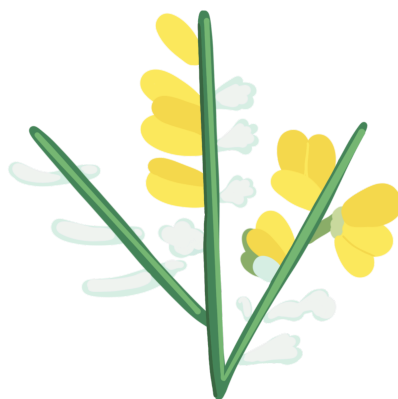


# Broomhill First School



## Online Safety Policy

Date policy last reviewed: 3/1/22

Signed by:

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors

Date: \_\_\_\_\_

# Online Safety Policy

Online Safety Coordinator:	Elaine Haves
Designated Safeguarding Lead Deputy	Jonathan Smith Elaine Haves/Katie Palmer
Designated Governor for Safeguarding:	Elizabeth Pink
Data Protection Officer:	Louise Gilmour <a href="mailto:louise.gilmour@northumberland.gov.uk">louise.gilmour@northumberland.gov.uk</a>
Other contacts at County Hall:	Richard Taylor <i>Northumberland ICT Team</i> <a href="mailto:richard.taylor@northumberland.gov.uk">richard.taylor@northumberland.gov.uk</a>  Carol Glasper <i>Northumberland Designated Officer - LADO</i> <a href="mailto:carol.glasper@northumberland.gov.uk">carol.glasper@northumberland.gov.uk</a>
Policy Reviewed:	January 2021

## Introduction

The purpose of our online safety policy is to:

- Safeguard and promote the welfare of all members of our school community online.
- Identify approaches to educate and raise awareness of online safety throughout our community.
- Enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using technology.
- Identify clear procedures to follow when responding to online safety concerns.

We, Broomhill First School, identify that the issues classified within online safety are considerable but can be broadly categorised into three areas of risk.

- **Content:** being exposed to illegal, inappropriate or harmful material.
- **Contact:** being subjected to harmful online interaction with other users.
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

This policy meets and exceeds the requirements for online safety set out in Annex C of the 'Keeping Children Safe in Education' document (Sept 19). It also makes reference to other policies including the Data Protection Policy, the Behaviour Policy and the Anti-Bullying Policy.

## **Policy Scope**

- We recognise that online safety is an essential part of safeguarding and acknowledge its duty to ensure that all learners and staff are protected from potential harm online.
- We identify that the internet and associated devices, such as computers, tablets, mobile phones and games consoles are an important part of everyday life which present positive and exciting opportunities, as well as challenges and risks.
- We will empower our learners to acquire the knowledge needed to use the internet and technology in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks.
- This policy applies to all staff, including teachers, support staff, supply staff, governors, coaches, students, volunteers, guests and other individuals who work for, or provide services on behalf of the setting (collectively referred to as “staff” in this policy).
- This policy applies to parents and children.
- This policy applies to all access to the internet and use of technology, including mobile technology.

## **Online Safety in the Curriculum**

- At Broomhill First School, Information Communication Technology (ICT) is used to enhance the learning opportunities for children and is embedded across different areas of the curriculum to enhance knowledge and understanding.
- Online Safety is therefore a vital part of our curriculum and it is essential for guidance to be given on a regular and meaningful basis.
- Children are taught in line with National Curriculum requirements through the NCCE scheme.
- We provide opportunities within the Computing and PSHE curriculum to teach about Online Safety and cyber bullying.
- Children follow SMART rules to promote safe internet use.
- Informal opportunities are used as teaching and learning experiences as they arise, especially to educate about the dangers of technologies encountered outside of school.
- Children will be shown safe and sensible ways to use technology and software.

## **Managing Internet Access**

- All staff, children and visitors will read and agree an Acceptable Use Agreement before being given access to our computer system, IT resources or the internet.
- We will maintain a written record of users who are granted access to our devices and systems, including specific records of access to our supply/guest accounts.
- Children will access the internet in supervised sessions with their teacher or an appropriate member of staff.
- All computer and internet use will be monitored through Senso Cloud – an internet filtering service provided by Northumberland County Council.
- Children in KS1 and KS2 will be given individual log-on information and they will sign an Acceptable Use Agreement alongside their parent/carers, which details the expectations of use.
- Early Years children only use specific online activities under full adult supervision or demonstration and do not have internet access on their own.

