



# Pupil Online Safety Policy

## Our Vision

We want Virginia Primary School to be a community of happy, confident, motivated lifelong learners. We want our children to be successful citizens who value themselves and each other. Therefore, we are continually striving to ensure that we nurture, challenge and enable each and every one to be the very best they can be in all areas of school life.

## Rights Respecting School

We are a Right Respecting School and this policy supports the following articles from the United Nations on the Convention on the Rights of a Child:

- Article 17 - access to information from the media
- Article 19 - protection from violence, abuse and neglect
- Article 36 - protection from other forms of exploitation

<b>Approved by:</b>		<b>Date:</b>	
<b>Created on:</b>	June 2018	<b>Author:</b>	Marion Reilly
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## Rationale

Our Online Safety for Pupils Policy has been written by the school, building on examples and templates from the LGfL. The Policy is drawn up to protect all parties: the students, the staff and the school and aims to provide clear advice and guidance. It has been discussed with staff, agreed by the SLT and approved by Governors

## Other related policies and documents

The policy forms part of a suite of policies addressing the range of data protection and online safety issues that schools must address. These include:

- Data Protection and GDPR Policy
- ICT Security and Staff Acceptable Use Policy
- ICT and Computing Curriculum Policy
- Computing and ICT Scheme of Work
- Remote Learning Policy
- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Homework Policy

Several government documents and policies have been consulted and embedded in this policy. These include:

- Keeping Children Safe in Education (DfE Sept 2020) Annex C Online Safety
- Computing Curriculum 2014
- Relationships and Health Education Curriculum 2020
- Education for a Connected World Framework (UKCCIS 2019)

## Context and background

### The technologies

Online tools and technologies have an all-encompassing role within the lives of children and adults and are enhancing communication and information sharing. We use a range of technology, apps and devices every day.

### Our whole school approach to the safe use of ICT

In line with current statutory guidance (Keeping Children Safe in Education - Sept 2016) we ensure that we address the following key issues:

- **content:** being exposed to illegal, inappropriate or harmful material
- **contact:** being subjected to harmful online interaction with other users
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm

### We do this by making sure we have in place:

- An effective range of technological tools – eg content filters, monitoring software
- Appropriate policies and procedures, with clear roles and responsibilities
- A comprehensive Online Safety education programme for pupils, staff and parents

## Roles and Responsibilities

### Leadership Team and Governors

Online Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

The SLT ensures that the Policy is implemented and compliance with the Policy is monitored.

### Online Safety Co-ordinator

Our school Online Safety Co-ordinator is Marion Reilly. She keeps up to date with Online Safety issues and guidance and ensures the Head, senior management and Governors are updated as necessary.

### School Staff

All school staff are responsible for promoting and supporting safe behaviours in their classrooms and following school Online Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

Teaching staff are responsible for teaching pupils how to be safe online using the agreed lesson plans and resources as outlined in the Computing Scheme of Work, PHSE lessons and the Health and Relationships Curriculum.

All staff should be familiar with other relevant policies and documents listed above.

## **Pupils**

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with Online Safety issues, both at home and school. They are asked to agree annually to a set of guidelines and rules when using ICT at school: 'Rules for responsible ICT use for KS2 pupils'.

## **Parents**

Parents are given information about the school's Online Safety policy at the Admission interview. They are given copies of the pupil agreement for information and asked to support these rules with their children. The school offers regular Parent Meetings to discuss issues around keeping children safe online

## **Supporting Parents and Families with Online Safety for pupils**

- Online safety and pupil use of the Internet is discussed with parents at the admissions interview
- The school marks Safer Internet Day each year with class assemblies and parent workshops, using resources provided by <https://www.saferinternet.org.uk/>
- There is a section on the school website for Parents and families with useful links and resources.
- The school runs an Online Safety workshop/meeting for parents each year

## **Technical and hardware guidance**

### **School Internet provision**

The school uses Virgin Media Business, as part of the London Grid for Learning Broadband consortium. Virgin provides an always-on broadband connection at speeds up to 100 MB.

### **Internet Content filter**

The LGfL use a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

- *All pupils and staff have been issued with clear guidelines on what to do if this happens, and parents will be informed where necessary.*
- *Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.*

### **Classroom and user management**

The school uses **Impero**, a network management and monitoring tool that reports any misuse or violation of the school's filtering strategy to the ICTCO

- *Key words will trigger a report, and categories include Terrorism, Bullying, Gambling etc.*
- *The report is sent directly to the ICTCO and Technician*
- *Issues arising from this monitoring will be reported to the relevant SLT/Safeguarding staff member*

## **Security and virus protection**

The school subscribes to the LA/LGfL Antivirus software program, which uses Sophos and Norton Antivirus software. The software is monitored and updated regularly by the school technical support staff

- *Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the ICTCO/ICT technician.*

## **Internet access at school**

### **Access for all - Inclusion**

All pupils have access to ICT as part of the curriculum. Details of how we manage access to the curriculum for all pupils is contained in our Inclusion Policy

### **Use of the Internet by pupils**

- *Pupils are always actively supervised by an adult when using the Internet*
- *Computers/tablets with Internet access are located so that screens can be seen at all times*

## **Out of Hours Provision**

There will be no unsupervised access to the Internet at any time during Out of Hours provision.

## Pupil Accounts for Learning Platforms and Digital Resources

The school subscribes to carefully chosen digital learning platforms (including Google Education and Purple Mash) and provides pupils with usernames and password where appropriate as they move through the school.

- These details will be supplied to pupils as and when they need them to log in to different accounts/platforms.
- Some details will be shared across classes/groups and may be generic rather than individual to each pupil.
- Pupils will understand that all these accounts can be accessed and monitored by school staff, and anything they write or add to work or material stored in these platforms can be seen by staff at any time.
- Pupils in KS2 may be provided with printed details of their username/password for these accounts.
- Pupils will be expected to keep these details private unless asked by an appropriate adult to share them to support access for a lesson or activity.

If individual pupil details are used to create accounts, then staff will ensure that this information is kept securely in line with GDPR regulations and Safeguarding procedures. Please see these policies for more information.

Pupil accounts will be immediately deleted by the ICT Manager once the pupil leaves the school or no longer needs them, whichever is sooner.

## Internet-enabled mobile phones and handheld devices

Young people have access to SMART mobile phones, tablets and music players. It is important that there are clear and enforceable rules for their use in school, particularly when they give access to the Internet.

- Pupils are not allowed to have personal mobile phones or other similar devices in school.
- Parents may request that phones are kept in the School office for pupils who need them on their journey
- Pupils are not allowed to take photographs using a camera phone or other camera of people or property on school premises unless given permission by a member of school staff.
- Pupils must under no circumstances upload pictures taken at school to a public website

## Teaching the safe use of the Internet and ICT

### Computing Curriculum

The safe and responsible use of ICT is a statutory part of the Computing curriculum for all year groups from 1-6. The scheme of work that the school uses to teach Computing covers all aspects of the statutory online safety aspects of the curriculum. Lessons include online activities, discussion, written work, role play and presentations. The table below shows the key areas that will be taught to all pupils during their time at the school.

	<b>Digital Literacy - Understanding and Using Technology Safely</b>
<b>Key Stage 1</b>	<ul style="list-style-type: none"> <li>• Know how computers and other devices can be connected into networks with cables and WiFi</li> <li>• Understand and describe some of the ways we communicate with others online</li> <li>• Be able to identify appropriate places to meet and chat online</li> <li>• To know why they should not talk to strangers</li> <li>• Know what info they should NOT share with others online</li> <li>• Understand that there are rules about how we should use technology to keep us safe</li> <li>• Be able to discuss how they would ask for help if they felt they needed it</li> </ul>
<b>Lower Key Stage</b>	<ul style="list-style-type: none"> <li>• Know the basic structure of the Internet and World Wide Web and how information travels around it</li> <li>• Use digital communication tools (email, forums etc) safely and appropriately</li> <li>• Use a safe online social space (learning platform) to explore collaboration and networking</li> <li>• Know that there are copyright rules and that information should not be copied without permission</li> <li>• Know about the KIDSMART rules and other Online Safety portals</li> <li>• Understand that online communication should be responsible and appropriate</li> <li>• Describe how they would ask for help</li> </ul>
<b>Upper Key Stage</b>	<ul style="list-style-type: none"> <li>• Understand how information is named, organised, moved and stored on the Internet</li> <li>• Know about some of the key people and events in the history of computing and the Internet</li> <li>• Know about different online communication tools and some of the rules about use by young people</li> <li>• Be able to discuss issues around cyberbullying and appropriate online behaviour</li> <li>• Understand some of the issues around personal data and how it might be used by others if shared</li> <li>• Know that there are consequences to misusing digital information - eg plagiarism</li> <li>• Be able to explain how they would report concerns about online material or behaviours to the appropriate people</li> </ul>

Please see the **Computing and ICT scheme of work and Computing Curriculum Policy** for more details.

### Health and Relationships Curriculum

Staying safe online and learning to use technologies to support wellbeing is now also an important part of the statutory Health and Relationships curriculum and will be taught as part of lessons in this area.

## Resources

We use a range of resources, guidelines and materials offered by **LGfL, Espresso, Purple Mash, Kidsmart, Think U Know, Childnet** and **Common-Sense Media** as well as others.

## Sharing contact details and information privacy

Pupils are taught that sharing personal information with others can be dangerous. They are taught to consider their Digital Footprint and how this might have consequences later in their lives

### Information and Data Security

As specified elsewhere in this policy, pupil's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

See the **GDPR Data Protection Policy** for more information on how we keep pupil data safe and secure.

## Learning at Home Using Digital Resources

### Accessing school digital resources outside school

If pupils are accessing digital resources from home then their parents/carers will be informed in writing and will be expected to **return a signed form** to show that they understand the issues and responsibilities that are involved when their children are given access school resources outside school. See appendix

KS2 pupils will also be asked to sign a **Home Learning Agreement (See Appendix 3)** that clarifies expectations of behaviour and reminds them that school rules and procedures will still apply when they access and use these tools and platforms outside school.

### Remote Lessons/Live streaming/Video Conferencing

When pupils are involved in livestreamed lessons or video conferences with school staff there will be a **further agreement form** to be completed by the family and also a **Remote Classroom Charter (See Appendix 4)** to be completed by KS2 pupils setting out the rules and expected behaviour during a live-streamed lesson or video conference.

Care will be taken to offer a range of different types of learning to ensure that pupils are not being asked to spend long periods of time working at a screen.

## Social Networking, Chat and Messaging

Online chat, discussion forums and social networking sites are increasingly popular with young people and can present a range of personal safety and privacy issues.

Pupils may become exposed to inappropriate material of a sexual, violent or extremist nature, and may come into contact with people who seek to 'groom' young people and encourage inappropriate, dangerous and in some cases illegal activities and behaviours.

- section to teach children how to use social networking and messaging/chat apps and tools safely and appropriately.
- Pupils are not allowed to use social networking sites in school and are reminded that such sites usually have age restrictions – 13 and older in most cases.
- Pupils may take part in discussion forums that teachers have evaluated as part of specific lesson activities. Individual pupil names or identifying information will never be used

## Internet Content

### Suitable material

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material.

- We provide pupils with suggestions for trusted and suitable sites across the curriculum
- staff always check the suitability of websites before suggesting them to children or using them in teaching.

- We evaluate, purchase and provide access to relevant online digital resources libraries such as Espresso, Purple Mash
- Pupils and staff will not use Google image search as part of teaching and learning activities

### **Unsuitable material**

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

The action will include:

1. Logging the incident and making a note of the website and any other websites linked to it
2. Informing the ICTCO/Network manager and Head teacher
3. Informing the LA/Internet Service Provider so that the website can be added to the content filter
4. Discussion with the pupil about the incident, and how to avoid similar experiences in future
5. Teaching pupils to use **Impero Confide**- a desktop shortcut that will allow users to report any issues, directly to an appropriate member of staff

### **Extremism**

As part of other learning in Citizenship and PHSE children will be supported in making informed and appropriate choices if they encounter people and material online that may be challenging, prejudiced, inaccurate or that promote an extreme lifestyle or point of view. The school uses DfE guidelines and LA resources to support this

### **DfE PREVENT Duty**

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

### **Educate against Hate (DfE/Home Office)**

<http://educateagainsthate.com/>

### **Tower Hamlets Prevent Resources**

[http://www.towerhamlets.gov.uk/lgnl/education\\_and\\_learning/Prevent\\_resources/Support\\_for\\_Learning\\_Service\\_SLS\\_Prevent\\_Resources.aspx](http://www.towerhamlets.gov.uk/lgnl/education_and_learning/Prevent_resources/Support_for_Learning_Service_SLS_Prevent_Resources.aspx)

### **Deliberate misuse of the Internet facilities**

All pupils are asked to sign an Internet Use Agreement. (see example document)

Where a pupil is found to be using the Internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse.

### **Sanctions will include:**

**Unsuitable material** (e.g. online games, celebrity pictures, music downloads, sport websites etc)

- Initial warning from class teacher
- Restriction of Internet access in school time
- Restriction of Internet access in school time
- Banning from out of school hours Internet facilities
- Letter to parent/carer
- Report to Head

**Offensive material** (e.g. pornographic images, racist, sexist or hate website or images etc)

- Incident logged and reported to Head teacher
- Initial letter to parent/carer
- Removal of Internet privileges/username etc
- Meeting with Parent/Carer to re-sign Internet use agreement
- Removal of Out of School Hours access to Internet
- Subsequent incidents will be treated very seriously by the Headteacher, and may result in exclusion and/or police involvement.

### **Cyberbullying - Online bullying and harassment**

*“Cyber bullying (also called 'online bullying') is when a person or a group of people uses the internet, email, online games or any other kind of digital technology to threaten, tease, upset or humiliate someone else.”*

**Childline website**

Cyber-bullying is an increasing issue for young people and can have a serious effect on pupils. Our school has a range of strategies and policies to help prevent online bullying, and support pupils and families if they are affected by it. These include:

- Pupils do not have access to social networking or chat websites or apps on school devices
- Pupils are taught how to use the Internet safely and responsibly
- Pupils and their families are given access to guidance and support resources from a variety of sources.
- Pupils can use Impero Confide to report any bullying issues in school to an appropriate adult

### **No Blame Approach**

Sometimes children are part of cyberbullying without realising. There can be a lot of pressure from other children to “join in” and it is difficult to stop once you are part of it.

School staff employ a ‘no blame’ approach to support and encourage pupils to tell an adult if they know that someone is being bullied online, or if they feel that they have become involved themselves in cyber-bullying activity.

We encourage pupils and parents to discuss any concerns or worries they have about online bullying both in school and out of school with staff. All concerns are taken seriously and dealt with appropriately. Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school child protection procedures.

# Rules for responsible ICT use for KS1 pupils

## Keep safe: Keep SMART



At School:	
	I will always ask an adult before I use ICT equipment like a computer, laptop or camera
	I will keep my username and password safe
	I will make sure an adult is with me when I use the Internet
	I will ask an adult if I don't know what to do
Outside School	
	I know I should never share personal information like my name and address with anyone online
	I know that if I see anything I don't like or understand I will tell an adult
	I know I should be polite and kind to other people online

**I agree to try and follow all these rules to keep me safe**

Name: .....

Class: .....

Date: .....

Signature: .....



