

ONLINE SAFETY POLICY



Alexander McLeod Primary School

Updated: July 2024

Date of review: September 2025

Our online safety policy has been written by the Computing Lead and reviewed by SLT and Governors. It will be reviewed annually. It is the duty of the school to ensure that every child in our care is safe, both within the school premises and online.

Computing and the use of digital devices is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life- long learning and employment.

Computing covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of computing within our society as a whole. Currently the apps and software children and young people are using both inside and outside of the classroom include:

- Websites
- Podcasting
- Coding
- Gaming
- Mobile devices
- Video & Multimedia

Whilst exciting and beneficial all users need to be aware of the range of risks associated with the use of these technologies.

At Alex McLeod we understand the responsibility to educate our pupils on online safety issues; teaching them the appropriate behaviors and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

Both this policy and the Acceptable Use Agreement (for all staff, governors, visitors and pupils) are inclusive of fixed and mobile internet technologies provided by the school. Any visitors using their own devices within school adhere to the schools Acceptable Use Agreement and this online safety policy.

Roles and Responsibilities

As online safety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. Online safety concerns are reported to the Computing Lead via CPOMS and dealt with by Leader and SLT members. The designated Online safety co-coordinator is the Head Teacher as the Designated Child Protection Officer.

This policy, supported by the school's acceptable use agreement, is to protect the interests and safety of the whole school community. It is linked to the following school policies: computing, child protection, behavior, health and safety, anti- bullying and PHSE.

School staff are responsible for promoting and supporting safe behaviors and following the Online safety procedures. Central to this is fostering a 'No Blame' culture so pupils so pupils feel able to report any issues in line with safeguarding and child protection policy.

Pupils are expected to take an active part in sessions and activities to support their understandings and confidence in dealing with online safety issues, both at home and at school.

Parents are given information about the school's online safety policy at the Admission interview.

Managing the school online safety messages

We endeavor to embed online safety messages across the curriculum whenever the internet and/or related technologies are used. These messages will be appropriate to the age of the children being taught.

Online safety guidelines and the SMART rules will be prominently displayed around the school as well as through the use of school Online safety Mascot.

As a school, each year, we also participate in online safety activities during Safer Internet Day. We also have an Online safety display updated each year by the children with assemblies undertaken also.

Online safety in the Curriculum

The school provides opportunities within a range of curriculum areas to teach about online safety.

Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the online safety curriculum.

The teaching of online safety focuses on helping children to recognise inappropriate content, conduct, contact and commercialism and helps them learn how to respond or react appropriately.

Pupils are aware of the impact of online bullying and know how to seek help if they are affected by these issues.

Pupils know how to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organization such as ChildLine/ CEOP report abuse button.

Security, Data and Confidentiality

All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's online safety Policy.

When accessing, amending and saving any data or information, relating to the school or pupils, school staff follow the guidelines set out in the General Data Protection Regulations 2018.

Managing the Internet

All internet activity within school is monitored and filtered through LGFL's system. Whenever any inappropriate use is detected, the Computing Engineer and Computing Leader are notified and the incident will be followed up in line with the school Acceptable Use Policy.

The school maintains students will have supervised access to Internet resources (where reasonable) through the school's digital devices.

If Internet research is set for homework, staff will remind students of their online safety training. Parents are encouraged to support and supervise any further research.

Infrastructure

Our internet access is provided by standard LA internet Service Provider, which is Virgin Media Business, as part of the London Grid for Learning Broadband consortium

Plumcroft manage the administrative devices throughout school and curriculum access is managed by the school's ICT Manager.

Staff and students are aware that should they encounter or access anything unsuitable or damaging they must report it immediately to teachers, online safety coordinator or the Computing Engineer.

Mobile Technologies

Personal Mobile devices (including phones)

The school allows staff to bring in personal mobile phones and devices for their own use during designated times outside of the classroom. These are not to be used at any time whilst children are present.

Any personal mobile devices do not have access to the internet via the schools Wi-Fi network.

The school is not responsible for the loss, damage or theft of any personal mobile device.

Pupils are not allowed to have personal mobile phones or similar device in class and must be passed to the school office at the beginning of the day as some parents request that such devices are with their child to support them on their journey to and from school.

Managing email

The use of email within school is an essential means of communication for staff.

Pupils currently do not access individual email accounts within school.

Staff must use the school's approved email system for any school business.

Staff must inform (the online safety coordinator/ line manager/ ICT Manager) if they receive an offensive or inappropriate e-mail.

Social Networking

The school does not permit the pupils to access their private accounts on social or gaming networks at any time during the school day.

The school also strongly discourages children from using age inappropriate social networking outside of school. Should the staff be made aware of incidents or activities on these social networks, which has a direct effect on the children's behavior or attitudes within school, then the school reserves the right to take action regarding their accounts. This may include discussions with parents, information letters or reporting the child's access to the respective organizations/companies.

At Alex McLeod we promote the use of social media to engage parents and promote being a good digital citizen through the school twitter pages and have a separate online safety policy for parents and staff to follow.

Use of Internet

At Alexander McLeod we understand that it can be difficult to navigate and find useful and appropriate material and we will provide pupils with suggestions for suitable sites. Any website used within learning is checked prior by class teacher before use with the children.

We believe it is better to support children in finding their way around the internet with guidance and positive role modelling rather than restrict their internet use. We aim to provide our children with the skills to deal with inappropriate materials and how to discuss concerns or incidents that they come across.

Despite best efforts there are occasions where pupils might find inappropriate material. Pupils are taught to report this straight away so that action can be taken. Actions include: making a note of the website, informing Computing Lead and logging the incident on CPOMS.

Children seen not using the internet appropriately will have sanctions depending on the activity or misuse. These will include: downloading games, searching inappropriate content. Sanctions will include: reporting to head teacher, letter to parent/carer and banning from internet use.

Staff have access to internet for professional use and are expected to model appropriate ICT and internet use at all times.

Safe Use of Images Creation of videos and photographs

With the consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.

All staff are aware of specific children (they have responsibility for) in school which do or do not have photograph permissions. If they do have permission, staff are aware of which platforms they can be used on.

Staffs are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes field trips. School's own mobile devices must be used in this case.

Publishing pupil's images and work

All parents/guardians will be asked to give permission to use their child's work/photos in publicity materials or on the school website, twitter account etc.

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue.

Parents/ carers may withdraw or amend permission at any time.

Pupils' full names will not be published alongside their image and vice versa on the school website, twitter account, mobile app or any other school based publicity materials.

Storage of Images

Images/ films of children are stored securely on the school server and / or teacher's individual school laptops.

Misuse and Infringements Complaints

Complaints or concerns relating to online safety should be made to the class teacher, online safety coordinators or SLT members. Our Online safety coordinator acts first as the point of contact for any complaint.

Inappropriate material

All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the teacher online safety coordinators or SLT members.

Deliberate access to inappropriate materials by any user will lead to the incident being logged, in the first instance, and then forwarded to the online safety coordinator. Depending on the seriousness of the offence; investigation may be carried out by the Head teacher or LA. Staff are aware that negligent use or deliberate misconduct could lead to disciplinary action.

Cyberbullying

Online bullying and harassment via instant messaging, mobile phone texting, email, chatroom, Snapchat, WhatsApp and any current messaging app they may be using. Our school has a range of strategies and policies to prevent online bullying.

These include:

- - No access to public chat rooms
- - Being taught how to use the internet safely and responsibly and are given

guidance and support when accessing the internet.

We encourage pupils to discuss any concerns or worries they have about online bullying and harassment. Complaints will be dealt with in accordance to our Anti-Bullying Policy. Complaints related to child protection will be dealt with in accordance to our safe guarding policy.

Pupils are taught not to share personal information and how sharing information as sage, school name, address etc. can be dangerous.

Equal Opportunities

Pupils with additional needs

The school endeavours to deliver a consistent message to parents and pupils with regard to the schools' online safety rules.

Staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of online safety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of online safety.

Internet activities are planned and well-managed for these children and young people.