



Lickey Hills Primary School and Nursery

Online Safety Policy

e safety - 2022 - 2023

Miss A Salisbury - Designated Safeguarding Lead

Mrs H Williams - Deputy Designated Safeguarding Lead

Miss Z Lynch - Deputy Designated Safeguarding Lead

Online Safety Lead - Mrs H Williams and Doctor R Fishwick

Online safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology, and provides safeguards and awareness for users to enable them to control their online experiences.

The school's online policy will operate in conjunction with other policies including the:

- Safeguarding and Child Protection Policy
- Relationships and Behaviour Policy,
- Anti-bullying Policy
- Twitter Policy, Computing Policy
- Data Protection Policy

Teaching and learning

Why Internet use is important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not, and given clear objectives for Internet use.

- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

Pupils will be taught how to evaluate Internet content

- Internet derived materials by staff and by pupils must comply with copyright laws.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of online materials is a part of every subject.
- Pupils will be taught how to report unpleasant Internet content.

Managing Internet Access

Information system security

- If staff or pupils discover an unsuitable site, it must be reported to the class teacher who then is responsible for reporting to the school technician.
- Virus and Spyware protection will be installed and updated regularly.
- Login details must not be shared.
- SLT and the computing lead will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Email

- Pupils and staff may only use approved e-mail accounts in school.
- Pupils and staff must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Pupils and staff must treat emails with links or attachments as suspicious and not open any links unless they know they are safe.
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.
- Pupils will be taught how to report unpleasant Internet content. This is covered in the schools PSHE/C curriculum through Jigsaw.

Published content and the school web site

- The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The Head Teacher, supported by the senior leadership team, will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- A pupil's full name will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Social networking and personal publishing

- The school's filtering system will block access to inappropriate social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Staff must not communicate with students using public social networking sites such as Facebook, Twitter, tiktok, snapchat etc.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others.
- The inclusion of inappropriate language or images within text messages is difficult for staff to detect. Pupils may need reminding that such use is both inappropriate and conflicts with school policy. Abusive messages will be dealt with under the Cyber Bullying Policy.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Protecting personal data

- Personal data will be protected following the legal requirements of the Data Protection Act 2018.

Use of phones / mobile phones

- Staff must use a school phone where contact with parents/pupils is required unless agreed by the Head Teacher.
- Staff will keep personal phones out of sight. They are not to be used in teaching sessions.

- Staff will not use their personal phone for photos or the Internet while in teaching session.
- Pupils are not allowed a mobile phone in class. If pupils in Year Five and Six bring a mobile to school they have to leave give it to the class teacher to lock away securely during the school day.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the size of the Internet, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

Handling online safety complaints

- Complaints of Internet misuse will be dealt with by a SLT
- Any complaint about staff misuse must be referred to the head teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure, should an issue arise.

Staff and this policy

- All staff will be given the school Online Safety Policy and have its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Filtering systems and monitoring of ICT use will be supervised by SLT and the computing lead

Enlisting parents' support

- Parents' attention can be drawn to the school's Online Safety Policy in newsletters and on the school website.

Online Safety Rules for Staff

These rules help to protect the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school's ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes, or for storing unauthorised or unlawful text, imagery or sound.

Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the Online Safety Policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the head teacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school's online safety lead or the designated child protection lead.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote online safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound

Lickey Hills Primary School and Nursery
Online safety agreement - Reception and KS1 Pupils
September 2022

When I am using the computer or other technologies, such as mobile phones or tablets, I want to feel safe all the time

When I use a computer, a tablet or a mobile phone I understand that:

- We check with a grown up before using the internet.
- We can write kind and friendly messages only to people we know.
- We will keep our personal information, such as our name, our password, our address, our school, our pictures, "Top Secret" and do not share on the internet.
- We tell a grown up if something we see makes us feel worried.
- We will not bring mobile phones or other electronic devices (e.g. tablets, ipods,

games consoles) to school.

I understand that these are here to keep me safe when I use technology or go online.

Children:

I have listened to and understood the pupils e-safety agreement and I will follow the rules, which are there to keep me and the school safe

Parents/Carers:

I have read and understood the e-safety agreement and give permission for my son / daughter to access the Internet at school, and will encourage them to abide by these rules. Children will receive advice on e-safety at school.

Advice for parents is available at www.thinkuknow.org.uk/parents or by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety. **I will ensure that any pictures taken during school events that include other children will not be shared using social media.**

Lickey Hills Primary School and Nursery
Online safety agreement for KS2 Pupils
September 2022

When I am using the computer or other technologies, such as mobile phones or tablets, I want to feel safe all of the time

I agree that I will:

- Ask permission from an adult before using the Internet.
- Only use age appropriate websites and search engines that I have discussed and agreed with a responsible adult.
- Always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened.
- Immediately close any web page I am not sure about.
- Not use technology to be unkind to people.
- Never give out personal information or passwords. (Personal information includes: my name, family information, journey to school, my pets and hobbies)
- Only post pictures or videos on the Internet if they are appropriate and if I have permission
- Only talk to people online if I know them in real life.
- Never arrange to meet anyone I don't know in real life.
- Read and talk about these rules with my parents/carers.

I understand that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend and that anything I share online may be monitored.

Children:

I have listened to and understood the pupils e-safety agreement and I will follow the rules, which are there to keep me and the school safe

Parents/carers:

I have read and understood the e-safety agreement and give permission for my son / daughter to access the Internet at school, and will encourage them to abide by these rules. Children will receive advice on e-safety at school.

Advice for parents is available at www.thinkuknow.org.uk/parents or by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety. **I will ensure that any pictures taken during school events that include other children will not be shared using social media.**

Lickey Hills Primary School and Nursery
Online agreement - LB1 Pupils
September 2022

When I am using the computer or other technologies, such as mobile phones or tablets, I want to feel safe all the time

When I use a computer, a tablet or a mobile phone I understand that:

- We check with a grown up before using the internet
- We can write kind and friendly messages only to people we know
- We will keep our personal information, such as our name, our password, our address, our school, our pictures, "Top Secret" and do not share on the internet.
- We tell a grown up if something we see makes us feel worried
- If I bring tablets, ipods or small games consoles to use on the transport to school I agree that I will hand them to my teacher to go in a lockable drawer and they will then be given back to me at home time

I understand that these are here to keep me safe when I use technology or go online.

Children:

I have listened to and understood the pupils e-safety agreement and I will follow the rules, which are there to keep me and the school safe

Parents/Carers:

I have read and understood the e-safety agreement and give permission for my son / daughter to access the Internet at school, and will encourage them to abide by these rules. Children will receive advice on e-safety at school

Advice for parents is available at www.thinkuknow.org.uk/parents or by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety. **I will ensure that any pictures taken during school events that include other children will not be shared using social media.**

Lickey Hills Primary School and Nursery
Online Safety agreement - KS2 LB Pupils
September 2022

When I am using the computer or other technologies, such as mobile phones or tablets, I want to feel safe all the time

I agree that I will:

- Ask permission from an adult before using the Internet.
- Only use age appropriate websites and search engines that I have discussed and agreed with a responsible adult.
- Always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened.
- Immediately close any web page I am not sure about.
- Not use technology to be unkind to people.
- Never give out personal information or passwords. (Personal information includes: my name, family information, journey to school, my pets and hobbies)
- Only post pictures or videos on the Internet if they are appropriate and if I have permission
- Only talk to people online if I know them in real life.
- Never arrange to meet anyone I don't know in real life.
- Read and talk about these rules with my parents/carers.
- Hand over any tablets, ipods or small games consoles to use on the transport to my teacher to go in a lockable drawer and they will then be given back to me at home time.

I understand that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend and that anything I share online may be monitored.

Children:

I have listened to and understood the pupils e-safety agreement and I will follow the rules, which are there to keep me and the school safe

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I have read and understood the e-safety agreement and give permission for my son / daughter to access the Internet at school, and will encourage them to abide by these rules. Children will receive advice on e-safety at school.

Advice for parents is available at www.thinkuknow.org.uk/parents or by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials.

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