



# Hagley Primary School

## Online Safety Policy

**Date:** September 2021

**Date of review:** September 2022

**Responsible member of staff:** Miss Laura Hadley

**Signature:**  
(Chair of Governors)

*RCCore*

**Signature:**  
(Head Teacher)

*Vanessa Payne*

The potential that technology has to impact on the lives of all citizens increases year on year. This is probably even truer for children, who are generally much more open to developing technologies than many adults. This policy sets out how we strive to keep children safe with technology while they are in school. We recognise that children are often more at risk when using technology at home (where we have no control over the technical structures put in place to keep them safe) and so this policy sets out how we educate children about the potential risks.

## **Responsibility**

At Hagley Primary School, we all take responsibility for the online safety curriculum. The senior leadership team and Governors are responsible for dealing with any online safety issues that arise and they monitor online safety incidents. Teaching staff are responsible for educating the children to respectfully tackle any problems they might come across. Additionally, teachers are responsible for the safeguarding of all children and must report any concerns they have about online safety. The school contracts an ICT company who are responsible for managing the school's network and ICT systems.

## **Acceptable use policy**

All members of the school community are responsible for using the school ICT systems in accordance with the appropriate acceptable use policy, which they will be expected to sign before being given access to school systems. All users are asked to accept this agreement every time they login. This tracks websites / words and phrases used. A weekly report is received by SLT for verification and review.

## **Curriculum**

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience. This is particularly important for helping children to stay safe out of school where technical support and filtering may not be available to them. Digital Literacy (online safety) is taught by the class teacher during "Get Connected Weeks" throughout the year. Digital Literacy is also covered throughout Computer Science lessons. A skills overview document ensures that there is clear progression between year groups and that specific skills are being taught.

## **Risks and Potential Dangers**

- Cyber-bullying
- Accessing illegal and inappropriate information
- Grooming and sexual abuse
- Talking to strangers online
- Sharing personal images
- Personal information being accessed by others
- Illegally downloading films/music
- Exposure to pornographic and violent material

## **Reporting**

If any member of staff or the community notice misuse of ICT then you must report it as soon as possible to a member of SLT.

## **Sanctions**

There are some activities that are inappropriate/illegal in a school context and users should not engage in these activities at all but especially when using school equipment. The list below gives you some examples of inappropriate/illegal (in red) behaviours.

- **Child sexual abuse images (illegal - The Protection of Children Act 1978)**
- **grooming, incitement, arrangement or facilitation of sexual acts against children (illegal – Sexual Offences Act 2003)**
- **Possession of extreme pornographic images (illegal – Criminal Justice and Immigration Act 2008)**

- **Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) (illegal – Public Order Act 1986)**
- pornography
- promotion of any kind of discrimination
- threatening behaviour, including promotion of physical violence or mental harm

### **Mobile phones**

We recognise that the area of mobile technology is rapidly advancing therefore pupils are permitted to bring a phone into school with written consent from their parent or carer. This will usually apply to those pupils who are permitted to walk to or from school by themselves. Phones must be handed into the class teacher during the school day and must not be used during lessons. Members of staff are permitted to bring their personal mobile devices into school. Personal hand held devices (phones/tablet) will be used in lesson time only in an emergency or extreme circumstances e.g. during a medical emergency or while on a school visit. Members of staff are free to use these devices outside teaching time. Under no circumstances should personal hand held devices be used to take or store images of any pupils.

### **Infrastructure**

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so. The system is also password protected so you cannot access the school network unless you have a password.

### **General Information**

This policy applies to **all members of the school community** (including teaching staff, wider workforce, pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school ICT systems, **both in and out of school**. Our school's online policy has been written from a template provided by Worcestershire School Improvement team. This copy of the policy has been shorted to get across the key points of educating children of online safety. **Please see full policy or school website for more information.**