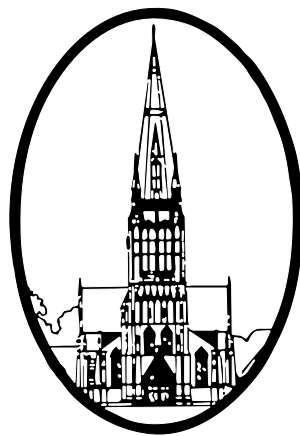


St. Mary's C. of E. Primary School

'Feeding the mind, body and spirit so we can be the best we can be.'



Online safety Policy

Revised: January 2022

Review date: January 2024

Mission Statement and Values

'Feeding the mind, body and spirit so we can be the best we can be.'

We foster everyone's potential and hunger for learning by serving up a wonderful diet of generosity, sharing and a sense of belonging. We are here to serve our community and we welcome children from all faiths and none.

Sit around the table at St Mary's and you will discover a warm welcome and a great community!

The Spiritual Values to which we aspire are:

Kindness: in treating others as we would want to be treated ourselves.

Truth: in the choices we make and in our dealings with family, friends, school and community.

Courage: to stand up for what is right, overcome our fears and aspire to make a positive change.

Hope: about the future and know that tomorrow can be even better than today.

Love: for ourselves and others, knowing that God loves us.

Contents

1. Introduction and Overview

- Aim and Scope
- Roles and responsibilities
- How the policy be communicated to staff/pupils/community
- Handling complaints
- Review and Monitoring

2. Education and Curriculum

- Pupil Online Safety curriculum
- Staff and governor training
- Parent awareness and training

3. Expected Conduct and Incident Management

- Expected conduct for all users; staff; students and parents
- Incident management

4. Managing the IT Infrastructure

- Passwords policy
- E-mail
- School website
- Learning platform
- Social networking
- Video Conferencing

5. Equipment and Digital Content

- Personal mobile phones and devices
- Digital images and video

6. Legislation and guidance

I. Introduction and Overview

Aim:

The purpose of this policy is to:

- Embed the Keeping Children Safe in Education 2021 legislation
- Set out the key principles expected of all members of the school community at St Mary's Primary School with respect to the use of IT-based technologies.
- Safeguard and protect the children and staff of St Mary's C of E Primary school.
- Assist school staff working with children to work safely and responsibly with the internet and other communication technologies and to monitor their own standard and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use.
- Have clear structures to deal with online abuse such as online bullying which are cross referenced with other school policies.
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.
- Maintain a 'It could happen here,' approach to reduce complacency and ensure that children are safeguarded from the potential harm of unlawful internet use.

This policy should be read in conjunction with the Safeguarding Policy

The main areas of risk for our school community can be summarised as follows:

Our approach to online safety is based on addressing the following categories of risk:

Content – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism

Contact – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

Conduct – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and

Commerce – risks such as online gambling, inappropriate advertising, phishing and/or financial scam.

Scope

This policy applies to all members of St Marys Church of England Primary school (including staff, governors, volunteers, contractors, students/pupils, parents/carers, visitors and community users) who have access to our digital technology, networks and systems, whether on-site or remotely, and at any time, or who use technology in their school role.

Role Key Responsibilities

Role	Key Responsibilities
Headteacher Jane O'Brien	<ul style="list-style-type: none">• The headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.
Designated Safeguarding Lead Anna Joseph	<p>(The key responsibilities below are taken from Keeping Children Safe in Education 2021)</p> <ul style="list-style-type: none">• "The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety)."• Ensure "An effective approach to online safety [that] empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene in and escalate any incident where appropriate."• "Liaise with the local authority and work with other agencies in line with Working together to safeguard children"• Take day to day responsibility for online safety issues and be aware of the potential for serious child protection concerns <p>This list is not intended to be exhaustive.</p>
Safeguarding Governor Katie Chubb	<ul style="list-style-type: none">• To ensure that the school follows all current Online safety advice to keep the children and staff safe• To approve the Online Safety Policy and review the effectiveness of the policy.• To support the school in encouraging parents and the wider community to become engaged in Online safety activities• To regularly review with the Safeguarding Lead of Online safety incident logs, filtering / change control logs)
Computing Curriculum Leader Aysha Begum	<ul style="list-style-type: none">• To oversee the delivery of the online safety element of the Computing curriculum• To liaise with the Safeguarding Lead regularly
Turn it On Network Manager/technician	<ul style="list-style-type: none">• To report any online safety related issues that arise, to the Safeguarding lead• To ensure that users may only access the school's networks through an