## **Staff Responsibilities**

It is the responsibility of all members of staff to:

- Read and adhere to our Online Safety Policy and Acceptable Use Agreements.
- Take responsibility for the security of ICT systems and the electronic data they use or have access to.
- Model good practice when using technology with learners.
- Maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery wherever possible.
- Have an awareness of a range of online safety issues and how they may be experienced by the learners in their care.
- Identify online safety concerns and take appropriate action by following our school safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including reporting to the DSL and signposting learners and parents/carers to appropriate support, internally and externally.

## **Staff Training**

- We will provide and discuss the online safety policy and procedures with all members of staff as part of induction.
- The Online Safety Coordinator (Elaine Haves) will regularly attend training updates and disseminate up to date information and useful educational tools to staff.
- 'Safe to Learn' bullet-ins will be shared within school.
- The systems in school will be audited using the government recommended online tool '360safe' to identify any additional training needs.
- Individual staff will have access to training courses with the Northumberland team to update knowledge of new technology and the Computing curriculum.
- Any emergent technologies will be assessed for level of risk and staff will be trained before they are used in lessons with children.
- Staff will be made aware that their online conduct, including personal use of social media which can have an impact on their professional role and reputation.
- Staff will be made aware of the procedures to follow regarding online safety concerns involving children, colleagues or other members of the community.

## **School Website and Social Media Page**

- The official use of our school website, Facebook page and Instagram page takes place with clear educational or community engagement objectives in an effort to communicate with parents and prospective parents.
- We will ensure that information posted on our website meets the requirements as identified by the DfE.
- The school website is monitored by and Jonathan Smith (Headteacher) and Elaine Haves (Online Safety Coordinator). It is regularly checked to ensure there is no content that compromises the safety of pupils or staff.
- School Social media is accessed by Head teacher and teaching staff. It is used to communicate with parents and the community. It has privacy controls to ensure that

only designated members of staff can post to the page. All comments are monitored regularly.

- Parents/carers will sign to give consent for a child's images to be used on the school website and the School social media.
- Staff have access to the school website and can edit their class pages with newsletters, classroom activities and photographs.
- Before posting photographs, staff must check for parental consent to publish.
- We will post appropriate information about safeguarding, including online safety, on our website for members of the community.

### **Class Dojo**

- To communicate quickly and effectively with parents, we use an online platform called Class Dojo.
- The app is in accordance with data protection legislation, including the General Data Protection Regulations (GDPR) and Data Protection legislation.
- Only school devices will be used for apps that record and store learners' personal details, attainment or photographs.
- All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
- Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

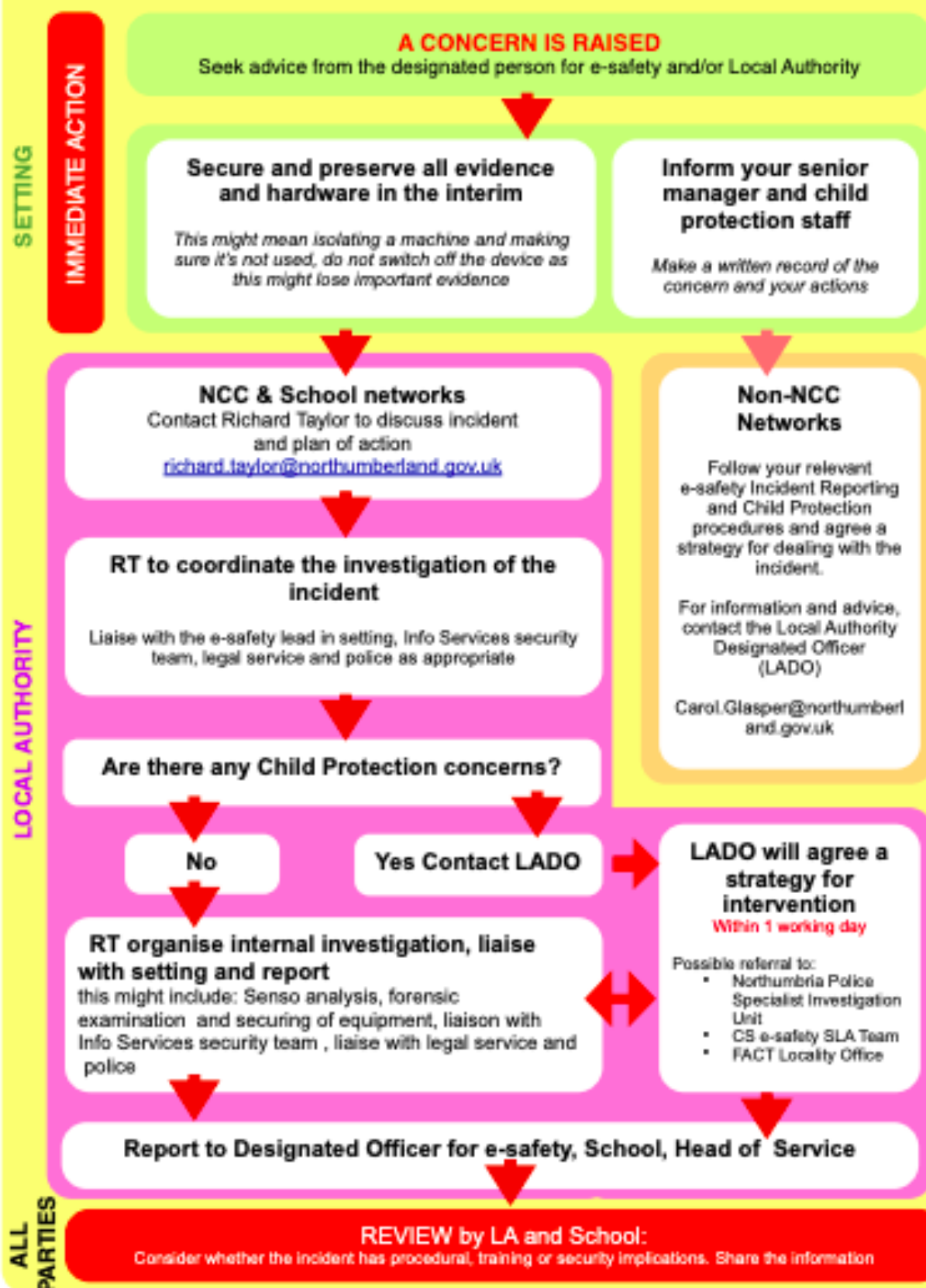
### **Working in Partnership with Parents**

- We recognise that parents and carers have an essential role to play in enabling children and young people to become safe and responsible users of the internet and associated technologies in school and at home.
- Parents are provided with links to helpful websites through our school website and regular Online Safety messages are posted or shared on our school Facebook page.
- Parents are invited to information sessions and we raise awareness on Safer Internet Day which is celebrated annually.
- Parents are required to read our Acceptable Use Agreement and discuss the implications with their child.
- Parents are encouraged to report any concerns or incidents that occur at home and they are encouraged to seek advice from our staff when they need it.

### **Reporting Incidents**

- If anyone misuses the school's ICT systems or internet, the action taken will depend on the individual circumstances and the seriousness of the incident.
- We require staff, parents, carers and children to work in partnership with us to resolve online safety issues and incidents will be recorded by the headteacher.
- Cyberbullying, along with all other forms of bullying, will not be tolerated. More information is set out in our anti-bullying policy.
- The following flowchart details how serious online safety incidents will be dealt with.
- Our in school recording system is CPOMS.

## REPORTING AN E-SAFETY INCIDENT - ALL SETTINGS



# **Broomhill First School**



## **KS1 Pupil Acceptable Use Agreement / Online Safety Rules**

This is how we stay safe when we use computers and devices:

- I will only use computers and other equipment in school with permission from a teacher.
- I will take care of computers and other equipment and I will use them properly.
- I will not tell anyone my password or use anyone else's password.
- I will ask a teacher for help if I am unsure what to do or if I think I have pressed the wrong buttons.
- I will tell a teacher if I see something on the screen that upsets me or worries me.
- I will never do anything on the computer that could be unkind or upset someone.
- I will never talk to strangers online and I will never arrange to meet a stranger.
- I know that my school will monitor everything I do on a computer.
- I know that if I break the rules or if a teacher is concerned about my online safety, my parents will be told. I might not be able to use a computer, even if this happened at home.

### **Child**

Signed: \_\_\_\_\_

### **Parent / Carer**

We have discussed this and my child agrees to follow the Online Safety rules and to support the safe use of computers and the internet at Broomhill First School.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# **Broomhill First School**



## **KS2 Pupil Acceptable Use Agreement / Online Safety Rules**

Our school provides internet access to help our learning. To help keep myself and others safe when we use computers, devices and the internet I agree that:

- I will only use computers and other equipment in school with permission from a teacher.
- I will take care of computers and other equipment and I will use them properly.
- I will not tell anyone my password or use anyone else's password.
- I will not give out personal information online.
- I will make sure that anything I do online is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- I will tell a teacher if I see something on the screen that upsets me or worries me.
- I will not talk to strangers online and I will never arrange to meet a stranger.
- I will not bring a mobile phone or other device to school.
- I will only take a photograph of someone if they say it is alright.
- I know that if I break the rules or if a teacher is concerned about my online safety, my parents will be told. I might not be able to use a computer, even if this happened at home.

**Child**

Signed: \_\_\_\_\_



**Parent / Carer**

We have discussed this and my child agrees to follow the Online Safety rules and to support the safe use of computers and the internet at Broomhill First School.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# **Broomhill First School**



## **Adult Acceptable Use Agreement / Code of Condu**

The use of ICT is an expected part of our daily working life in school and it is used to enhance learning opportunities for children. All adults within school are expected to contribute as we educate our children in the safe use of ICT and to embed online safety in their work within school.

This policy is designed to ensure that all staff, supply staff, governors, coaches, students, volunteers and guests are aware of their professional responsibilities when using any form of ICT.

All adults are expected to sign this policy and adhere at all times to its contents.

Any concerns or clarification should be discussed with Jonathan Smith (Headteacher) or Elaine Haves (Online Safety Coordinator).

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications using the 'Senso Cloud' system provided by Northumberland County Council.
- I will use my personal log in to access school computers and I will ensure that I log out of any computer that I leave unattended.
- I will only use school technology for professional purposes.
- I understand that any staff or pupil data that I have access to will be kept private and confidential, in accordance with the Data Protection Policy.
- All digital data that I store should be held on the secure Google Drive provided by the school through the School360 system. Only encrypted memory sticks should be used on school computers if absolutely necessary. Paper based data should be held in lockable storage.
- I will use my school email account for any school related business.
- I will not take classroom laptops offsite. If necessary, and when agreed, a specific laptop can be granted for home use.
- I will only use school devices to take photographs in school and on school visits.
- I will ensure that when I take and/or publish images of others that I have their permission. Where these images are published on the school website/social media page, the person will not be identified by name.

- I will not use my mobile phone in an area where children are present (except in a school related emergency). It is advised that staff switch off their Bluetooth while in school.
- I will always be professional in my communications and actions when using school ICT systems.
- I will not engage in any online activity that may compromise my professional responsibilities or the staff code of conduct.
- I will not try to upload, download or access any materials which are illegal, inappropriate or will cause harm and distress to others.
- I will immediately report any illegal, inappropriate or harmful material or incident that I become aware of to the appropriate person (Designated Safeguarding Lead: Jonathan Smith, Deputy Safeguarding Lead/Online Safety Coordinator: Elaine Haves, Deputy Safeguarding Lead: Katie Palmer).
- I will report faults or problems with equipment/software to the relevant member of staff and if necessary I will record it in the book (held in the office) to alert our ICT technician.
- I will respect copyright and intellectual rights.
- I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action. This could involve a warning, a suspension, a referral to governors or the Local Authority or, in the event of illegal activities, the police.

Please sign your agreement to this policy on our record sheet held in the school office.

Indicate your role within school:

staff, supply staff, governor, coach, student, volunteer or guest.

Keep this copy for your own reference.



## **Adult Acceptable Use Agreement / Code of Conduct**

### **Signed Record of Agreement**

Please read our Acceptable Use Agreement / Code of Conduct and sign your agreement below.

Keep a copy of the policy for your records.

<b>Name</b>	<b>Role</b> Staff / supply staff / governor / coach / student/ volunteer / guest	<b>Signature</b>	<b>Date</b>



## **Monitoring and review**

This policy is reviewed every three years by the governing body and headteacher.

The scheduled review date for this policy is 1<sup>st</sup> January 2024.