

Danbury Park Community Primary School



Online Safety Policy

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Be wise, be happy, belong



Danbury Park Community Primary School Online Safety Policy

1. Introduction

1.1. At Danbury Park Community Primary School we create a secure and safe environment that encourages every child to be:

- Curious, self-motivated, independent and resilient learners Be wise
- Aspirational, confident and happy individuals Be happy
- Honest, respectful and responsible members of our community Belong

1.2. We provide a rich, broad and balanced curriculum that develops every child, allowing them to achieve their true potential. Our curriculum provides the pupils with the skills and knowledge to live in the ever-changing world and part of this is embracing new technologies.

1.3. We recognise that this involves potential risks and harm to children and so it is vital that children are taught how to keep themselves safe in a digital world and online safety is an important part of their education.

1.4. This policy covers all technologies, hardware and software, known or unknown, at the time of its publication.

1.5. This policy should be read alongside the following school policies: Child Protection, Behaviour, Anti-bullying, Peer-on-Peer Abuse, Computing and all those pertaining to Data Protection.

2. Aims

2.1. The aims of the policy are to:

- Raise awareness and educate staff, parents and pupils about the dangers that children and young people can face in the online world;
- Promote acceptance that safety in the online world is not the removal or banning of access to digital technologies in itself but rather education and training, for both children and adults, around responsible use and potential danger;
- Ensure that pupils recognise the risks, dangers and potential harm that may arise from the use of the internet, digital and mobile technologies;
- Ensure that staff, pupils and parents understand how to manage these risks and potential dangers and are able to recognise, challenge and respond appropriately to any online safety concerns so that children and young people are kept safe;
- Ensure that pupils know how to respond appropriately to any online safety concerns they may have;
- Encourage staff, children and parents to consistently demonstrate safe behaviours online.

3. Risks

3.1. Children do not always recognise the inherent dangers of the internet and often do not understand that online behaviour may have offline consequences. Despite this, digital



technologies can offer them opportunities to learn and develop, communicate, be creative and be entertained. The advantages of the internet can and should out-weigh the disadvantages.

3.2. At Danbury Park Community Primary School we aim to work with parents and pupils so that the children develop the skills to make informed decisions and learn to take increasing responsibility for their own safety. We want them to be able to understand and manage risk without the fear that they may have done something wrong and will be punished by having technology removed.

3.3. Risks include:

- Inappropriate images,
- Grooming,
- Bullying,
- Gang culture,
- Radicalisation,;
- Wider public misuse of uploaded images/videos.

4. Online Safety in the Curriculum

4.1. The school's Computing Policy explains how computing is taught at Danbury Park Community Primary School. We have a detailed scheme of work that covers how planned units are delivered to each year group and online safety is taught under the wider heading of 'digital literacy'. We use a range of teaching strategies including research, modelling and discussions.

4.2. Information Communications Technology (ICT) and online resources are also used across the curriculum by all year groups throughout the school.

4.3. We believe it is essential for online safety education and guidance to be given to the pupils on a regular and meaningful basis. For this reason online safety is explicitly taught as part of the Computing curriculum at the beginning of each term to each class. Each class contribute to the online safety display in the school's ICT Suite. Online safety is also embedded within the curriculum so that pupils receive frequent and relevant reminders to the technologies they are using.

4.4. Online safety is included as part of our taught PSHE curriculum. In these lessons, pupils are taught about online safety as part of wider topics.

4.5. Pupils are taught about the relevant legislation when using the internet such as data protection and intellectual property, which may limit what they want to do, but also serves to protect them. They are taught about copyright and respecting other people's information and images. They are also taught to critically evaluate materials not just for their use, but if they are safe, and to practise good searching skills.

4.6. Pupils are taught about the impact of Cyberbullying and how to seek help if they are affected by any form of bullying. Pupils are also made aware of where to seek advice or help if they experience problems when using the internet and related technologies. This includes a trusted adult either at home or in school or an organisation such as NSPCC Childline or the CEOP report abuse button.

4.7. Pupils are taught about the different types of information that they can share safely as well as what they should not share online and this is linked to developing an understanding of their



personal digital footprint. They are taught to recognise acceptable and unacceptable behaviours both in themselves and others.

5. Google Classrooms

- 5.1. Google Classrooms is used to facilitate online learning at Danbury Park Community Primary School when necessary.
- 5.2. There is an agreed Code of Practice in place, which pupils are taught and staff abide by. See Appendix 3.

6. Roles and Responsibilities

- 6.1. Danbury Park Community Primary School takes its safeguarding duties very seriously.
- 6.2. It is the responsibility of the **Headteacher** to:
 - Ensure that appropriate levels of filtering are in place to enable safe use of the internet in lessons;
 - Ensure that electronic equipment taken off-site is appropriately encrypted and stored;
 - Ensure that software loaded onto the system is carried out by approved members of staff and the appointed ICT Support Consultant only;
 - Provide induction training for new staff, governors and volunteers;
 - Provide regular update training for all staff;
 - Provide regular advice and support to parents.
- 6.3. It is the responsibility of all **staff, governors and volunteers** to ensure that they:
 - Are familiar with and exercise the school guidelines for online safety as laid out in Acceptable Use agreement (Appendix 1);
 - Demonstrate and practice safe online behaviours both in and out of school as laid down in the Staff Code of Conduct;
 - Educate all pupils in the responsible and safe use of the internet and any and all technologies;
 - Teach the school's wider curriculum that covers all aspects of online safety;
 - Review any websites before use, and if Internet research is set for homework, suggest specific sites that have previously been checked. Parents should be advised to recheck these sites and supervise this work and further research.
- 6.4. It is the responsibility of the **pupils** to
 - Ensure that where inappropriate content is identified that the site is immediately closed and the member of staff in the lesson informed;
 - Ensure that technologies used in school are used sensibly and appropriately and that wilful misuse of school or personal technology on school premises will result in withdrawal of this privilege
 - Ensure that they keep themselves safe when working online and they manage the risks of internet access sensibly and in an informed way



6.5. **Parents** are expected to support and co-operate with the school in keeping their children safe. Whenever a child joins Danbury Park Community Primary School parents and children are asked to sign the Acceptable Use Agreement (Appendix 2). We ask that parents read this with their child and explain what this means. As pupils move into Year 3, parents and pupils are asked to review and resign this document.

It is the parents' responsibility to:

- Discuss and sign the Acceptable Use Agreement with their child;
- Support their child in upholding safe practices both in and outside school including checking internet sites and supervising any research project set as homework;
- Work with the school to address any breaches or difficulties.

7. Incident Reporting

7.1. Any incidents of internet misuse, security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the Headteacher.

7.2. Pupils are taught how to deal with an incident and to report this immediately to the class teacher. Additionally they are encouraged to speak with a trusted adult in school, including the Headteacher, to report any breaches or concerns. They are reassured that by sharing information, they will be acting responsibly and protecting themselves and/or their friends.

7.3. Some incidents will need to be reported under the General Data Protection Regulations.

7.4. Some incidents may need to be recorded in other ways, for example if they relate to a bullying or a racist incident.

8. Monitoring and Evaluation

8.1. This policy will be monitored by the school's senior leadership team working with the Computing Subject Leader.

8.2. This policy will be reviewed by the governing body's Curriculum and Pupil Related Committee as part of termly reports on safeguarding and Child Protection.



Appendix 1

**Danbury Park Community Primary School
Acceptable Use Agreement: Staff, Governor and Visitor**

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher.

- I will only use the school’s email, Internet and any related technologies for professional purposes or for uses deemed ‘reasonable’ by the Headteacher.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number, personal e-mail address and social networking identities to pupils.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of Headteacher
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school’s Online Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand this forms part of the terms and conditions set out in my contract of employment.
- This Acceptable Use Agreement is a summary of our Online Safety Policy which is available on request from the School.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature Date

Full Name(printed)

Job title



Appendix 2

Danbury Park Community Primary School Acceptable Use Agreement: Parents and Pupils

ICT including the internet, e-mail and mobile technologies, etc is an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like further explanation please contact the Headteacher. This Acceptable Use Agreement is a summary of our Online Safety Policy which is available from the School.

- I will only use ICT in school for school purposes.
- I will not tell other people my passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or share anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my safety.

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Agreement

We have discussed this and(child's name) agrees to follow the online safety rules and to support the safe use of ICT at Danbury Park Community Primary School.

Parent/ Carer Signature

Pupil Signature

Date



Appendix 3

Danbury Park Community Primary School

Google Classrooms

Code of Conduct

When using Google Classrooms, adults and children remember to think about:

 **Content** – Is what you are looking at and sharing appropriate?

 **Contact** – Do you know who you are speaking to and interacting with and is this appropriate?

 **Conduct** – Are you behaving appropriately?

Our Code

-  We use our own personal login and password and we don't share it with others.
-  By using our personal login and password, we are consenting to participate in the stream.
-  We keep our personal information such as our address, date of birth or phone number private.
-  We use school-allocated email addresses, not personal ones.
-  We do not use video-conferencing on a one to one basis and use it only when instigated by an adult.
-  During online activity, we will be in a neutral area (i.e. not in a bedroom or bathroom).
-  We make sure that other people cannot reproduce and distribute the stream.
-  We only send files or comments that are relevant for learning.
-  If you are worried about anything you see or hear when using Google Classrooms, you can let Mrs Gooding know by phoning the school on 01245 224994 or by e-mail at admin@danburypark.essex.sch.uk.

Be wise, be happy, belong