



# The Meadows Primary

## Online Safety Policy

Adapted from



## Online Safety at The Meadows

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that:

- children need to explore the challenging aspects of online safety (e.g. cyberbullying and social media) in order to build their digital resilience
- the correct use of Internet will not only raise standards, but support teacher's professional work
- the correct use of the Internet will enhance the school's management information and business administration systems

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security. The 'Be Internet Legends' scheme of work helps pupils learn the skills they need to be safe and confident online based around five internet safety pillars:

- Think Before You Share: (Be Internet Sharp)
- Check it's for Real: (Be Internet Alert)
- Protect Your Stuff: (Be Internet Secure)
- Respect Each Other: (Be Internet Kind)

The fifth pillar brings everything together, providing valuable follow-up discussions to have in class or during a safeguarding discussion:

- When in Doubt, Discuss (Be Internet Brave)

Internet Legends will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

We wish to work closely with the School Ambassadors and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

## Development

This Online Safety policy has been developed by:

- Headteacher
- Senior Leaders
- Computing Lead
- Staff – including Teachers, Support Staff, Technical staff
- Academy Council

Consultation with the whole school community has taken place through a range of formal and informal meetings.

## Schedule for Development / Monitoring / Review

This Online Safety policy was approved by the Academy Council on:	<b>17.9.19</b>
The implementation of this Online Safety policy will be monitored by the:	Miss Parry Computing Lead
The Online Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	<b>September 2020</b>

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited) / filtering
- Internal monitoring data for network activity
- Surveys / questionnaires of
  - students / pupils
  - parents / carers
  - staff

## Scope of the Policy

This policy applies to all members of The Meadows community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school digital technology systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying or other Online Safety incidents covered by this policy, which may take place outside of The Meadows, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The Meadows will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate Online Safety behaviour that take place out of school.

## Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within The Meadows;

### Academy Council

The Academy Council are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the council receiving regular information about online safety incidents and monitoring reports. Miss A Spilsbury has taken on the role of Online Safety Governor. The role of the Online Safety Governor will include:

- work closely with the Headteacher and Computing Lead
- undertake appropriate training
- ensure this policy and other linked policies are up to date
- report to the Academy Council
- annually report to the Academy Council on the success and development of this policy

### Headteacher

- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety will be delegated to the Computing Lead
- The Headteacher and the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.
- The Headteacher is responsible for ensuring that the Computing Lead receives suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The Headteacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

### Computing Lead

- Undertake an annual online safety audit drafted by Shaw Education
- complete the 360 online safety audits
- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff
- liaises with the MAT where appropriate

- liaises with school technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments
- meets with the Academy Council to discuss developments this policy
- ensure all pupils sign their Acceptable User Agreements
- reports regularly to Senior Leadership Team
- keep up to date with new developments and resources

## Teaching and Support Staff

Are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current Online Safety Policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy (AUP)
- they report any suspected misuse or problem to the *Computing Lead*
- all digital communications with students / pupils / parents / carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities through the use of Internet Legends
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned students / pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

## Designated Safeguarding Lead

Should be trained in Online Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- online-bullying

## Pupils:

- are responsible for using the Meadows digital technology systems in accordance with the Pupil Acceptable Use Agreement
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations through the delivery of the curriculum
- have a good understanding of the Internet Legends and apply this understanding in and out of school
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras (e.g. all phones are to be left in the office during school hours)

- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the Meadow's Safety Policy covers their actions out of school, if related to their membership of the school

## Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The Meadows will take every opportunity to help parents understand these issues through parent workshops, Twitter, the website, newsletters and local campaigns. Parents and carers will be encouraged to support the Meadows in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website / Learning Platform and on-line student / pupil records
- *their children's personal devices in the school / academy (where this is allowed)*

## Education & Training

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered periodically so they are kept up to date with new information.

## Mobile Technologies (including BYOD/BYOT)

Mobile technology devices may be school owned/provided or personally owned and might include: smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud based services such as email and data storage.

All users should understand that the primary purpose of the use mobile / personal devices in a school context is educational

## Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and students / pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and

existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm through the delivery of the Internet Legends ethos.

## Inappropriate Material

Any inappropriate websites or material found by pupils or school personnel will be reported to the e-Safety Coordinator who in turn will report to the Internet Service Provider

## Equality Impact Assessment

Equality Impact Assessment Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor. A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.