# Rules for responsible ICT use for KS2 pupils

## Keep safe: Keep SMART

### At school

- I will only use the school’s computers and other electronic devices for schoolwork.
- I will use school ICT equipment and resources responsibly, and only when an adult is present.
- I will ask an adult if I am not sure what to do or how to use the resources.
- I will only edit or delete my own files and not look at, or change, other people’s files.
- I will keep my logins and passwords secret and not share them with others
- I will not bring files into school (on a memory stick etc) without permission or upload inappropriate material to my school workspace.
- I will not use Google Image search to look for images online at school
- I will not use a personal mobile phone, personal computer or tablet in school.
- I will hand in any devices I need to use before or after school to the school office for safekeeping at the start of the school day and collect them at the end of the day.



### Outside school

- I understand that I should not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- I am aware that some websites and social networks have age restrictions (Facebook is for children 13 years and older) and I that should respect this.
- I understand that I should never arrange to meet someone I meet online unless my parent/carer has given me permission and I take a responsible adult with me.
- I understand that I should only send messages and e-mails to people that I know, or that a responsible adult has approved.
- I understand that any messages I send to others should be respectful
- I understand that cyberbullying is wrong and that I should talk to a trusted adult if it happens to me or I know it is happening to someone else.
- I know I should not open an attachment, or download a file, unless I know and trust the person who has sent it.
- If I see receive a message I do not like, I understand that I should not reply but I should keep the message and show it to a trusted adult as soon as possible



Name: .....

Class: ..... Date: .....

Signature: .....



## **Remote Classroom Charter**

**This charter acts as a home school agreement about how we use video meetings and livestreamed lessons to support my learning at home**

**These principles keep me and others safe whilst in a video meeting and during livestreamed lessons online**

- I will keep any logins, meeting links and passwords private and only share them with my parents/carers
- I will try to get into a suitable area for working which doesn't have too many distractions or noise. This will help me (and other people taking part in the lesson) to concentrate on learning
- Everybody in my home will make sure only appropriate things can be seen or heard in the background when I am in the livestreamed lesson or video meeting
- I will tell my teacher or adult straight away if there is something on screen that makes me upset or feel uneasy or uncomfortable
- I understand that livestreamed lessons and video meetings will be recorded to safeguard me and my teachers.
- I will use Rights Respecting language when talking in the livestream lesson and also if I add any written comments or other work to the session
- I understand that the Remote Classroom Charter helps me to use Right's Respecting principles to conduct myself appropriately during online lessons or meetings, just like when I am learning at school

**To be part of a positive learning experience whilst online, I and my parents/carers agree use the above principles of the Remote Classroom Charter.**

**I understand that if the charter is not followed appropriately, I may be asked to leave the livestreaming lesson or video meeting.**



## Parent/Carer Digital Home Learning Agreement

<b>Name of Child</b>	<b>Class/Year</b>	<b>Date</b>
<b>Name of Parent/Carer</b>		

This document acts as a home school learning agreement about how my child uses online digital learning tools provided by the school to support their learning at home.

The online accounts the school provides my child to use in Year X are shown below

Account	Subject	Time Allocation

- I agree to my child using digital devices at home to log in and access these resources
- I understand that the username and password provided by the school are strictly for the use of the child named on this form ONLY and must not be shared with others
- I agree to support the use of these digital resources at home by making sure that:
  - They are using a device that is appropriate for the activity
  - They have been given permission to use any device by the owner/parent/carers
  - They are spending the amount of time recommended by the school using the online resource
  - They are accessing the online resource in a location where they can be monitored by a responsible adult
  - They log off completely and close any active windows or screens when they have finished the activity
- I agree to help my child to access the resources and log off safely if necessary
- I agree to contact the school if there are any issues or problems with accessing or using the online resources
- I understand that if I would like to find out more about the online resources my child is using, the school can offer support including:
  - Help sheets and guidance materials (links or printed)
  - Workshops and practical sessions with hands-on experience of the resources
  - Technical support with accessing the resources on family devices

<b>Signed: Pupil</b>		
<b>Signed: Parent</b>		
<b>Signed: Teacher</b>		