

# STRAIDBILLY PRIMARY SCHOOL



## Online Safety Policy

**Ratified By Board of Governors: February 2024**

**Review Date: February 2025**

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This policy is based on and complies with DENI Circular 2016/27 Subject: 'Online Safety'.

It sets out the policy and practices for the safe and effective use of the Internet in Straidbilly Primary school. The policy has been drawn up by the staff of the school under the leadership of the Principal (Mr George) and ICT Co-ordinator (Mrs Morrison). It has been approved by governors and made available to all parents. The policy and its implementation will be reviewed annually.

## **CONTEXT**

Straidbilly Primary School views Online safety as a paramount concern. Our school plays a crucial role in raising awareness of the risks, highlighting the impact of behaviour when engaging with online technologies and educating children and young people about how to act appropriately and stay safe.

We want our pupils to have the opportunity to *avail of all the positive benefits* that come from learning, exploring and connecting with each other online. However, in doing so, they need to know how to protect themselves.

It is essential that pupils and adults are kept safe online whilst in school and on school-organised activities. Straidbilly has a responsibility to ensure that there is a reduced risk of pupils accessing harmful and inappropriate digital content. We aim to teach pupils how to act responsibly and keep themselves safe in the digital world and as a result pupils should have a clear understanding of online safety issues and be able to demonstrate what a positive digital footprint might look like for themselves.

The school's actions on and governance of online safety are reflected within the school's safeguarding arrangements and Online Safety Policy. Safeguarding and promoting pupils' welfare around digital technology is the responsibility of everyone who comes into contact with children in the school or on school-organised activities.

## **KEY CONCERNS**

### **Content**

Through the Internet there are unsuitable materials in many varieties. Anyone can post material on the Internet.

Straidbilly will teach our pupils the following:

- That information on the Internet is not always accurate or true
- To question the source of information
- How to respond to unsuitable materials or requests

If children are to use the Internet in places other than at school e.g. – libraries, clubs and at home, they need to be educated about how to behave online and to discuss problems. There are

no completely effective solutions to problems of Internet safety. Teachers, pupils and parents must be vigilant.

### **Contact**

Children may encounter someone online who may wish to harm them.

Some adults use social networks, gaming chat rooms or e-mail to communicate with children for inappropriate reasons.

Straidbilly will teach our pupils the following:

- That people are not always who they say they are
- That "Stranger Danger" applies to the people they encounter through the Internet
- That they should never give out personal details
- That they should never meet anyone they come into contact with via the Internet
- That once they publish information it can be disseminated with ease and cannot be destroyed.

### **Conduct**

Online behaviour that increases the likelihood of, or causes, harm. For example, making, sending and receiving explicit images, sharing other explicit images and bullying.

### **Commerce**

Risks such as online gambling, inappropriate advertising, phishing and financial scams

## **SAFETY AWARENESS FOR PUPILS**

In Straidbilly PS we believe that, alongside having a written Online Safety Policy, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see internet safety as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils. The school will participate in any Internet Safety Awareness Campaigns when and where necessary.

Pupil access to the Internet is through a filtered service provided by C2K, which should ensure safe and secure browsing, while protecting users and systems from abuse.

The following **key measures** have been adopted by Straidbilly PS to ensure our pupils do not access any inappropriate material:

Parental permission is sought from parents on an annual basis before pupils access the Internet (**See E-Safety Agreement**). (**APPENDIX 1**)

The school's e-safety posters are made explicit to all pupils and are displayed prominently.

The staff 'Code of Practice' is reviewed each school year and signed by staff (**APPENDIX 2**). It is made available for all parents to view.

Pupils using the Internet will normally be working in highly visible areas of the school.

All online activity is for appropriate educational purposes and is supervised, where possible.

Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group.

Pupils in Key Stage 1 and 2 are educated in the safe and effective use of the Internet, through several selected programmes. ([www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk), [saferinternet.org.uk](http://saferinternet.org.uk))

E-Safety rules will be discussed with the pupils at the **beginning** of September each year and will be re-visited at the beginning of **Term 2** and **Term 3**. Specific lessons will be planned and taught throughout the year. Further reinforcement lessons will be taught should the need arise. Particular focus will be placed on E-Safety with 'Safer Internet Day'.

Pupils will be informed that network and Internet use will be monitored.

