avoid undesirable material and to treat each other as respectfully online as they would face-to-face.

Creative: We want all children to develop a positive attitude to digital technologies and develop their Computing capability through both independent and collaborative working. We want all of our children to be 'digitally literate' to use and express themselves and develop their ideas through digital technology. Our children will use digital technologies to support, extend and enhance their learning.

Safe: All of our children will be taught, in an age-appropriate way, about the risks of internet use. We want them to know how to share information selectively and safely, how to identify inappropriate content and how to report it. We want our children to use existing, as well as up and coming, technologies safely. Our staff will receive training to update their knowledge (and to raise awareness of keeping themselves safe online).

Pupils will develop an understanding of the uses, importance and limitations of the internet. (Internet use will support, extend and enhance their learning).

- Pupils will be given clear objectives for purposeful internet use
- Web content will be subject to age-appropriate filters and teacher will check websites before use to see that they are age-appropriate

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- Internet use will be embedded in the curriculum within the Computing Curriculum and within research and purposeful play to enhance other curriculum areas
- Pupils will be taught how to effectively use the internet for research purposes
- Pupils will be taught to evaluate information on the internet, understanding that what they see may not always be true or accurate
- Pupils will be taught how to report inappropriate web content, including extremist materials.

Pupils will be taught about Online Safety within the curriculum.

- Online safety will be taught through the Jigsaw PSHE curriculum and Evolve online safety resources
- A pupil group of Digital Leaders will be established and work with every class to enhance online safety learning

(The School Council or Digital Leaders will agree, share and display in every class, child-friendly Rules for Acceptable Internet Use).

Data Protection

There is a separate Data Protection policy.

E-mail

- Pupils and staff will only use approved e-mail accounts when using the school network.
- Pupils will tell a member of staff if they receive inappropriate e-mail communications.
- Pupils will only use e-mail for approved activities.
- Staff will use only school email addresses when communicating on school related matters.
- All Emails containing data will carry [secure] or [restricted] in the title line.

Internet Access and Learning Platform

- Staff will read the Online Safety, Acceptable Use Agreement – ICT and E-Technology, Staff Code of Conduct and Social Media policies before using any school ICT resource.
- Parents will read and sign the Home School Agreement before their children are given access to internet resources.
- Pupils' internet access during school hours will be directly supervised by a member of staff. The school's portable technology should only be used by children in the classroom or immediately outside with the classroom door open.
- Digital devices should not be used at lunchtimes or break-times without direct supervision



Mobile Phones and other handheld technology

Pupils are not permitted to have mobile phones or other personal handheld technology in school (exceptions are permitted for Yr6 children who walk to and from school alone – after parents have informed the school office, they may leave mobile phones in the teacher's drawer at the beginning of the day and collect it at the end). Such items can be confiscated by school staff if they have reason to think that they are being used to compromise the wellbeing and safety of others (Education and Inspections Act 2006, Sections 90, 91 and 94). Staff must not use their personal equipment to store photographs of children from school.

School Website and Published Content

NYCC maintain the school site – all material forwarded to them for publication must come from a Hambleton CE School email address.

Systems Security

ICT systems security will be regularly reviewed with support from the school's ICT maintenance contractor (SMD Solutions) and Schools ICT.

Web Filtering

The school will work with Schools ICT to ensure that appropriate filtering is in place. Pupils will report any inappropriate content accessed to the Online Safety co-ordinator.

In line with expectations in KCSIE 2023, the internet filtering system is tested termly for alerts by a member of SLT and reported to the governing body. NYC Schools ICT maintain internet filtering for Hambleton CE Primary School.

Communication of the Online Safety policy to pupils and staff

- Pupils will read (or be read) and sign the Home School Agreement before using these resources.
- Pupils will be informed that internet use will be monitored.
- The Online Safety and acceptable use policies will be highlighted to all new members of staff and signed by all staff
- Staff will be informed that use of the internet will be monitored.
- The Online Safety policy and Home School Agreement will be available upon request

Communication of the Online Safety policy to parents/carers

- This policy will be available on the school website
- The school website will include a list of Online Safety resources and information for parents to access.
- Parents will be asked to sign a home-school agreement when their children join the school. This will include acceptable use policies relating to the internet and other digital technologies.
- The school will communicate and publicise Online Safety issues to parents through the school newsletter and website.



Online Safety Complaints

Instances of pupil internet misuse should be reported to, and will be dealt with by, the Online Safety co-ordinator. Instances of staff internet misuse should be reported to, and will be dealt with by, the Headteacher. Pupils and parents will be informed of the consequences of internet misuse.

Whole-School Responsibilities for Internet Safety

The Headteacher is responsible for Online Safety issues within the school but may delegate the day-to-day responsibility to a Senior Leader or the Computing Lead. The Headteacher will also:

- ensure that the Governing Body is informed of Online Safety issues and policies.
- ensure that appropriate funding is allocated to support Online Safety activities throughout the school.
- have primary responsibility: establish and maintain a safe ICT learning environment
- establish and maintain a school-wide Online Safety programme.
- work with the staff and governor team to develop, and review, Online Safety policies and procedures.
- respond to Online Safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies, and log serious breaches
- establish and maintain a staff professional development programme relating to Online Safety.
- develop a parental awareness programme.
- develop an understanding of relevant legislation.

The Governing Body will:

- appoint an e-Governor who will have specific responsibility for ICT and who will ensure that Online Safety is included as part of the regular review of child protection and health and safety policies.
- support the Headteacher and/or designated Online Safety co-ordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- ensure that appropriate funding is authorised for Online Safety solutions, training and other activities as recommended by the Headteacher and/or designated Online Safety coordinator.

Teaching and Support Staff, non-teaching staff, volunteers and student teachers (as appropriate) will:

- contribute to the development of Online Safety policies.
- adhere to Acceptable Use Agreement – ICT and E-Technology, Code of Conduct.
- take responsibility for the security of data.
- develop an awareness of Online Safety issues, and how they relate to pupils in their care.
- model good practice in using new and emerging technologies.
- embed Online Safety education in curriculum delivery.
- know when and how to escalate Online Safety issues.

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- maintain a professional level of conduct in their personal use of technology, both within and outside school.
- take responsibility for their professional development in this area.

Parents and Carers will:

- read acceptable use and Online Safety policies and encourage their children to adhere to them.
- adhere to acceptable use policies when using the school internet.
- discuss Online Safety issues with their children, support the school in its Online Safety approaches and reinforce appropriate behaviours at home.
- model appropriate uses of new and emerging technologies.
- liaise with the school if they suspect, or have identified, that their child, or another child in the school is conducting inappropriate behaviour online.

Reviewed: April 2024

Next Review Due: Spring 2026

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