

GREAT SANKEY PRIMARY SCHOOL



Online Safety Policy

September 2022

Version	Date	Action
1	January 2019	New Document adopted by Full Governing Body To be reviewed September in line with the Safeguarding policy
2	September 2021	Reviewed and updated in line with the KCSIE 2021 guidance on online safety



'Together We Learn and Grow

Online Safety

Computing and the use of digital devices is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Computing covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of computing within our society as a whole. Currently the apps and software children and young people are using both inside and outside of the classroom include:

- Websites
- Podcasting
- Coding
- Gaming
- Mobile devices
- Video & Multimedia

Whilst exciting and beneficial, all users need to be aware of the range of risks associated with the use of these technologies.

At GSP we understand the responsibility to educate our pupils on online issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

This policy is inclusive of fixed and mobile internet technologies provided by the school. Any staff, children, governors or visitors using their own devices within school adhere to the school's online safety policy.

Roles and Responsibilities

As online safety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named online safety co-ordinators at GSP are the Computing coordinator, David Ellis; DSL, Lisa Wilding; and Deputy DSLs, Tom Gawne and Sarah Leah.

This policy is to protect the interests and safety of the whole school community. It is linked to the following school policies: computing, safeguarding, positive behaviour, health and safety, anti-bullying, PHSE and the KCSIE document.

Managing the school online safety messages

We endeavour to embed online safety messages across the curriculum whenever the internet and/or related technologies are used. The Knowsley City Learning Centre's scheme of work for computing has specific units around keeping safe online and these are taught to the pupils at the start of each academic year. These messages will be appropriate to the age of the children being taught.

Online safety guidelines and reminders will be prominently displayed around the school.

As a school, each year, we also participate in online safety activities during Safer Internet Day.

Parent workshops are arranged annually to ensure parents are kept up to date with key messages with regards to online safety, that they have an awareness of how to keep their children safe and how to report any concerns.

We are also visited by our local PSCO, who delivers key messages to the children and parents. They give children the most up to date messages as well as allowing children insight in to real life scenarios.

The school will also regularly share key information through social media platforms such as Facebook, Twitter and the School website, which reinforces the key messages to parents and as well as keeping them abreast of any new information.

Children are made aware of how they can report issues and this information is displayed around school.

Online safety in the Curriculum

The school provides opportunities within a range of curriculum areas to teach about online safety.

Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the online safety curriculum.

The teaching of online safety focuses on helping children to recognise inappropriate content, conduct, contact and commercialism and helps them learn how to respond or react appropriately.

Pupils are aware of the impact of cyber bullying and peer on peer online abuse and know how to seek help if they are affected by these issues.

Pupils know how to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline/ CEOP report abuse button.

Security, Data and Confidentiality

When accessing, amending and saving any data or information, relating to the school or pupils, school staff follow the guidelines set out in the General Data Protection Regulations 2018.

Managing the Internet

All internet activity within school is monitored and filtered by ABTEC. Whenever any inappropriate use is detected, the ICT Manager is notified and the incident will be followed up in line with the school policies. The school has access to an annual web-filter report to support monitoring alongside regular checks by staff, the Computing Coordinator, SLT and the ICT technician.

The school maintains students will have supervised access to internet resources (where reasonable) through the school's digital devices.

If Internet research is set for homework, staff will remind students of their online safety training. Parents are encouraged to support and supervise any further research.

Mobile Technologies

Personal Mobile devices (including phones)

The school allows staff and visitors to bring in personal mobile phones and devices for their own use during designated times outside of the classroom. These are not to be used at any time whilst children are present.

The school is not responsible for the loss, damage or theft of any personal mobile device.

Children in UKS2 are permitted to bring mobile phones on to site with advanced written permission from parents. They are only brought in by children who walk home on their own as a form of communication with parents. Phones are to be switched off at all times when on school premises, they are handed to teachers in the morning and stored safely in teacher's cupboard until the end of the day.

Staff mobiles are to be stored away during the school day and kept on silent or switched off. Should a staff member need to take or make an urgent call, this is to be done in the privacy of an office away from pupils.

Managing email

The use of email within school is an essential means of communication for staff.

Pupils all have access to a personal gmail account on the @greatsankeyprimary.co.uk domain. This is used to gain access to Google Classroom Online learning platform as well as use for storing digital work through the use of Google Drive. Children can also use this email to register accounts on school approved websites.

Staff must use the school's approved email system for any school business.

Staff must inform (the online safety co-ordinator/ line manager/ ICT Manager) if they receive an offensive or inappropriate e-mail.

Social Networking

The school does not permit the pupils to access their private accounts on social or gaming networks at any time during the school day.

In school, children have access to educational websites and programmes that have inbuilt social media facilities. Children can play against each other and contact each other. This is closely monitored within school and administrators can view messages sent.

The school also strongly discourages children from using age inappropriate social networking outside of school. Should the staff be made aware of incidents or activities on these social networks, which has a direct effect on the children's behaviour or attitudes within school, then the school reserves the right to take action regarding their accounts. This may include discussions with parents, information letters and reporting the child's access to the respective organisations/companies.

Safe Use of Images

Creation of videos and photographs

With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.

All staff are aware of specific children (they have responsibility for) in school which do or do not have photograph permissions. If they do have permission, staff are aware of which platforms they can be used on.

Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes field trips. School's own mobile devices must be used in this case.

Publishing pupil's images and work

All parents/guardians will be asked to give permission to use their child's work/photos in publicity materials or on the school website or twitter account.

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue and we are informed by the parent / carer with regards to this.

Parents/ carers may withdraw or amend permission, in writing, at any time.

Pupils' names will not be published alongside their image and vice versa on the school website, twitter account or any other school-based publicity materials.

Storage of Images

Images/ films of children are stored securely on the school server and / or teacher's individual school laptops/IPads for educational purposes. These are deleted when no longer required.

Misuse and Infringements

Complaints

Complaints or concerns relating to e-safety should be made to the online safety coordinators, line manager or ICT Manager or follow the School's complaints policy.

Inappropriate material

All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the teacher, online safety coordinators or ICT Manager.

Deliberate access to inappropriate materials by any user will lead to the incident being logged. Depending on the seriousness of the offence; investigation maybe carried out by the Head teacher or The Challenge Academy Trust. Staff are aware that negligent use or deliberate misconduct could lead to disciplinary action.

Equal Opportunities

Pupils with additional needs

The school endeavours to deliver a consistent message to parents and pupils with regard to the schools' online safety rules.

Staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of online safety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of online safety.

Internet activities are planned and well-managed for these children and young people.

This policy will be reviewed in September 2023