	<p>authorised and properly enforced password protection policy, in which passwords are regularly changed</p> <ul style="list-style-type: none"> • To ensure that provision exists for misuse detection and malicious attack e.g. keeping virus protection up to date) <ul style="list-style-type: none"> • To ensure the security of the school IT system • To ensure that access controls / encryption exist to protect personal and sensitive information held on school-owned devices <p>the school's policy on web filtering is applied and updated on a regular basis</p> <ul style="list-style-type: none"> • LGfL is informed of issues relating to the filtering applied by the Grid • that he / she keeps up to date with the school's Online safety policy and 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 / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Safeguarding Lead /Headteacher for investigation / action / sanction • To ensure appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster. • To keep up-to-date documentation of the school's online security and technical procedures
Teachers	<ul style="list-style-type: none"> • To embed online safety issues in all aspects of the curriculum and other school activities • To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extra-curricular and extended school activities if relevant) • To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws
All staff	<ul style="list-style-type: none"> • To read, understand and help promote the school's online-safety policies and guidance • To read, understand, sign and adhere to the school staff Acceptable Use Agreement / Policy • To be aware of online safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices • To report any suspected misuse or problem to the Safeguarding Lead • To maintain an awareness of current online safety issues and guidance e.g. through CPD • To model safe, responsible and professional behaviours in their own use of technology • To ensure that any digital communications with pupils should be on a professional level and only through school based systems, never through personal mechanisms, e.g. email, text, mobile phones etc
Pupils	<ul style="list-style-type: none"> • Read, understand, sign and adhere to the Pupil Acceptable Use Policy • have a good understanding of research skills and the need to avoid

	<p>plagiarism and uphold copyright regulations</p> <ul style="list-style-type: none"> ● to understand the importance of reporting abuse, misuse or access to inappropriate materials ● to know what action to take if they or someone they know feels worried or vulnerable when using online technology. ● to know and understand school policy on the use of mobile phones, digital cameras and hand held devices. ● To know and understand school policy on the taking / use of images and on Online bullying. ● To 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 ● To take responsibility for learning about the benefits and risks of using the Internet and other technologies safely both in school and at home ● to help the school in the creation/ review of Online safety policies
Parents/carers	<ul style="list-style-type: none"> ● to support the school in promoting online safety and endorse the Parents' Acceptable Use Agreement which includes the pupils' use of the Internet and the school's use of photographic and video images ● to read, understand and promote the school Pupil Acceptable Use Agreement with their children ● to access the school website in accordance with the relevant school Acceptable Use Agreement. ● to consult with the school if they have any concerns about their children's use of technology
External groups	<ul style="list-style-type: none"> ● Any external individual / organisation will sign an Acceptable Use Policy prior to using any equipment or the Internet within school

Handling complaints:

- The school will take all reasonable precautions to ensure online safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.
- Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:
 - Interview with Safeguarding Lead / Headteacher;
 - informing parents or carers;
 - removal of Internet or computer access for a period,
 - referral to LA / Police.

- Our Safeguarding Lead acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.
- Complaints of online bullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school / LA child protection procedures.

2. Education and Curriculum

Pupil Online safety curriculum

This school:

1. Has a clear, progressive Online safety education programme as part of the Computing curriculum / PSHE curriculum. It is built on LA / LGfL online safeguarding and online literacy framework for EYFS to Y6/ national guidance. This covers a range of skills and behaviours appropriate to their age and experience, including:
 - to STOP and THINK before they CLICK
 - to develop a range of strategies to evaluate and verify information before accepting its accuracy;
 - to be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be;
 - to know how to narrow down or refine a search;
 - [for older pupils] to understand how search engines work and to understand that this affects the results they see at the top of the listings;
 - to understand acceptable behaviour when using an online environment / email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
 - to understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
 - to understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
 - to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;
 - to understand why they must not post pictures or videos of others without their permission;
 - to know not to download any files – such as music files – without permission;
 - to have strategies for dealing with receipt of inappropriate materials;
 - [for older pupils] to understand why and how some people will 'groom' young people for sexual reasons;
 - To understand the impact of online bullying, sexting, extremism and trolling and know how to seek help if they are affected by any form of online bullying.

- To know how to report any abuse including online bullying; and how to seek help if they experience problems when using the Internet and related technologies, i.e. parent or carer, teacher or trusted staff member, or an organisation such as ChildLine or the CLICK CEOP button.
- To have an awareness of the effects of excessive internet or gaming use on mental health and strategies to support anyone suffering from this
- Plans Internet use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas.
 - Will remind students about their responsibilities through an end-user Acceptable Use Policy which every student will sign/will be displayed throughout the school/will be displayed when a student logs on to the school network.
 - Ensures staff will model safe and responsible behaviour in their own use of technology during lessons.
 - Ensures that when copying materials from the web, staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright / intellectual property rights;
 - Ensures that staff and pupils understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include, risks in pop- ups; buying online; online gaming / gambling;

Staff and governor training

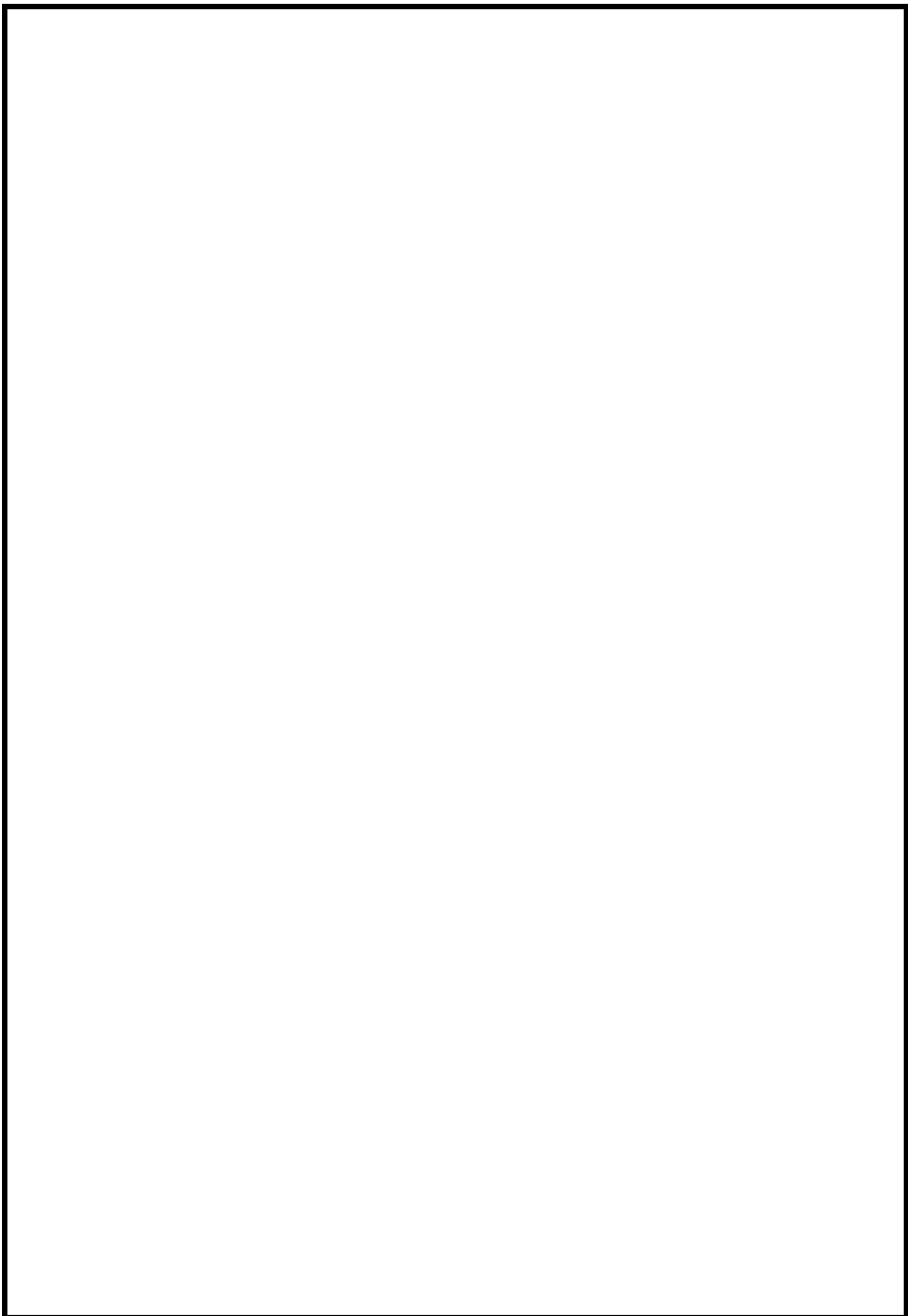
This school

1. Ensures staff know how to send or receive sensitive and personal data and understand the requirement to encrypt data where the sensitivity requires data protection;
2. Makes regular training available to staff on online safety issues and the school's online safety education programme.
3. Provides, as part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the Online safeguarding policy and the school's Acceptable Use Policies.
4. Has a culture of 'It could happen here,' to prevent complacency and ensure that staff are aware of the potential risks to all children including those who are deemed more vulnerable (SEND) to mitigate any internet abuse.

Parent awareness and training

This school

- Runs a rolling programme of advice, guidance and training for parents, including:
 - Information leaflets; in school newsletters; on the school web site;
 - demonstrations, practical sessions held at school;
 - suggestions for safe Internet use at home;
 - Provision of information about national support sites for parents.



3. Expected Conduct and Incident management

Expected conduct

In this school, all users:

- are responsible for using the school Computing systems in accordance with the relevant Acceptable Use Policy which they will be expected to sign before being given access to school systems.
- need to understand the importance of misuse or access to inappropriate materials and are aware of the consequences
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- 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 be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on online bullying

Staff:

- are responsible for reading the school's Online safety policy and using the school computing systems accordingly, including the use of mobile phones, and hand held devices.

Students/Pupils:

- should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations

Parents/Carers:

- should provide consent for pupils to use the Internet, as well as other technologies, as part of the Online safety acceptable use agreement form at time of their child's entry to the school
- should know and understand what the 'rules of appropriate use' are and what sanctions result from misuse

Incident Management

In this school:

- there is strict monitoring and application of the Online safety policy and a differentiated and appropriate range of sanctions, though the attitudes and behaviour of users are generally positive and there is rarely need to apply sanctions
