Grange Junior School Online Safety Policy

Introduction

The purpose of this policy is to ensure that all staff, parents, governors and children understand and agree to the school's approach to online safety (e-safety).

Online safety refers to the safe and responsible use of digital technologies, the internet and electronic communication. It is an integral part of the school's safeguarding responsibilities.

Any online safety concern that raises a safeguarding issue will be managed in line with the school's Child Protection and Safeguarding Policy, including referral to the Designated Safeguarding Lead (DSL).

The Online Safety Co-ordinators for the school are **Mrs Sadler** and **Mrs Harris** (Co-Headteachers).

This policy has been written by the school in line with current government guidance, including Keeping Children Safe in Education (KCSIE) and Department for Education online safety guidance. It should be read in conjunction with our Behaviour Policy, ICT Policy, Child Protection policy, GDPR policy and Safeguarding Policy.

Teaching and learning

Why the internet and digital communications are important:

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.

The internet and digital technology are integral to everyday life and learning. Every pupil, who shows a responsible and mature approach to its use, is entitled to access these resources to enrich their learning, aligned with the Computing National Curriculum and wider curriculum requirements.

Online safety is embedded across the curriculum, particularly within Computing and RSHE, enabling pupils to develop the knowledge, skills and resilience to manage online risks.

Aims of computing and online safety at Grange Junior school:

All pupils will:

- Learn to use the internet and other digital technologies safely and responsibly
- Use the internet and digital technologies to support, extend and enhance their learning
- Develop an understanding of the uses, importance and limitations of the internet
- Develop a positive attitude towards digital technologies, building confidence through independent and collaborative learning
- Develop an understanding of intellectual property and copyright
- Learn how to stay safe online and what to do if they encounter something inappropriate or concerning

Pupils' use of the internet:

All pupils will:

- Be taught how to use the internet effectively for research purposes
- Be taught to evaluate information on the internet
- Be taught how to report inappropriate web content
- Use the internet to enhance their learning experience
- Have opportunities for independent and collaborative online learning

Pupils are not permitted to use mobile phones during the school day. Where permission is granted, devices must be stored securely in the school office.

E-Safety in Classrooms

- Online safety is reinforced regularly through lessons, assemblies and when digital technologies are used

- Teachers remind pupils how to stay safe online at the start of relevant lessons
- Every classroom displays an **Online Safety poster** which pupils can refer to for guidance and support Each term or lessons when using the internet children will be reminded by teachers

How Internet Use Enhances Learning:

The school's internet access is designed specifically for pupil use and age-appropriate filtering. Pupils are taught what constitutes acceptable and unacceptable online use and are given clear learning objectives when accessing online resources. Internet use is supervised and purposeful.

How Internet Use Benefits Education:

- Access to worldwide educational resources.
- Development of digital skills for future learning and employment
- Professional development opportunities for staff
- Collaboration with other schools, services and professional
- Access to learning platforms such as **Time Tables Rock Stars** and **Mathletics**
- Support for learning anytime and anywhere, where appropriate

How Pupils Learn to Evaluate Online content:

The schools will ensure that the copying and use of online materials complies with copyright law.

Pupils will be taught to:

- Be critically aware of online content and question its accuracy
- Validate information from multiple sources
- Acknowledge sources and to respect copyright in their own work
- Understand the importance of online safety and responsible use

Staff will preview website before use with pupils.

Online Risks

Pupils are taught about a range of online risks, including:

- Exposure to harmful or inappropriate content
- Cyberbullying and peer-on-peer abuse
- Online grooming or exploitation
- Online scams, misinformation and hoaxes
- The emotional impacts of excessive screen time

Pupils are encouraged to speak to a trusted adult if they have any concerns.

Staff Responsibilities and Actions:

All staff, volunteers, governors and adults working at the school must model appropriate online behaviour and must read and agree to the Online Safety and ICT policies before using any school ICT systems.

All staff should:

- Contribute to the development and review of online safety practices
- Ensure pupils are appropriately supervised when using the internet
- Take responsibility for the security of confidential data
- Actively teach online safety within learning that involves digital technology
- Regularly reinforce messages about staying safe online
- Refer to classroom online safety posters support pupils
- Explain acceptable internet use and ensure access is age-appropriate
- Set clear learning aims and expectations when using the internet
- Demonstrate safe online behaviours
- Remain alert to potential risks and concerns
- Report online safety concerns or inappropriate access to the Headteachers immediately

Staff must maintain appropriate professional boundaries at all times in line with the Staff Code of Conduct and Safer Working Practice guidance.

Managing Information Systems

Information system security

- The school ICT system is reviewed regularly
- Virus protection is updated routinely
- Portable media may only be used with permission and following virus checks

Filtering & Monitoring:

The school uses appropriate filtering and monitoring systems, through AGILE to safeguard pupils and staff.

Filtering systems are designed to prevent access to harmful or inappropriate content. Monitoring systems support the identification of safeguarding concerns and allow concerns to be escalated in line with safeguarding procedures.

Reference: https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/filtering-and-monitoring-core-standard

The Headteachers, as Designated Safeguarding Leads, have strategic oversight of filtering and monitoring systems. Reports are reviewed regularly by SLT, and safeguarding concerns are acted upon promptly and in line with school procedures.

- Filtering and monitoring records are sent weekly via AGILE and these are reviewed by SLT
- Any concerns identified through monitoring are acted upon appropriately
- If staff or pupils discover unsuitable sites, the URL must be reported by the headteachers immediately and access blocked by contacting AGILE

E-mail

- Pupils may only use approved school e-mail accounts
- Offensive or inappropriate emails must be reported immediately
- Personal emailing between staff and pupils must not take place
- Pupils are taught not to open suspicious emails or attachments.
- Pupils must not share personal information online
- Emails sent to external organisations must be written carefully and professionally

Published content on school website
Content:

- The Administration Officer (Jackie Urry) oversees website content
- Contact details include school address, email and telephone number
- Images of pupils are only used with parental consent
- Pupils' full names are not published alongside images

Social networking and personal publishing

Pupils are advised:

- To discuss social media use with a trusted adult
- Never to share personal information or location details
- Not to publish harmful, threatening or defamatory content
- Not to share photos of themselves or others online
- Never to meet people they have met online
- To understand age restrictions on social media platforms

Pupils are taught how to report concerns both in school and using external support services such as **Childline**.

School social media:

- The school's Facebook page is managed by office team
- Pupil information is shared only with consent
- Content is carefully considered to manage risk

Staff use of social media

- Staff must exercise professional judgement at all times
- Privacy settings should be used appropriately
- Staff must never connect with pupils or under-18 ex-pupils
- Any concerns must be shared with the Headteachers
- Inappropriate conduct may result in disciplinary action

Managing emerging technologies (including AI)

- Mobile phones must not be used by pupils or staff during the school day (except staff in the staffroom).
- Cameras on personal devices not used by staff or pupils
- Only school devices are used for images

The school recognises the growing role of artificial intelligence (AI) and will ensure pupils are taught about its appropriate, ethical and safe use including risks related to misinformation and data protection.

Training

- All staff receive online safety training
- Key staff receive additional formal training
- Ongoing discussions encourage a culture of vigilance and openness

Working with parents and carers

The school will:

- Share the Online Safety Policy and Acceptable Use Policy (AUP) on the website
- Offer guidance and information for parents
- Promote safe internet use at home
- Encourage a partnership approach to online safety

Protecting personal data

Personal data is handled in accordance with the Data Protection Act 2018.

Confidential data must not be stored on removable devices unless securely encrypted.

<u>Policy Decisions</u>

Authorising Internet Access
Parents are informed of supervised Internet access and are asked to sign an Acceptable Use Agreement (AUP).

Assessing risks
The school takes all reasonable steps to minimise risks; however, it cannot guarantee that unsuitable material will never be accessed. The school is not liable for material accessed or consequences arising from internet use.

Online complaints
- Pupil misuse should be reported to staff
- Staff log incidents and escalate when necessary
- Safeguarding concerns follow child protection procedures

Communication of Policy

Pupils will be made aware of policy:
- Online safety rules will be displayed in classroom with Internet access.
- Pupils will be informed that network and Internet use will be monitored.
- The children will receive online safety lessons
- Children will be asked to sign AUP.

Staff will be made aware of policy:
- All staff will receive a copy of the online safety policy
- Staff are aware that Internet use can be monitored and traced to individual users.
- All staff to sign AUP.

Parents will be made aware of policy:
- Parents' attention will be drawn to the school's online safety policy in newsletters, and on the school website.
- Parents asked to sign AUP.



Social Media Age Restrictions

Information taken from the NSPCC website

Under 13
(with Parental Consent)
Path
Roblox

13 +
Facebook
My Space
Twitter
Skype
Instagram
iTunes
Pinterest
ooVoo
Google+
Skout
Tumblr
Meet Me
Reddit
Periscope
Snapchat
Ask.FM
LinkedIn
BBM

16 +
WhatsApp

17 +
Vine
Whisper

18 +
Tinder
Yik Yak

18 *(13 with parental permission)*
You Tube
We Chat
Kik
Keek
FourSquare
Flickr
Musical.ly
Live.ly
Omegle

Play Store
Spotify
(12 with parental permission)

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