

Himbleton CE Primary School and Nursery



Nurture, Nature, Knowledge:

Enabling inquisitive thinkers and inspired learners with kind hearts.

“Faith, Hope, Love...the greatest of these is Love.” (Corinthians 13:13)

“So in everything, do unto others what you would have them do to you.” (Matthew 7:12)

“Wise men and women are always learning, always listening for fresh insights.” (Proverbs 18:15)

**ONLINE SAFETY AND ACCEPTABLE USE
POLICY
May 2023**

E-Safety Policy

Rationale

As the use of online services and resources grows, so has awareness of the risks and potential dangers which arise from the use of communications technology and the internet. Those risks are not confined to the use of computers; they may also arise through the use, for example, of games consoles and mobile phones.

There is an expectation that schools will have in place appropriate policies and strategies to promote the safety of learners in their care both when they are in the school and when they are elsewhere. This policy aims to keep the children of Himbleton CE Primary School and Nursery safe while using available technologies to enhance learning.

Creating a Safe Online Learning Environment

This has four important elements:

- ❖ An infrastructure of whole-site awareness, responsibilities, policies and procedures;
- ❖ An effective range of technological tools;
- ❖ A comprehensive e-safety education programme for everyone in school;
- ❖ A review process which continually monitors the effectiveness of the above.

The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to support learning without creating unnecessary risk to users.

The Headteacher, Staff and Governors will ensure that:

- Learners are encouraged to enjoy the safe use of digital technology to enrich their learning;
- Learners are made aware of risks and processes for safe digital use;
- All adults and learners have received the appropriate acceptable use policies and any required training;
- The school has appointed an Online Safety Officer and a named governor takes responsibility for online safety. At Himbleton CE Primary School this is the Designated Safeguarding Lead and the Safeguarding Governor;
- An Online Safety Policy has been written by the school, building on the Worcestershire policy and DfE guidance (currently 'Teaching online safety in schools: guidance supporting schools to teach their pupils how to stay safe online within new and existing school subjects' (2019));
- The Online Safety Policy and its implementation will be reviewed annually;
- The school internet access is designed for educational use and will include appropriate filtering and monitoring; this is currently provided through the school's Service Level Agreement with Entrust;
- Copyright law is not breached;
- Learners are taught to evaluate digital materials appropriately;
- Parents/carers are aware of the acceptable use policy;
- Parents will be informed that all technology usage may be subject to monitoring, including URL's and text messaging;

- Parents are made aware of access to online training;
- The school will take all **reasonable precautions** to ensure that users access only appropriate material;
- The school will audit use of technology to establish if the Online Safety Policy is adequate and appropriately implemented;
- Methods to identify, assess and minimise risks will be reviewed annually;
- Complaints of internet misuse will be dealt with by a senior member of staff;
- Online safety is a **child safety** issue and at Himbleton CE Primary School and Nursery is managed as such. The Headteacher is both the Designated Safeguarding Lead and the Online Safety Officer.

Online Bullying

This is as unacceptable as bullying in person and should be treated in the same way. If a child feels bullied online they are encouraged to: TELL (parents, teachers or a friend).

Taught Minimising Strategies

There are many ways to minimise the risk of online bullying, some which can be achieved by using simple common sense and others by introducing policies into school.

Awareness of general online safety practices can help to reduce the risk of online bullying, and contribute to ensuring that children remain safe when using technology, both in school and at home. We teach the following hints and tips, which we believe are important skills when preparing children for modern life; they are adapted from those provided by 'Always On? Always Aware!' and using the materials supplied by CEOP.

Keep personal information private:

Personal information should be kept private at all times. This includes details such as name, address, photos, email addresses, home and mobile phone numbers, school name, membership of clubs, information on family and friends, and passwords. If bullies don't have access to this information, the less likely they are to be able to abuse it.

Don't believe everything you read:

Just because someone online states that they are 15, it doesn't mean they are telling the truth. Even adults can't tell when a male pretends to be a female or a 50 year old pretends to be a 15 year old.

Use netiquette:

Be polite to others online as you would offline. If someone treats you rudely, or is mean, you should not respond. The chances are that the bully will see that they are having no effect and stop the abusive messages. If not, and the abusive messages continue, help should be sought from a teacher, parent or carer.

Never send messages when angry:

Messages should be calmly and factually written. Angry messages, sometimes known as a 'flame' or 'flaming', can be a source of regret. Once a message has been sent it is in the public domain.

Never open a message from someone you don't know

Delete strange emails or text messages from unknown people. If in doubt, advice should be sought from a teacher, parent or carer.

