Let Your Light Shine

Elveden C of E Primary Academy

Online Safety Policy, mobile devices & acceptable use

Date Reviewed – November 2023

Completed by Vicki Jennings

Agreed by Headteacher

Signed on behalf of Governors ____C.Proudlock_____________

Review September 2024

1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate to Legislation and guidance

2. Policy support

This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on preventing and tackling bullying and searching, screening and confiscation and teaching online safety. It also refers to the Department's guidance on protecting children from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

3. Roles and responsibilities

3.1 The governing body

The governing body has overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation.

The governing body will co-ordinate regular meetings with appropriate staff to discuss online safety and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The governor who oversees online safety is Lynne Proudlock as referenced in '**Recommendations on Committee Structure and Terms of Reference' – Elveden Academy web site**

All governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet

3.2 The Headteacher

The Headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The designated safeguarding lead and alternate designated lead

Details of the school's designated safeguarding lead (DSL) and alternates are set out in our child protection and safeguarding policy.

The ADL has additional Online Lead Training and takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school.
- Working with the headteacher, ICT lead and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and ensuring staff training on online safety is delivered

- Liaising with other agencies and/or external services and have the ability to use, SKYPE, Teams and Zoom when needed
- Providing regular reports on online safety in school to the headteacher and/or governing board

This list is not intended to be exhaustive.

3.4 The ICT Technician and ADL work together to ensure the online safety of children, staff and school systems.

The ICT technician is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material.
- Filtering and monitoring is provided by Smoothwall - as discussed with Mark – ICT support
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a termly basis (when the school is closed).
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy. These are shared with governors termly.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy. These are shared with governors termly.

This list is not intended to be exhaustive and will be implemented by the ICT Technician and ADL

3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet and ensuring that pupils follow the school's terms on acceptable use
- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.6 Parents

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendix B)

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues?, UK Safer Internet Centre: https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues
- Hot topics, Childnet International: http://www.childnet.com/parents-and-carers/hot-topics
- Parent factsheet, Childnet International: http://www.childnet.com/ufiles/parents-factsheet-09-17.pdf

- Wake up Wednesday : https://nationalonlinesafety.com/

3.7 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use

4. Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum.

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

5. Educating parents about online safety

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website or Facebook page and parent mail messages. This policy will also be shared with parents.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the Headteacher and/or the DSL/ADL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

6. Cyber-bullying –

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Teachers will discuss cyber-bullying with their classes, and the issue will be addressed in assemblies.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

Staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained and police are made aware.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL/ADL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on screening, searching and confiscation.

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendix A). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor using Smooth Wall, the websites and online platforms visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

8. Pupils using mobile devices in school

Pupils may bring mobile devices into school, but these must be left in the school office's locked desk draw or cupboard. .

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see appendix B).

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

8.1 Staff using mobile devices in school

Staff should not use their mobile phones during their working hours (this does not include break and lunch times) and phones should be kept in bags out of sight when working with children. Staff are asked to keep their contact details up to date with the School Office.

8.2 Parents using mobile devices in school

Parents are asked not to use mobile phones once they are inside the school, this includes the Reception area. Camera phones are not to be used during school assemblies and other open events due to Safeguarding reasons.

9. Staff using work devices outside school

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 2.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the ICT lead.

Work devices must be used solely for work activities.

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in the behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate. The incident will be logged on an online report form (appendix c) and CPOMS.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation (Prevent).

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings, hot topics).

The DSL and alternates will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates as applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

12. Monitoring arrangements

The DSL/ADP logs behaviour and safeguarding issues related to online safety. This is supported at Elveden by **Smoothwall Monitor Managed Service**

This policy will be reviewed annually by the Headteacher. At every review, the policy will be shared with the governing body.

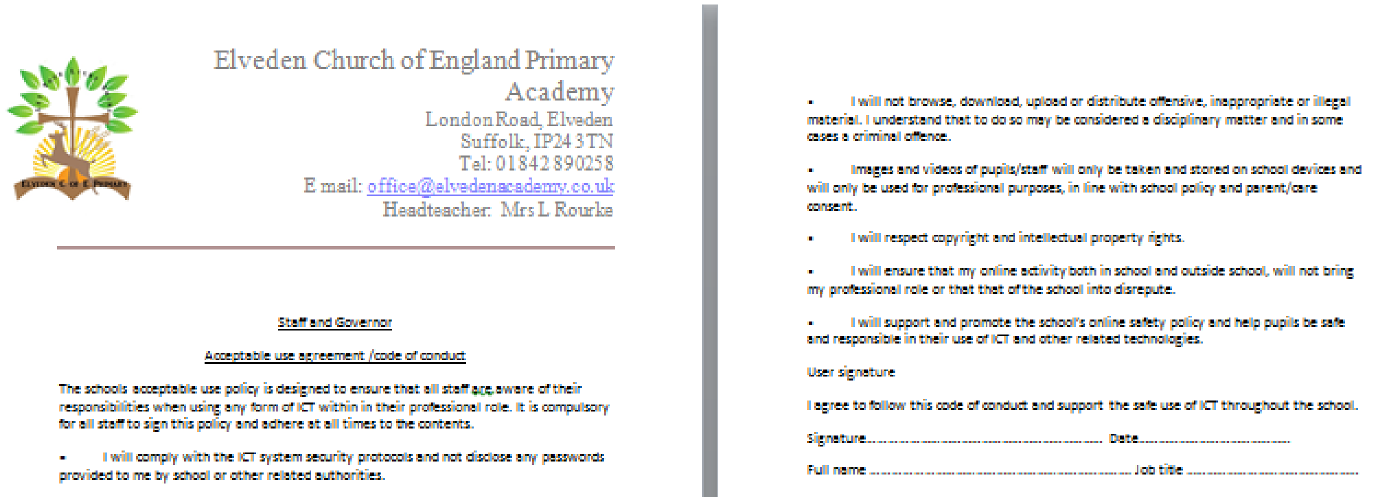
13. Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices

- Complaints procedure
- Tapestry Scheme (appendix d)

Appendix A



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Staff and Governor

Acceptable use agreement /code of conduct

The schools acceptable use policy is designed to ensure that all staff are aware of their responsibilities when using any form of ICT within in their professional role. It is compulsory for all staff to sign this policy and adhere at all times to the contents.

- I will comply with the ICT system security protocols and not disclose any passwords provided to me by school or other related authorities.

- I will not browse, download, upload or distribute offensive, inappropriate or illegal material. I understand that to do so may be considered a disciplinary matter and in some cases a criminal offence.

- Images and videos of pupils/staff will only be taken and stored on school devices and will only be used for professional purposes, in line with school policy and parent/care consent.

- I will respect copyright and intellectual property rights.

- I will ensure that my online activity both in school and outside school, will not bring my professional role or that that of the school into disrepute.

- I will support and promote the school's online safety policy and help pupils be safe and responsible in their use of ICT and other related technologies.

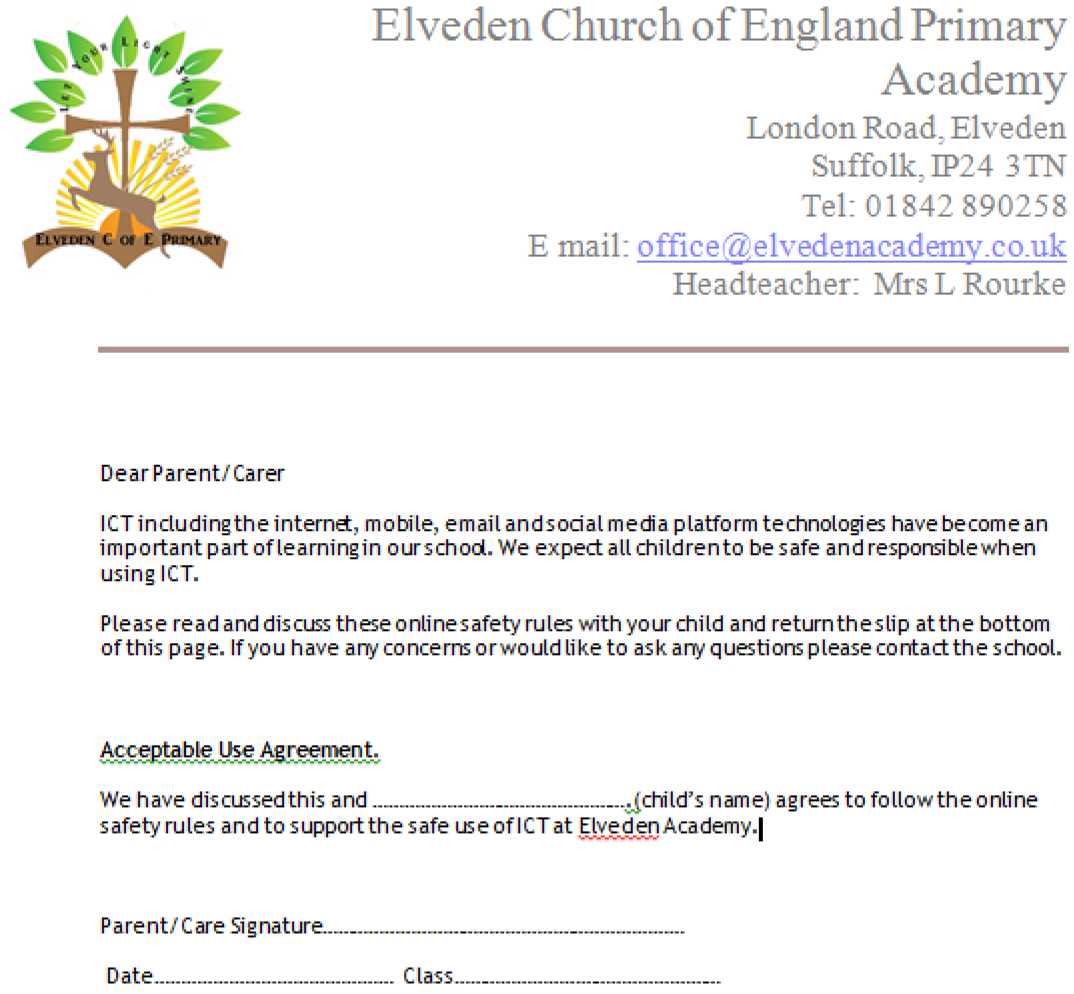
User signature

I agree to follow this code of conduct and support the safe use of ICT throughout the school.

Signature……………………………………………… Date……………………………

Full name ………………………………………………….Job title ……………………………

Appendix B



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Headteacher: Mrs L Rourke

Dear Parent/Carer

ICT including the internet, mobile, email and social media platform technologies have become an important part of learning in our school. We expect all children to be safe and responsible when using ICT.

Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like to ask any questions please contact the school.

Acceptable Use Agreement.

We have discussed this and ……………………………………….,(child's name) agrees to follow the online safety rules and to support the safe use of ICT at Elveden Academy.

Parent/Care Signature……………………………………………………………

Date…………………………………… Class…………………………………………

Appendix C

Online Incident Report Form

Date of incident: Time of incident: (if known)
Pupil Name:
Location of incident:
Information received from: (pupil/parent/staff/other)
Brief Description of Incident:

Comments/Notes/Actions

Signature of reporting person_________________________Date: ___________

Signed by Online Safety Coordinator ________________________Date:____________

Appendix D

Elveden Church of England Primary Academy

Tapestry Scheme

(This scheme should be read in conjunction with our online policy)

Date Completed: November 2023

Completed by: Vicki Jennings

Review Date: September 2024

Elveden
Tapestry Policy

Purpose

Tapestry is an online assessment tool where staff can add assessments and “wow” moments from the children’s learning to go into their individual e-profile. Parents can access their own child’s assessments and add observations about achievements children have made at home.

Aims

- To protect all information, staff, children and parents following e-safety rules.
- To make sure only the appropriate adults can access the assessments and photos.
- To make sure the correct information and photos are uploaded

Guidance

- Only the individual child will be named in their own assessment. Other children will be called friend/child.
- The class teacher and teaching assistants have to check observations before they are sent to the e-profile.
- Photos must include the child who the assessment is for and may contain other children.
- Children can be in other children’s photos unless a parent requests for them not to be
- Observations should celebrate achievements
- Descriptions may be brief but must be precise and relevant
- We will regularly delete the photos from the iPad after posting on tapestry

- All information will remain on i-cloud and will only be accessible using the correct passwords. No information is stored on any iPad or devices.

- Usernames and passwords must not be given to any other member of staff or volunteer. Supply staff must be logged on by another member of staff.

Appendix E

Children, ICT and E-Safety

Information for parents, carers and adults

Let Your Light Shine
Elveden C of E Primary

About this information leaflet:

Children are increasingly using Information Communication Technology at school and in home. This leaflet tries to explain:

What children do in school

ICT in school is taught as a separate subject, but also supports children's learning in other subjects, including Literacy and Mathematics. In ICT children learn develop a wide range of skills including:

- Word processing to write stories, poems and letters
- Databases to record information
- Create tables, charts and graphs
- Desktop publishing to design posters, leaflets and cards
- Multimedia presentations to present text, pictures, images and sound
- Drawing programs to create pictures and designs
- Internet to find information
- Digital cameras to record what they have done in class or on a visit
- Recording text and music using a microphone
- Writing and publishing class news pages on the school website
- Controllable floor robots to give instructions and make something happen
- Simulations to explore real and imaginary situations.

Useful software to have at home

As well as having software to play games and using the internet, it would be useful to have additional programs on your computer at home. Many programs can be downloaded for free just by searching the internet. Examples of programs are:

- Software for word processing, desktop publishing and presentations
- Image creation and manipulation software
- Sound recording software
- Media players
- Virus scanner/killer, firewall and pop-up/advert blocker

Children can also access the 2simple software that we use in school, with their own user name and password.

How learning with ICT at home helps

Home use of ICT by children:

- Improves their general ICT skills through regular practise
- Offers them a choice in what they learn and how they learn it
- Supports home learning by presenting information in different ways
- Connects learning at school with everyday tasks at home

How can you help at home

ICT is not just about using the computer. It also includes the use of controllable toys, digital cameras and everyday equipment such as phones, CD and DVD recorders. You can help your child develop their ICT skills at home by:

- Practising and improving accuracy when using a mouse
- Finding letters on a keyboard
- Sending an email to a friend, including replies and attachments
- Using various tools to draw an original picture on screen, or copy an existing picture
- Using the Internet to research a topic and/or project for a school topic
- Planning a route around obstacles with a controllable toy, such as a remote control car
- Using digital cameras and video cameras and editing photos and movies
- Using a DVD player or set-top box to program dates and times
- Using a mobile phone to take photos, record sounds and send messages
- Using interactive, educational games to solve problems and find solutions

Internet safety at home

Many Internet Providers offer systems to help you to keep your child safe at home, but it can still be too easy for children to access inappropriate material including text, pictures and movies. Parents can set the security levels in their chosen browser with this in mind. Putting the computer in a family area and not hidden away in a bedroom, will help you watch and monitor your children when they use the Internet. Don't stop your child from using the internet games available on the Internet. Instead use simple rules for keeping them safe and make sure they understand them.

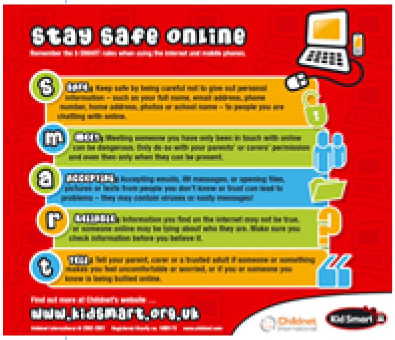
Some Simple Rules for Children

I must handle all equipment with care

When I use the Internet I must:

- Only use websites that I have agreed with an adult
- Only use a child friendly search engine
- Don't give out personal information
- Always keep my password safe
- Treat all people with courtesy and respect
- Tell an adult immediately if I see or hear anything I am uncomfortable with

Look out for these posters around school!


Stay safe online
Remember the 5 SMART rules when using the internet and mobile phones.
s SAFE: Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.
m MEET: Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.
a ACCEPTING: Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!
r RELIABLE: Information you find on the internet may not be true, or someone online may be lying about who they are. Make sure you check information before you believe it.
t TELL: Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.
Find out more at Childnet's website ...
www.kidsmart.org.uk
Childnet International
KidSmart

Useful websites

When searching the Internet we recommend you use one of the following child friendly search engines, such as:

Ask Jeeves for kids

www.askkids.com

CBBC Search

www.bbc.co.uk/cbbc/find

Kidsclick

www.kidsclick.org

Kidsrex

www.kidsrex.org

Our school website also has useful links to educational resources.