ST AGNES

Catholic Primary School

With Jesus beside us, we do our best

Pupil Online Safety Policy

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Our Vision and Values

At St. Agnes we believe that although we are all very different we have a way of living, behaving and doing things that allow us to serve as a witness to the Catholic Faith in our Lord Jesus Christ.

Our school motto is: **With Jesus Beside Us We Do Our Best to:**

Believe
We are all valued in God's family and the school family. We **believe** in ourselves and in our abilities.

Persevere
When things get difficult we will **persevere** so that we will grow stronger, realising we can turn to each other and God.

Contribute
We will **contribute** to the life of the school, the parish, the local community and the wider world to which we all belong.

By doing these we will:

Achieve
By being the best we can be, we will **achieve** in making a difference to others and living as God would want us to.

Introduction to Online Safety for Pupils

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

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 Coordinator is the DSL (headteacher) supported by the deputy head and Marion Reilly. They keep up to date with Online Safety issues and guidance and ensures the Head, senior management and Governors are updated as necessary.

School Staff
All teachers 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.

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 to a set of guidelines and rules when using ICT at school: '*Rules for responsible ICT use for KS2 pupils*. This document is to be revisited and signed annually.

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.

Other related polices 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:

- Safeguarding Policy
- RHSE Policy
- Staff ICT and Internet Acceptable Use Policy
- Anti-Bullying policy
- Use of Mobile Phones and Digital Devices Policy

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

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

Information and Data Security

Pupil's personal details, identifying information, images or other sensitive details will never be used for any public online 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.

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.

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 and/or ICT technician.

Internet Content filter
In accordance with the Prevent Duty the school has appropriate filtering and monitoring systems in place when children access the internet via school devices and when using the school network.

The school's Internet filtering and monitoring system is provided by the **London Grid for Learning (LGfL)** and is managed for the school by **the School ICT Technician** who can liaise directly with the LGfL filtering team.

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.

The filtering system is monitored directly by staff working with pupils. Any attempts to access blocked sites are noted by the LGfl and are monitored regularly by the School ICT Technician. Staff can also have input into the filtering arrangements by designating specific sites as unsuitable and asking for them to be blocked or arranging for suitable sites to be unblocked to facilitate teaching and learning.

The school meets the Department for Education's Filtering and Monitoring Standards through:

- identifying and assigning roles and responsibilities to manage filtering and monitoring systems
- reviewing filtering and monitoring provision annually using a nationally recognised testing framework
- blocking harmful and inappropriate content without unreasonably impacting teaching and learning.
- having effective monitoring strategies in place that meet their safeguarding needs.

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.

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/SEND 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 any Out of Hours provision.

Internet-enabled mobile phones and handheld devices

- Pupils are not allowed to use personal mobile phones at school under any circumstances
- Year 6 pupils may bring a device to school to be used to contact parents on the journey to and from school – this device will be kept in the school office during school hours

See the separate policy on Mobile Phones and Digital Devices for more details

Pupil Accounts for Learning Platforms and Digital Resources

The school subscribes to several carefully chosen digital learning platforms and resource libraries and provides pupils with usernames and password where appropriate as they move through the school.

- These details will be supplied to pupils when needed to log in to different accounts and platforms.
- Some details will be shared across classes/groups and 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 create or add to material stored in these platforms can be seen by staff at any time.
- KS2 pupils may be provided with printed details for these accounts. They will be expected to keep these details private unless asked by an adult to share the details to support access for learning

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 deleted once the pupil leaves the school or no longer needs them, whichever is sooner

Teaching the safe use of the Internet and ICT

The Computing Curriculum

It is a requirement of the Computing National Curriculum that Pupils: "are responsible, competent, confident and creative users of information and communication technology"

In Key Stage 1, pupils should be taught to:

"Use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies"

In Key Stage 2, pupils should be taught to:

"Use technology safely, respectfully and responsibly; recognise acceptable behaviour; identify a range of ways to report concerns about content and contact."

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. Please see the **Computing and ICT scheme of work** 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.

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

Reporting Concerns

Pupils are taught the importance of reporting concerns to a trusted adult, and given guidance on a range of other strategies for dealing with online situations that make them feel unconformable.

Cyberbullying - Online bullying and harassment

St Agnes School believes that everyone in the school community has the right to learn and to teach in a supportive and caring environment without fear of being bullied. We are committed to helping all members of the school community to benefit from information and communication technology, whilst understanding its risks, and to equip children with the knowledge and skills to be able to use it safely and responsibly.

What is cyber bullying?

"Cyberbullying" can be defined as "the use of modern communication technologies to embarrass, humiliate, threaten or intimidate an individual in the attempt to gain power and control over them.'

If cyberbullying takes place, adults should keep records of the abuse, texts, e-mails, website or instant messages and should not delete the said texts, e-mails or messages.

Adults are advised to take screen prints of messages or web pages and to be careful to record the time, date and location of the site.

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 involves themselves in cyber-bullying activity. See related section **Social Networking, Chat and Messaging.**
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.

Social Media

Social Media tools and platforms, including 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 including grooming, cyberbullying and trolling.
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

"Trolling" can be defined as "circumstances where a person sows discord on the internet by starting arguments or upsetting people by posting inflammatory messages in an online community with the deliberate intent of provoking readers into an emotional response;'
If trolling occurs, adults are advised to take screen prints of messages and should not delete any evidence of trolling.

Teaching safe use of online social media

We use the resources, guidelines and materials offered by Kidsmart, Think U Know, Childnet and Common Sense Media as outlined above in the Safe Use of the Internet section to teach children how to use social networking and messaging/chat apps and tools safely and appropriately.

Using secure social networking tools in school

Depending on the privacy policy of the company, it is a violation for users under the age of 13 to have or use social media accounts. Therefore, at no times will children have direct access to personal social media accounts.

Children may have access to a range appropriate and secure social networking platforms such as Google Classroom Chat, Google Meets, Google Mail, or approved blogging websites as a means of learning about safe social networking.
Access to these platforms is always strictly supervised as part of the computing curriculum.

Appropriate and respectful behaviour on these platforms is explicitly taught and concerns of misuse are to be forwarded to the Computing Co-ordinator for investigation and action where necessary.

Adults must report all incidents of cyberbullying and/or trolling to the Headteacher/DSL. Any such incidents will be taken very seriously.
Parents will be made aware of more serious cases.

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.

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
- 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 cross 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

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:
https://www.towerhamlets.gov.uk/lgnl/community_and_living/community_safety__crime_preve/Prevent/local_prevent_strategy.aspx

Deliberate misuse of the Internet facilities

All pupils are asked to sign an Internet Use Agreement (see attached document) at the beginning of every year. Hard Copies are kept by the ICT Coordinator for future reference. 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
- Banning from out of school hours Internet facilities
- Letter to parent/carer
- Report to Head
- Incident logged

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
- 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.

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Rules for using school technology safely and responsibly

I will always ask an adult before I use school technology

I will make sure an adult is with me when I use the Internet or go online

I will ask an adult if I don't know what to do or if I feel unsafe or uncomfortable

I will keep my school usernames and passwords safe and private and not share them unless asked by an adult

I will always use school technology responsibly and safely

I will only use school technology for learning

I will not use Google Image Search to look for images online at school unless asked to by an adult in a lesson

I will not upload any of my own personal files to the school network or onto any school devices

I will not use any personal digital devices (mobile phones, tablets) in school without permission from an adult

This sheet should be printed and stuck on the inside cover of the Computing Book

Please sign and date at the beginning of every school year

Name:			
Year group	**Class**	**Signature**	**Date**
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			