Mobile phones are prohibited within school grounds or on school trips. If a pupil brings a mobile to school, it must be switched off and kept in the school office.

During school hours pupils are forbidden to play computer games or access social networking sites, unless specifically assigned by the teacher or C2k Manager.

C2k manager will allocate (at teachers' request) access to social media sites such as Facebook, Twitter or YouTube when appropriate, however teachers are responsible for ensuring appropriate use in their own classrooms. Teachers should only use these sites as a whole class teaching tool (using IWB). YouTube may be used by pupils on their own stations/laptops however the address should be given to **ALL** pupils for the video that the teacher wants them to view. Pupils are not permitted at any time to use the search tool within YouTube, nor access content from a search engine that comes from a YouTube address. Teachers are responsible for making their own classes aware of these rules.

It should be accepted, however, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances.

## **SANCTIONS**

Incidents of technology misuse which arise will be dealt with in accordance with the school's Positive Behaviour & Discipline policy. Minor incidents will be dealt with by the teacher. Serious incidents will be dealt with by the Principal and ICT Co-ordinator and may result in a temporary or permanent ban on Internet use.

Incidents involving child protection issues will be dealt with in accordance with the school's Child Protection policy.

Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's Discipline Policy and Child Protection Policy.

Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

## **SAFETY AWARENESS FOR STAFF**

Straidbilly Primary School will ensure that all teaching and non-teaching staff can recognise and are aware of 'Online Safety' issues. All staff take responsibility for promoting online safety. Staff will be provided refresher training on school Baker Days at the beginning of the academic year. All staff will read and sign the 'Code of Practice for Staff'. (**APPENDIX 2**). The ICT Co-ordinator will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology. All training will be led by both the Principal and ICT Co-ordinator who will also keep staff informed and updated on issues relating to Internet Safety and suitable training courses.

The following are examples of how staff training is implemented in Straidbilly Primary School:

### **Digital and Video Images of Pupils**

Written parental permission is sought at the start of each school year to cover the use of photographs of pupils on the school website, Facebook page, local press and displays etc within school. Parents/carers may withdraw permission, in writing, at any time.

### **School Website**

Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. In order to minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions.
- Names and images are kept separate – if a pupil is named their photograph is not used and vice-versa.
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

### **School Facebook Page**

The school Facebook page is a helpful tool in providing information to parents in a quick and informal setting. Parents are invited to 'like' and 'comment' on posts.

The following steps are taken with regard to the page:

- Only teaching staff can post on the page with the ICT co-ordinator having responsibility for creating the page.
- Staff may post reminders/information about their class.
- Parents have been reminded about the acceptable use of social media and are aware that they may be held responsible for any misuse.
- Only photos of children that have permission from parents may be used on the site and their names must not be directly linked to the photo.

### **Storage of images**

Digital and video images of pupils are, where possible, taken with school equipment. Images are stored in each teacher's area and/or on the school network and. Photographs of pupils are removed when they leave the school.

### **Internet Use**

- The school will plan and provide opportunities within a range of curriculum areas to teach E-Safety in relation to the use of digital technologies both inside and outside of school, as referenced in the annual ICT Action Plan.
- Pupils will be made aware of the impact of online bullying and know how to seek help if these issues affect them.
- Use of the Internet must be a planned activity, and although school Internet access is filtered through the C2k managed service, all pupil use of the Internet, including the use of iPads, must be supervised by an adult.
- Use of digital downloads, e.g., YouTube clips, for educational purposes must be viewed in advance of lessons to ensure appropriate content.
- Connection of mobile phones or personal computers to the school's wireless network is not permitted.

### **E-mail**

- Pupils may only use C2k e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail or an e-mail from an unknown source.
- Pupils must not reveal personal details of themselves or others in e-mail communication or arrange to meet anyone without specific permission.

### **Social Networking**

- Pupils and parents should remember that the use of social network sites is inappropriate for primary aged pupils.
- The school C2k system will block pupil access to social networking sites.
- Parents who choose to allow their child to engage in social networking should closely supervise all online activity.
- School staff will not engage with pupils on these sites.

### **Mobile Technologies**

- The use of portable media such as memory sticks and external hard drives should only be used to transport school related material.
- Staff should not store pupils' personal data or photographs on memory sticks / mobile

- Written permission from a parent/carers must be obtained before a device is brought into school.
- Devices must be switched off during school hours and if travelling on the bus.
- Pupils who use their own mobile device in school or on the bus will be sanctioned appropriately.
- Staff should not use mobile phones for personal use during teaching sessions. The use of these devices at other times should be discreet.

