



## **BECKWITHSHAW, KETTLESING & RIPLEY ENDOWED C.E. PRIMARY SCHOOLS**

*“At the federation of Beckwithshaw, Kettlesing Felliscliffe and Ripley Primary schools we aim to provide an environment of mutual respect and love where all children flourish and who grow together, guided by love.”*

**Date reviewed:** January 2025

**Next review:** January 2026

The Headteacher has identified Ashleigh Miller as the online safety co-ordinator. This policy has been prepared by the online safety co-ordinator in consultation with other staff members and has been agreed by the Headteacher and Governing Body.

### **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 their learning. It is vital that pupils develop knowledge and understanding of how to protect themselves and others online and what to do if they encounter inappropriate content.

### **Scope**

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

### **Aims**

Our aims are to ensure that all pupils, including those with special educational needs:

- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will develop a secure understanding of how to stay safe online
- will develop a secure understanding of what to do if they are the victims of online abuse or are exposed to inappropriate or upsetting content
- will use a VLE as a ‘walled garden’ environment to allow them to develop their skills and understanding in the responsible use of social media

### **Internet use will support, extend and enhance learning**

- Pupils will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters.
- Internet use will be embedded in the curriculum.

### **Pupils will develop an understanding of the uses, importance and limitations of the internet**

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate information on the internet.
- Pupils will be taught how to report inappropriate web content.
- Pupils will develop their ICT capability through both independent and collaborative working.
- Pupils will use the internet to enhance their learning experience.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.
- Pupils will be taught to manage an online profile and to communicate appropriately with other school users through the VLE (Virtual Learning Environment).

## **Data Protection**

- There is a separate Data Protection policy.

## **E-mail and messaging**

- Pupils will only use approved e-mail and messaging accounts when using the school network.
- Pupils will tell a member of staff if they receive inappropriate communications.

## **Mobile Phones and other handheld technology**

Pupils are not generally permitted to bring their personal mobile phones into school. Any phones or handheld technology brought into school by children for any reason will be kept in the safe and used under the guidance of a member of staff.

Pupils are only permitted to have mobile phones or other personal handheld technology in school with the permission of the Headteacher. When pupils are using mobile technology (their own or that provided by the school) they will be required to follow the school's Acceptable Use Policy (AUP). 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*).

## **Systems Security**

- ICT systems security will be regularly reviewed with support from Schools ICT and Veritau (GDPR regulators).

## **Web Filtering**

- The school will work with Schools ICT to ensure that appropriate filtering is in place.
- Pupils will report any inappropriate content accessed by speaking to a trusted adult in school.

## **Communication of the online safety policy to pupils**

- Pupils will read (or be read) and sign the age-appropriate Internet and Learning Platform Acceptable Use Policy before using these resources.
- Online safety rules will be posted in each room where a computer is used.
- Pupils will be informed that internet and VLE use will be monitored.
- Online safety will be included in the curriculum and regularly revisited

## **Communication of the online safety policy to staff**

- The online safety and acceptable use policies will be given to all new members of staff as part of the staff handbook.
- The online safety and acceptable use policies will be signed by all staff and discussed with them at least annually.
- Staff will be informed that internet and Learning Platform use will be monitored.

## **Communication of the online safety policy to parents/carers**

- The acceptable use policies will be available on the school website.
- The school website and Learning Platform (where applicable) 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, Learning Platform and other digital technologies.

## **Online safety Complaints**

- Instances of pupil internet or Learning Platform misuse should be reported to a member of staff.
- Staff will be trained so they are able to deal with online safety incidents. They must log incidents reported to them and if necessary refer the matter to a senior member of staff.
- Instances of staff internet or Learning Platform misuse should be reported to, and will be dealt with by, the Headteacher.

- Pupils will be informed of the consequences of internet and/or Learning Platform misuse.

### **Whole-School Responsibilities for Online Safety**

#### **Headteacher**

- Responsible for online safety issues within the school but may delegate the day-to-day responsibility to a Senior Leader or the online safety co-ordinator.
- Ensure that the online safety co-ordinator is given appropriate time, support and authority to carry out their duties effectively.
- Ensure that developments at Local Authority level are communicated to the online safety co-ordinator.
- 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.

#### **Online safety Co-ordinator**

- Primary responsibility: establish and maintain a safe ICT learning environment (under the direction of Senior Management).
- Establish and maintain a school-wide online safety programme.
- Work with teaching staff 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 maintain an incident log.
- Review the effectiveness and impact of the policy.
- Establish and maintain a staff professional development programme relating to online safety.
- Keep parents aware of online safety issues through written communication or parent information meetings.
- Develop an understanding of relevant legislation and take responsibility for their professional development in this area.

#### **Governing Body**

- Appoint an online safety Governor 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 co-ordinator (as part of the wider remit of the Governing Body with regards to school budgets).

#### **Teaching and Support Staff**

- Contribute to the development of online safety policies.
- Adhere to acceptable use policies.
- 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.
- Include online safety regularly in the curriculum.
- Deal with online safety issues they become aware of and know when and how to escalate incidents.
- 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.

#### **Wider School Community**

This group includes: non-teaching staff; volunteers; student teachers; other adults using school internet, Learning Platform or other technologies.

- Contribute to the development of online safety policies.
- Adhere to acceptable use policies.
- 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.
- Know when and how to escalate online safety issues.
- 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**

- Read acceptable use policies and encourage their children to adhere to them.
- Adhere to acceptable use policies when using the school internet and/or Learning Platform.
- Discuss online safety issues with their children, support the school in its online safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liaise with the school if they suspect, or have identified, that their child or another child known to them is conducting risky behaviour online.