- all members and its wider community are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes.

- support is actively sought from other agencies as needed (e.g. the local authority and regional broadband grid, UK Safer Internet Centre helpline) in dealing with online safety issues
- monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in Online safety within the school. The records are reviewed / audited and reported to the school's senior leaders, Governors / the LA / LSCB
- Parents / carers are specifically informed of online safety incidents involving young people for whom they are responsible.
- We will contact the Police if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law.

5. Managing the IT and Computing infrastructure

Password policy

- This school makes it clear that staff and pupils must always keep their password private, must not share it with others and must not leave it where others can find it;
- All staff have their own unique username and private passwords to access school systems. Staff are responsible for keeping their password private.
- We require staff to use STRONG passwords for access into our MIS system.
- We require staff to change their passwords into the MIS, LGfL USO admin site, every 90 days.

E-mail

This school

- Provides staff with an email account for their professional use, and makes clear personal email should be through a separate account;
- Provides *highly restricted (Safe mail) / simulated environments for e-mail with Key Stage 1 pupils*; Uses Londonmail with students as this has email content control
- Does not publish personal e-mail addresses of pupils or staff on the school website.
- Will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date
- Reports messages relating to or in support of illegal activities to the relevant Authority and if necessary to the Police.

School website

- The Headteacher takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- The school website complies with the statutory DfE guidelines for publications;

- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- The point of contact on the web site is the school address, telephone number and we use a general email contact address, e.g admin-office@st-marys.hackney.sch.uk. Home information or individual e-mail identities will not be published;
- Photographs published on the web do not have full names attached;
- We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website;
- We do not use embedded geodata in respect of stored images
- We expect teachers using' school approved blogs or wikis to password protect them and run from the school website.

Social networking

- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications.
- The school's preferred system for social networking will be maintained in adherence with the communications policy. <email, text, blogging>

School staff will ensure that in private use:

- No reference should be made in social media to students / pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the *school* or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

Video Conferencing:

- We only uses the LGfL supported services for video conferencing activity;
- We only uses approved or checked webcam sites;

CCTV

- We have CCTV in the school as part of our site surveillance for staff and student safety. We will not reveal any recordings (*retained by the Support Provider for 28 days*), without permission except where disclosed to the Police as part of a criminal investigation.

6. Equipment and Digital Content

Personal mobile phones and mobile devices

- Mobile phones brought into school are entirely at the staff member, student & parents or visitors own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.
- Student mobile phones which are brought into school must be turned off (not placed on silent) and given to the school office on arrival to school where they will be kept in a secure lockable drawer. Staff members may use their phones during school break times.

All visitors are requested to keep their phones on silent.

- The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided; except where it has been explicitly agreed otherwise by the Headteacher. Such authorised use is to be monitored and recorded. All mobile phone use is to be open to scrutiny and the Headteacher is to be able to withdraw or restrict authorisation for use at any time if it is to be deemed necessary.
- The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand held devices may be searched at any time as part of routine monitoring.
- Where parents or students need to contact each other during the school day, they should do so only through the School's telephone. Staff may use their phones during break times. If a staff member is expecting a personal call they may leave their phone with the school office to answer on their behalf, or seek specific permissions to use their phone at other than their break times.
- Mobile phones and personally-owned devices will not be used in any way during lessons or formal school time. They should be switched off or silent at all times.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Mobile phones and personally-owned devices are not permitted to be used in certain areas within the school site, e.g. changing rooms and toilets.
- Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
- The Bluetooth or similar function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.
- No images or videos should be taken on mobile phones or personally-owned mobile devices without the prior consent of the person or people concerned.

Students' use of personal devices

- The School strongly advises that pupil mobile phones should not be brought into school.
- The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety.
- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents or carers in accordance with the school policy.
- Children should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.

Staff use of personal devices

- Staff handheld devices, including mobile phones and personal cameras must be noted in school – name, make & model, serial number. Any permitted images or files taken in school must be downloaded from the device and deleted in school before the end of the day.
- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.
- Staff will be issued with a school phone where contact with students, parents or carers is required.
- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose.
- If a member of staff breaches the school policy then disciplinary action may be taken.
- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting students or parents, then a school mobile phone will be provided and used. In an emergency where a staff member doesn't have access to a school-owned device, they should use their own device and hide (by inputting 1+1) their own mobile number for confidentiality purposes.

Digital images and video in this school:

- We gain parental / carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter / son joins the school;
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials / DVDs;

- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils;
- If specific pupil photos (not group photos) are used on the school web site, in the prospectus or in other high profile publications the school will obtain individual parental for its long term use
- The school blocks/filter access to social networking sites or newsgroups unless there is a specific approved educational purpose;
- Pupils are taught about how images can be manipulated in their online safety education programme and also taught to consider how to publish for a wide range of audiences which might include governors, parents or younger children as part of their IT scheme of work;
- Pupils are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
- Pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location, such as house number, street name or school. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.

6. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and is linked to our;

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use policy
- Computing policy

St Mary's Equalities and Vulnerability Statement

Our school vision and spiritual values promote inclusion and equality and tackle discrimination. We have high expectations for all our pupils irrespective of their age, disability, gender including gender reassignment, race, religion or belief, sex or sexual orientation. This is in line with the Equality Act 2010.

Our school spiritual values of Kindness, Truth, Courage, Hope and Love underpin all that we do. As a school we understand that the community we serve is a diverse one. Our community can be vulnerable for different reasons and these are not always visible. We as a staff team are aware of the

different factors that can impact on our community, families and a child's well-being. These could include living with or having any of the following factors:

- Special educational needs (SEND) or an Educational and Healthcare Plan (EHCP)
- Social worker involvement
- Being a looked after child (LAC)
- Family members with chronic or serious illness
- Living in temporary accommodation
- Being a young carer

However, this is not an exhaustive list and we recognise that everyone needs to be treated as an individual and their personal situations taken into account to ensure that all get equal access to education and opportunities.

We also recognise that certain members of our school community may be more vulnerable than others to internet abuse (see above). As a school we teach a broad and balanced curriculum and are also all trained to identify the signs of abuse. With this in mind and considering children with SEND can be more vulnerable than others, teachers are alert to any possible exploitation of all children as well as those who are potentially more at risk. This policy should be read in conjunction with the SEND Code of Practice 2015 to further inform good practice.

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