### **SAFETY AWARENESS FOR PARENTS/GUARDIANS**

Our school understands that everyone has a role to play in empowering children to stay safe while they enjoy new technologies, just as it is everyone's responsibility to keep children safe in the non-digital world. For these reasons, the school provides opportunities for parents/carers to receive online safety education and information (e.g., via the school website, Facebook and Seesaw) to enable them to better understand the issues surrounding new technologies and to help them support their children in developing good online safety behaviour.

Each year, 'Parent Welcome' meetings are set up for parents to discuss what they should expect over the coming academic year. The principal will deliver a short online safety presentation on the issues surrounding staying safe online. This meeting also includes valuable information which includes cyberbullying, password safety, social networking sites and the use of other gaming media.

This policy is made available to all parents on our school website. Parents also sign an E-Safety agreement (**Appendix 1**), detailing safe practice. Community events and information regarding online safety concerns are communicated to parents through the school newsletter, Facebook page and Seesaw app.

The following are examples of online safety education and information:

#### **E-Safety Information for Parents/Carers**

- The school will communicate relevant E-Safety information through curriculum evenings, newsletters and the school website.
- Parents should remember that it is important to promote E-Safety in the home and to monitor Internet use.
- Keep the computer in a communal area of the home.
- Monitor the use of all digital technologies, e.g., gaming stations and portable technologies such as tablets and smart phones.
- Monitor online time and be aware of excessive hours spent on the Internet.
- Take an interest in what your child is doing. Discuss with your child what he/she is seeing and using on the Internet.



- Advise your child to take care and to use the Internet in a sensible and responsible manner. Know the SMART Tips. (**Appendix 3**)
- Discuss the fact that there are websites/social networking activities which are unsuitable.
- Discuss how your child should respond to unsuitable materials or requests.
- Remind your child never to give out personal information online.
- Remind your child that people online may not be who they say they are.
- Be vigilant. Ensure that your child does not arrange to meet someone they meet online.
- Be aware that your child may be using the Internet in places other than in your own home or at school and that this internet use may not be filtered or supervised.
- Monitor your child's use of mobile phone apps for social media.
- Parents/carers are asked to read through and sign their child's Acceptable Use Agreement. (**Appendix 4**)
- Parents/carers are required to decide as to whether they consent to images of their child being taken/used on the school website. (**Appendix 5**)

## Useful Resources & Links

Below are a list of useful websites, advice and resources that parents/guardians may find helpful when navigating the issue of online safety with your child.

### **Thinkuknow** <http://www.thinkuknow.co.uk>

Thinkuknow is an education programme from the National Crime Agency's CEOP Command. Since 2006, it aims to ensure that everyone has access to this practical information – children, young people, their parents and carers and the professionals who work with them.

### **Internet Matters** <https://www.internetmatters.org/advice/esafety-leaflets-resources/>

A comprehensive web resource with a wide array of tips and advice on how to navigate the online world with your child. Some of their guidance we attach below but you can find even more by visiting the link.

### **National Online Safety** <https://nationalonlinesafety.com/resources/platform-guides/>

National Online Safety's mission is to make the internet a safer place for children. They aim to do this by equipping school staff, parents and children with the knowledge they need to understand online dangers and how best to react should an incident arise. The link above provides up to date information about a wide variety of social media apps and platforms your child might be using.

### **NSPCC** <http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/>

The NSPCC are the first to admit that the internet is amazing. Children can play, learn, create and connect - opening a whole world of exciting possibilities. But with the digital world changing all the time, how can you make sure your child's staying safe? That's where the NSPCC come in. Whether you're an online expert or you're not sure where to start, their tools and advice will help you keep your child safe.

### **Childnet** <http://www.childnet.com/parents-and-carers>

Childnet International is a registered UK charity that aims to make the internet a safe place for children and young people. Packed with resources it is a great resource for parents.

**CEOP** <http://ceop.police.uk/safety-centre/>

Child Exploitation and Online Protection (CEOP) is part of the National Crime Agency and their website can be used to report if you are worried about online abuse or the way someone is communicating online.

**BBC** <https://www.bbc.com/ownit>

The BBC have a website and app called **Own It**. The website has a lot of content for children to help them navigate their online lives, and the free smartphone app comes with a special keyboard which can intervene with help and support in the moments that children need it the most.

**SafetoNet** <https://safetonet.com/>

SafeToNet is technology that educates children “in-the-moment” as they use their device. It is a safeguarding assistant that helps them become responsible and safe digital citizens. Its power lies in a smart keyboard that detects risks in real-time. It steers children away from trouble by filtering harmful outgoing messages before they can be sent, and any damage can be done.

## A Guide To Apps & Social Media

The number of apps and social media channels your child could be exposed to grow all the time, as does an app's functionality. We recommend you visit Net Aware to read the latest and **most current advice on over 70 apps** to ensure you know what they do, how you can limit their features as well as recommended age restrictions.

<https://www.net-aware.org.uk/>

The apps included are:

- Fortnite
- Instagram
- Snapchat
- YouTube
- Minecraft
- Clash of Clans & Clash Royale
- Kik
- Friv
- Dubsmash
- Wink
- YOLO
- TikTok
- And many, many more

## Resources For Children To Use

Below are some links that children themselves can access for help when navigating the tricky subject of online safety,

### Reception – Year 2

Below are a number of links that are tailored for children in the younger year groups.

[https://www.thinkuknow.co.uk/5\\_7/](https://www.thinkuknow.co.uk/5_7/)

<https://www.netsmartzkids.org/>

<https://www.childnet.com/resources/smartie-the-penguin>

## **Year 3 – Year 7**

Below are links more suitable for older children.

[https://www.thinkuknow.co.uk/8\\_10/](https://www.thinkuknow.co.uk/8_10/)

<https://www.nsteens.org/>

### **REMOTE LEARNING**

In the event where staff are required to teach through 'remote learning' this will be done through the school's Seesaw app. In the interests of safety, live lessons will not be used in Straidbilly Primary School, however; teachers may prerecord lessons, and/or post worksheets with explanations.

If interacting with other children or staff online, children should always be kind and respectful to each other and respectful and obedient to staff. Any inappropriate comments to staff online will be taken very seriously. This is also the case for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time.

Teachers and parents may communicate with each other for school business using the private message facility on Seesaw. Group information from the teachers can also be posted.

Communication between staff will be carried out via WhatsApp.

### **HANDLING E-SAFETY CONCERNS**

Concerns regarding the use of the Internet/digital technology (deliberate or inadvertent) will be recorded on SIMS by the class teacher as an E-Safety incident. The principal will monitor all records. If the concern is of a child protection nature, the principal (DT) and the DDT will be informed. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures. Any complaint about staff misuse must be referred to the principal.

### **MONITORING & REVIEW**

This policy is implemented on a day-to-day basis by all school staff and is monitored by the ICT Co-ordinator. This policy is the Governors' responsibility, and they will review its effectiveness annually.

In doing so, there are several documents adhered to within school which audit the effectiveness of Online Safety within Straidbilly Primary School:

**Online Safety Policy** – audited annually by all members of staff.

**Child Protection Policy** – audited annually by all members of staff. Contains extensive references to Online Safety and its importance in the context of our school.

**Acceptable Use Policy** – audited annually by all members of staff.

**Responsible Internet Use**– signed by parents & children to ensure the standards and expectations of the school are upheld by all parties.

**Code of Practice for Staff**- signed by staff annually.

**E-safety agreement** – signed by parents annually.

**Form of Consent for Use by the School and media of Photographs of Children** – A document that must be signed by parents and carers for permission to use photographs and videos of children on the school website or social media. Without consent, images may not be used for these purposes.

**Online Safety and Unacceptable Use Incident Log** – All Online Safety and unacceptable uses of the internet including social networking sites are to be logged on SIMS by the class teacher. This log is then monitored by the principal.

**Appendix 1**

# Straidbilly Primary School E-Safety Agreement 23/24

Pupil name(s): \_\_\_\_\_

As the parent or legal guardian of the pupil(s) named above, I grant permission for my child/children to have access to use:

- the Internet at school,
- the school's email system,
- ICT facilities and equipment.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit, and that if they have concerns about their e-safety or e-behaviour they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

I understand that the school takes any inappropriate behaviour seriously and will respond to inappropriate or unsafe behaviour.

I understand that I cannot take photographs of other children or staff at school events and share them on social media sites without permission.

## Social Media

I understand that the school will continue to use our Facebook Page and website to help promote our school and keep parents and friends informed of what is happening at Straidbilly. However, any actions online that impact on the school and can potentially lower the school's or a member of staff's reputation in any way or are deemed as being inappropriate, will be responded to in a serious manner.

In the event that any member of staff, pupil or parent/carer is found to be posting libellous or inflammatory comments on Facebook (or any other social media site), they will be reported to the appropriate 'report abuse' section of the network site. They will also be barred immediately from having access to our school Facebook page.

All social network sites have clear rules about the content in which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.

In serious cases our Board of Governors will be informed and we may consider legal options to deal with any such misuse.

Parent / Guardian signature: \_\_\_\_\_  
(on behalf of the family)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name \_\_\_\_\_

**Appendix 2****Code of practice for staff**

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet must be always supervised by an adult.
- All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.
- All pupils using the Internet have written permission from their parents.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT Co-ordinator.
- In the interests of system security staff passwords should only be shared with the network manager. Staff must lock their workstation when unattended.
- Teachers are aware that the C2K system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.
- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Photographs of pupils should, where possible, be taken with a school iPad and images should be stored in each teacher's area and accessed by teaching staff and website manager.
- School systems may not be used for unauthorised commercial transactions.
- Staff should not talk about their professional role in any capacity when using social media such as Facebook, Twitter & YouTube.
- Staff should not link with parents or pupils (past and present) on Social Media (such as Facebook or Twitter) unless they are known to them outside of school.
- Staff will ensure online activity, both in and out of school, will not bring the school or their professional role into disrepute.
- Teachers have a responsibility to ensure their pupils are aware of Internet Safety issues, in particularly when access to Social Media sites has been granted.
- Teachers should not permit any pupil to access Facebook or Twitter on individual stations/laptops.
- Teachers should not permit pupils to use the search facility within YouTube or access YouTube material from a search engine.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 3****Safety Rules for Children**

Follow These SMART TIPS

**S****Safe** - Always keep your name, address, mobile phone number and password private.**M****Meeting** - Make sure you tell your parent or teacher if someone wants to talk to you online.**A****Accepting** e-mails or opening files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages.**R****Reliable** - someone on-line may be lying and not be who they say they are.**T****Tell** your parent or carer if someone or something makes you feel uncomfortable or worried.

**Appendix 4****Straidbilly Primary School****Rules for Responsible Internet Use**

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will not access other people's files without permission.
- I will only use the computers for schoolwork and homework.
- I will not bring in memory pens/sticks from outside school unless I have been given permission.
- I will ask permission from a member of staff before using the Internet.
- I will only e-mail people I know, or people that my teacher has approved.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

**Myself and my parents/guardian have read the rules. I will abide by the rules.**

Pupil's Name: \_\_\_\_\_

Pupil's Signature: \_\_\_\_\_

**I have discussed the above rules of use with my child.**

Parent's/Guardian's Name: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_



**Appendix 5**

**STRAIDBILLY PRIMARY SCHOOL**

**Pupil Photographs**

Dear Parent/Guardian

Child Protection guidance recommends that schools must seek parental permission before taking or displaying children's photographs in the school. Occasionally photographs may be taken for publication in the local newspapers to celebrate achievements and may also appear on our school website and/or social media pages. (Names will not be associated with photographs on the website or social media page.)

Please give this matter some thought and return the slip below with your decision. It is important that we receive a reply regarding each child so that your wishes may be adhered to.

Thank you for your co-operation.

Yours Sincerely,

Mr J George

Principal

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**Pupil Photographs**

**Parental Permission Slip**

Parent's Name: \_\_\_\_\_

Pupil's Name: \_\_\_\_\_

**Please sign the appropriate space below**

I hereby **give my permission** for the above child's photograph to be taken and used by the school internally when necessary. I understand that his/her photograph may be taken and used by the media to celebrate achievements in the school and where they are involved in out of school and extra-curricular activities. I also understand that his/her photograph may appear on the school website or social media page.

Signed \_\_\_\_\_ Parent/Guardian

I do not wish the above child's photograph to be taken and used by the school internally or externally.

Signed \_\_\_\_\_ Parent/Guardian

