

# ST AGNES

## Catholic Primary School

*With Jesus beside us, we do our best*



# Pupil Online Safety Policy

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**Author:** M. Reilly

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**By:** M. Reilly



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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 2023) 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
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and/or financial scams

### 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.

Teachers must ensure all children are annually reminded of/sign: 'Rules for responsible ICT use for KS1/2 pupils' All staff should be familiar with other relevant policies 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 KS1/2 pupils'. This agreement is kept in their Computing book

### 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

### School Technical Support Services

Connetix ICT Support staff will work with SLT and the Computing Lead to ensure that all systems, networks and hardware devices are up to date, secure and fit for purpose. Connetix technicians will report any issues with breaches to the Content filter to SLT and work with LGfL staff to ensure the filter remains effective.

## 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
- Remote Learning Policy
- Child Safeguarding and Protection Policy
- Anti-Bullying Policy
- Special Educational Needs and Disability Policy
- Accessibility Plan

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)



## Technical and Hardware Provision

### 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.

### School Technical Support

The school has a contract with **Connetix Technical Support** to provide technical support for the school hardware software and network. Connetix staff work on a ticket-based system to deal with faults and issues arising.

### 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 viral infection should be reported immediately to the **ICT technician**.

### Internet Filtering and Monitoring Systems

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 **Connetix staff** who can liaise directly with the LGfL filtering team.

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 Connetix.

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. – currently Connetix staff
- reviewing filtering and monitoring provision at least annually using a nationally recognised testing framework from the SWGfL
- blocking harmful and inappropriate content without unreasonably impacting teaching and learning.
- having effective monitoring strategies in place that meet their safeguarding needs.

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.*

## 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 **Special Educational Needs and Disability Policy** and **Accessibility Plan**

### 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.

## Teaching the safe use of the Internet and ICT

### The Computing Curriculum

The safe and responsible use of ICT is a statutory part of the Computing curriculum for all year groups from 1-6. It is a requirement of the 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.

## Social Networking, Chat and Messaging

Online chat, discussion forums and social networking sites 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.

- Pupils are not allowed to use commercial social networking sites in school and are reminded that such sites usually have age restrictions – 13 and older in most cases.
- A supplementary document with age restrictions is shown to children and parents
- We use the resources, guidelines and materials offered by Kidsmart, LGfL, 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.

### Teaching responsible use of social networking

- Children have access to Social networking platforms such as Google Classroom chat, Google Meets, Google Mail, or blogging websites as a means of demonstrating and modelling safe use of social networking.
- These platforms are 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. Parents will be made aware of more serious cases.

## Cyberbullying - Online bullying and harassment

As aforementioned, 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?

*"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**

"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."

## Response to incidents

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.

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.

**Adults must report all incidents of cyberbullying and/or trolling to the Headteacher/ DSL.** Any such incidents will be taken very seriously.

## 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. 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.

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.

**There is more information on Cyberbullying and how the school deals with it in our Anti-Bullying Policy.**

## Online 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 reliable and suitable sites across the curriculum, particularly in EYFS and KS1
- 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

### **Teaching pupils how to find appropriate and reliable online content**

Finding and evaluating online content is a vital skill that will support learning across the curriculum and beyond.

We teach pupils how to understand and use search technology, and how to evaluate content for reliability and accuracy across all online platforms. We also cover concepts such as 'fake news'.

Further information about how we teach pupils to access suitable and reliable online content can be found in our **Computing Scheme of Work and Policy**





## 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

## 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>

## 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. 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. The School Technical Support Team will monitor breaches of the internet filter and liaise with LGfL staff as well as school staff when any such breaches occur.

## Sanctions for the above:

### 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 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.

## 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



## 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.

## 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 as and when they need them to log in. Some details will be shared across classes or 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. They will be expected to keep these details private unless asked by an adult to share the details 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 deleted once the pupil leaves the school or no longer needs them, whichever is sooner.

## 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 to school resources outside school.

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

**See Remote Learning Policy for more details.**

### 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 Agreement** to be completed by KS2 pupils setting out the rules and expected behaviour during a live-streamed lesson or conference.

**Remote Learning Policy for more details.**

## Supporting Parents and Families with Online Safety for pupils

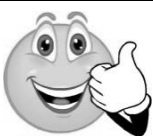


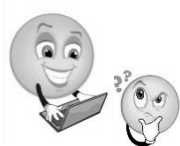



- Online safety and pupil use of the internet is discussed with parents at the admissions interview
- The school marks **Safer Internet Day** each year with class assemblies and parent workshops, using resources provided by <https://www.saferinternet.org.uk/>
- There is a section on the school website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





## Using ICT Safely and Responsibly for KS1 pupils

Keep safe: Keep SMART

At school and outside school:	
	I will always ask an adult before I use ICT equipment like a computer, tablet, robot, laptop or camera.
	I will keep my usernames and passwords safe, and not share it with anyone other than an adult that I know and trust.
	I will make sure an adult is with me when I use the internet on a computer or any other device.
	I will ask an adult for help if I don't know what to do or see something that I don't like or understand online.
	I will treat all school ICT equipment carefully and tell an adult if it goes wrong.
	I will never share personal and private information like my name and address with anyone online.
	I will be polite and kind to other people online.
<b>I agree to try and follow all these rules to keep me safe</b>	

Please sign below at the start of each school year to show you understand these rules.

Name:			
Year group	Class	Signature	Date
Reception			
Year 1			
Year 2			



## Safe and Responsible ICT use for KS2 pupils

Keep safe: Keep SMART



### At School - rules

- I will only use the school's computers and electronic devices for school work.
- I will use school ICT equipment and resources responsibly, and only when an adult is present.
- I will use any online learning accounts set up for me by the school responsibly.
- I will keep my logins and passwords secret and not share them with others.
- 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 not upload personal files to any school network or digital device without permission.
- I will not use Google Image search to look for images online at school.
- I will not use any personal electronic devices in school without permission
- I will follow school rules about personal devices that I need to use before and after school



### Outside school - guidelines

- I understand that I should not share personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- I understand that I should never arrange to meet someone I meet online unless my parent/carers has given me permission and I take a responsible adult with me.
- I know that I should respect by any age limits and restrictions on websites and apps that I use.
- I know I should not open a message attachment or file unless I trust the sender.
- I understand that I should only send messages and e-mails to people that I know and trust.
- I understand that any messages I send to others should be respectful, truthful and kind.
- If I see receive a message I do not like, I know that I should not reply but I should keep the message and show it to a trusted adult as soon as possible.
- I know that cyberbullying is wrong and that I should talk to a trusted adult if it happens to me.
- I know that I should also talk to a trusted adult if I think someone else is being cyberbullied.



Please sign below at the start of each year to show you understand these rules and guidelines

Name:			
Year group	Class	Signature	Date
Year 3			
Year 4			
Year 5			
Year 6			



## Remote Classroom Agreement

This document 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 appropriate 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 Agreement** helps me to use the school's principles/ethos/framework 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 Agreement

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

Signed: Pupil		
Signed: Parent		
Signed: Teacher		



## Digital Home Learning Agreement

Name of Child:	Class/Year	Date
Name of Parent/Carer:		

This document acts as a home school 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

### Parent Agreement

- ☐ 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 an adult
  - They log off 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 problems with accessing or using 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

### Pupil Agreement

- I will only use school equipment and resources for school work and learning at home.
- I will make sure I log out of any school accounts when I am not using them.
- I will report any problems or damage to school equipment to an adult at home.
- I will only contact school staff using the contact details given by the school.
- I will tell a trusted adult if I see or hear anything inappropriate when online.

Signed: Pupil		Date:
Signed: Parent		Date:
Signed: Teacher		Date: