Hartwell Primary School

Online Safety Policy

Hartwell Primary is a Voluntary Controlled academy and, recognising its historic foundation, works to preserve and develop its religious character in accordance with the principles of the Church of England. This includes the active promotion of Christian and British values and the respecting of those of other faiths or none.

'Believe, Aspire, Grow'

Agreed by the governors: Spring 2022

Review date: Spring 2023

Online Safety

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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.

2. Legislation and guidance

This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education 2018, and it's advice for schools on preventing and tackling bullying and searching, screening and confiscation. 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.

This policy complies with our funding agreement and articles of association.

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 Safety and Wellbeing Leadership Team are the governors that take lead responsibility for online safety for the Governing Body.

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 (appendix 2).

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 (DSL)

Details of the school's designated safeguarding lead (DSL) and the deputy DSLs are set out in our safeguarding policy. In our school, the DSL is the headteacher.

The DSL takes lead responsibility for online safety in school, in particular:

- Ensuring that staff understand this policy and that it is being implemented consistently throughout the school.
- Working with the ICT manager and other staff, as necessary, to address any online safety issues or incidents.
- Ensuring that any online safety incidents are logged (see appendix 4) 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 delivering staff training on online safety (appendix 3 contains a self-audit for staff on online safety training needs).
- Liaising with other agencies and/or external services if necessary.
- Providing termly reports on online safety in school to the governing body.

This list is not intended to be exhaustive.

3.4 The Admin Officer

The Admin Officer is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated automatically 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.
- EasiPC ensure that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- EasiPC conduct a full security check and monitoring the school's ICT systems on a monthly basis.
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files. This is managed by FutureBrowser software and EasiPC.
- Ensuring that any online safety incidents are logged (see appendix 4) 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 and where appropriate is delegated to EasiPC

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 (appendix 2), and ensuring that pupils follow the school's terms on acceptable use (appendix 1).
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 4) 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 1).

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

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 (appendix 2).

4. Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum. This is incorporated into the units that are taught within each year group (see the Primary Computing Policy), as well as online safety specific sessions.

See below how online safety fits within the National Curriculum programme of study:

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 national curriculum programme of study objectives are covered through the following:

- Within the Purple Mash scheme used for Computing, each year group is provided with an online safety unit consisting of 3 or 4 lessons that progress throughout year groups. Each term, year

groups will have a Computing lesson dedicated to online safety which is taken from the Purple Mash scheme.

- The SCARF scheme of learning (provided by Coram Life Education) used for PSHE covers the relevant strands of online safety mentioned within Education for a Connected World. Where applicable, staff will explicitly teach the link to online safety within their PSHE sessions. See Appendix 5 for cross-reference of where SCARF units cover Education for a Connected World strands.
- Project Evolve can be used to support the teaching of any additional areas that staff feel their class needs support with.
- EYFS cover online safety alongside the Early Learning Goals. This is covered through the use of SCARF resources as well as explicit links to learning within the wider curriculum.
- The safe use of social media and the internet will also be covered in other subjects where relevant, for example, when researching online or covering units of Digital Literacy.
- 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.
- Relevant online safety information that links to the acceptable use agreement is also displayed within classrooms.

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 and school Facebook page. This policy will also be shared with parents.

Online safety will also be covered during parents' evenings, as appropriate.

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 one of the DSLs.

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. Class teachers will discuss cyber-bullying with their class, 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.

All 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).

The school also sends information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

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.

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. (The school deems an electronic device to be anything that is a communicable device, including, yet not exhaustive, phones, tablets and smart watches).

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 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. Our school does not permit children to bring personal devices to school, therefore if a child chooses to they would be in breach of school rules. (The exception to this rule is Year 5 and 6 pupils who walk home independently, where there is a signed written agreement between parents, child and school).

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 (appendices 1 and 2). 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 the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 and 2.

8. Pupils using mobile devices in school

The general rule is that children are not permitted to bring personal devices to school; the exception to this rule is for pupils in Year 5 & 6 who walk home independently. In this case, there is a signed, written agreement between parents, child and school. Having a phone is for the child's safety and is not a privilege. If a child has an agreement in place, the procedure the procedure that will be followed is:

- The mobile phone is handed in to a member of the Year 6 staff team upon arrival in school.
- All phones are stored securely by the Admin Team for the school day.
- Mobile phones are not to be used for any purpose on school premises.
- Should a pupil breach the written agreement, parents will be informed and their permission to bring a phone to school may be revoked.

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

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, encrypted 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 headteacher.

Staff may use their work devices outside of work for personal use as long as the nature of their leisure use does not oppose the Acceptable Use Policy.

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.

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.

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).

The DSL (and deputies) will undertake 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, if applicable.

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

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. A template of the incident report log can be found in appendix 4.

This policy will be reviewed every two years 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:

- Safeguarding policy
- Computing Policy
- Promoting Positive Behaviour policy

- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints policy

Appendix 1: acceptable use agreement (pupils and parents/carers)

<table>
<tr><th colspan="2">Hartwell Primary School <u>Acceptable Use</u> of the school's ICT systems and internet: agreement for <u>pupils and parents/carers</u></th></tr>
<tr><td colspan="2">Name of pupil:</td></tr>
<tr><td colspan="2">When using the school's ICT systems and accessing the internet in school, I will:
Use them for what a member of school staff has given me permission to us it for.
Use them with a teacher being present, or with a teacher's permission
Not access any inappropriate websites and if I see anything that I know is wrong and/or frightening, I will tell a member of school staff immediately.
Not access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
Not use chat rooms
Check with a member of staff before opening any attachments in emails, or follow any links in emails
Use only appropriate language when communicating online, including in emails. I agree that the school's monitoring software will record if I use any inappropriate language and monitor the websites I visit
Keep my password from others and only log in using my username and password
Keep my personal information safe (including my name, address or telephone number) and not give it to anyone without the permission of my teacher or parent/carer
Never arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision</td></tr>
<tr><td>Signed (pupil):</td><td>Date:</td></tr>
<tr><td colspan="2">Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.</td></tr>
<tr><td>Signed (parent/carer):</td><td>Date:</td></tr>
</table>

Appendix 2: acceptable use agreement (staff, governors, volunteers and visitors)

Acceptable use of the school's ICT systems and the internet: agreement for staff, governors, volunteers and visitors	
Name of staff member/governor/volunteer/visitor:	
When using the school's ICT systems and accessing the internet in school, or outside school on a work device, I will not: • Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature • Use them in any way which could harm the school's reputation • Access social networking sites or chat rooms (the exception to this is when managing the school's social media sites) • Use any improper language when communicating online, including in emails or other messaging services • Install any unauthorised software • Share my password with others or log in to the school's network using someone else's details	
I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. I agree that the school will monitor the websites I visit. I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy. I will let the designated safeguarding lead (DSL) know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material. I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.	
Signed (staff member/governor/volunteer/visitor):	**Date:**

Appendix 3: online safety training needs – self-audit for staff

Online safety training needs audit	
Name of staff member/volunteer:	**Date:**
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training? Please record them here.	

Appendix 4: online safety incident report log

Online safety incident report log				
Date	**Where the incident took place**	**Description of the incident**	**Action taken**	**Name and signature of staff member recording the incident**

Appendix 5: Cross-reference of Education for a Connected World strand

	Privacy and Security	Online Bullying	Managing Online Information	Copyright and Ownership	Online Reputation	Online Relationships	Health, Well-being and Lifestyle	Self-Image and Identity
1	PM OS Unit SCARF (Sharing Pictures)	SCARF (It's Not Fair!)	SCARF (Sharing Pictures) **PM (Animated Story Books)**	**Covered through PM Units**	SCARF (Sharing Pictures)	SCARF	SCARF (Super Sleep)	PM OS Unit
2	PM OS Unit SCARF (Respecting Privacy, Playing Games)	SCARF (Bullying or Teasing?, Types of Bullying, Playing Games)	**PM (Questioning, Presenting Ideas)**	**PM (Effective Searching, Presenting Ideas)**	PM OS Unit SCARF (Playing Games)	PM OS Unit	SCARF	SCARF
3	PM OS Unit SCARF (None of your Business) **PM (Email)**	PM OS Unit SCARF (Zeb) **PM (Email)**	PM OS Unit SCARF (I am fantastic!, Super Searcher)	SCARF (Super Searcher,	**PM (Email)**	PM OS Unit SCARF (Respect and Challenge) **PM (Email)**	SCARF (My Community)	SCARF (Super Searcher, None of your business **PM (Email)**
4	PM OS Unit SCARF (Picture Wise	SCARF (How Dare You?, Under Pressure)	PM OS Unit SCARF (That is such a stereotype!)	PM OS Unit SCARF (Picture Wise)	SCARF (Picture Wise	SCARF (Friend or Acquaintance?, Ok or not Ok?)	PM OS Unit SCARF (Volunteering is Cool)	PM OS Unit
5	PM OS Unit SCARF (Play, Like Share)	SCARF (Kind Conversations, Spot Bullying, Play Like Share, Stop, Start Stereotypes, Communication)	PM OS Unit SCARF (Is It True?, Play, Like Share, Communication) **PM (Word Processing)**	**PM (Word Processing)**	PM OS Unit SCARF (Decision Dilemmas, Play, Like, Share)	SCARF (Play, Like, Share)	SCARF (Getting Fit)	PM OS Unit SCARF (Boys Will Be Boys?)
6	SCARF (To Share or not to Share? Traffic Lights)	SCARF (To Share or not to Share?, Think Before You Click) **PM (Blogging)**	PM OS Unit SCARF (I Look Great!, Media Manipulation) **PM (Blogging)**	PM OS Unit	SCARF (To Share or not to Share?, Traffic Lights, Think Before Your Click) **PM (Blogging)**	PM OS Unit SCARF (To Share or not to Share?,	PM OS Unit SCARF (Five Ways to Wellbeing)	SCARF (Fakebook Friends, To Share or not to Share?, Traffic Lights)