If it doesn't look or feel right, it probably isn't:

If anything is ever seen on the internet, or emails or text messages are received that cause uneasiness, the device should be switched off and advice sought from a teacher, parent or carer.

You don't have to be 'always on' – turn off, disconnect, unplug:

Staying online for sustained periods of time is not a healthy choice. Offline time is promoted.

Don't reply to messages from online bullies:

Online bullies want a response; a response should not be given.

Protect yourself:

Meetings with someone met online should NEVER be arranged.

Don't keep bullying to yourself:

If bullying occurs, an adult should be told so that online bullying can be combatted.

Further information for parents and children is available from the UK Council for Internet Safety website:

<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

Promoting Online Safety at Home

Online safety is important in both the home and school environments. As a school, we will ensure that we support parents in promoting online safety at home. This will be done through regular communication of high-quality information and learning resources via newsletters and the website. In addition, parental workshops will be held to develop understanding further. Current recommended resources are:

-<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

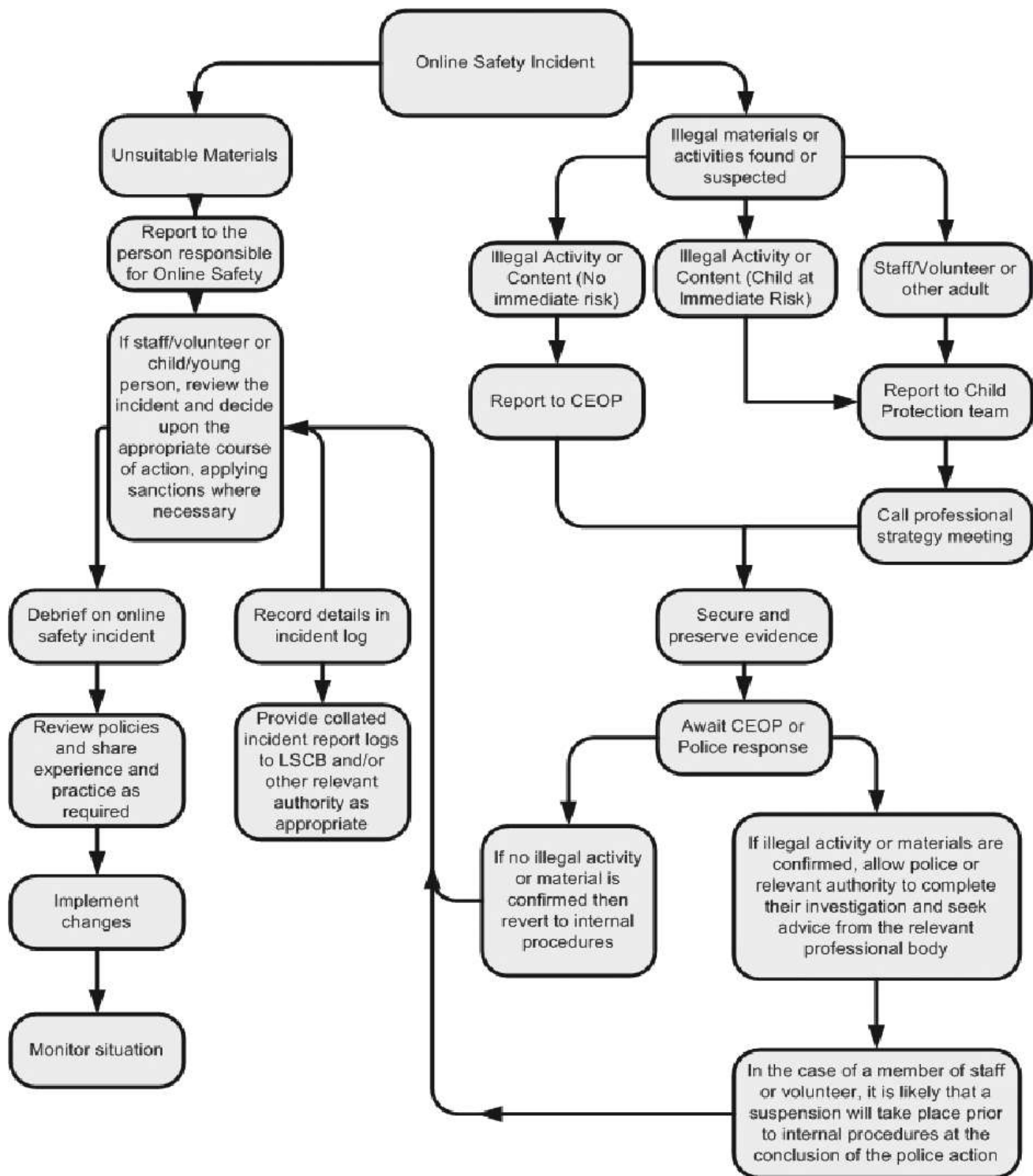
-<https://www.thinkuknow.co.uk/>

-<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/>

-<https://www.ceop.police.uk/safety-centre/>

Reporting of Online Safety Breaches

It is hoped that all members of the school community will be responsible users of digital technology, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:



Password Security

The school's online safety curriculum includes frequent discussion of issues relating to password security and staying safe in and out of school.

Appendix 1

Acceptable Use Policy for Children in EYFS and KS1

I want to feel safe all the time.

I agree that I will:

- Only open pages which my teacher has said are OK;
- Tell my teacher if anything makes me feel scared or uncomfortable;
- Talk to my teacher before using anything on the internet;
- Not tell people about myself online (I will not tell them my name, anything about my home, family or pets).

I understand that anything I do on the computer may be seen by someone else.

Parent/Carers

Name of child:

I confirm that I have discussed this policy with my child/children.

Signed:

The points listed above are the ones that we feel are most relevant to our youngest children whilst in school. You may wish to discuss further with them the following areas as they become more digitally proficient at home:

- Always keep my passwords a secret;
- Only work with people I know in real life;
- Make sure all messages I send are polite;
- Show my teacher if I get a nasty message;
- Don't reply to any nasty message or anything which makes me feel uncomfortable;
- Don't give my mobile phone number to anyone who is not a friend in real life;
- Only email people I know or if my teacher agrees;
- Don't load photographs of myself onto the computer;
- Never agree to meet a stranger.

Appendix 2

Acceptable Use Policy for Children in KS2

When I am using the computer or other technologies, I want to feel safe all the time.

I agree that I will:

- Always keep my passwords a secret;
- Only visit sites which are appropriate to my work at the time;
- Work in collaboration only with friends and I will deny access to others;
- Tell a responsible adult straight away if anything makes me feel scared or uncomfortable online;
- Make sure all messages I send are respectful;
- Show a responsible adult if I get a nasty message or get sent anything that makes me feel uncomfortable;
- Not reply to any nasty message or anything which makes me feel uncomfortable;
- Not give my mobile phone number to anyone who is not a friend;
- Only email people I know or those approved by a responsible adult;
- Always talk to a responsible adult before joining chat rooms or networking sites;
- Always keep my personal details private (name, family information, journey to school, pets and hobbies are all examples of personal details);
- Always check with a responsible adult and my parents before I show photographs of myself;
- Never meet an online friend without taking a responsible adult that I know with me.

I understand that anything I do on the computer may be seen by someone else.

Name:

Signed:

Date:

Parent/Carers

Name of child:

I confirm that I have discussed this policy with my child/children.

Signed:

Appendix 3

Acceptable Use Policy for Staff

The policy aims to ensure that any communications technology is used without creating unnecessary risk to users while supporting learning.

I agree that I will:

- ❖ Only use personal data securely;
- ❖ Implement the school's policy on the use of technology and digital literacy;
- ❖ Educate pupils in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation;
- ❖ Educate pupils in the recognition of bias, unreliability and validity of sources;
- ❖ Actively educate learners to respect copyright law;
- ❖ Only use approved email accounts;
- ❖ Only use pupil images or work when approved by parents and in a way that will not enable individual pupils to be identified;
- ❖ Only give access to appropriate users when working with blogs or wikis etc.;
- ❖ Set strong passwords – a strong password is one which uses a combination of letters, numbers and other permitted signs;
- ❖ Report unsuitable content or activities to the E-Safety Officer/Headteacher;
- ❖ Ensure that video-conferencing is supervised appropriately for the learner's age;
- ❖ Read and sign the Acceptable Use Policy;
- ❖ Pass on any examples of internet misuse to a senior member of staff;
- ❖ Post any supplied e-safety guidance appropriately.

I know that once I post a message or an item on the internet then it is completely out of my control.

I know that anything I write or say or any website that I visit may be being viewed by a responsible adult.

I agree that I will not:

- Visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
 - pornography (including child pornography)
 - promoting discrimination of any kind
 - promoting racial or religious hatred
 - promoting illegal acts

- breach any Local Authority/School policies, e.g. gambling
- do anything which exposes children in my care to danger any other information which may be offensive to colleagues;
- forward chain letters;
- breach copyright law.

I accept that my use of the school and Local Authority digital facilities may be monitored and the outcomes of the monitoring may be used.

Print:

Signed:

Position:

Date: