



St Bernadette's Catholic Primary School

Online Safety Policy 2023- 24

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1. Introduction

At St. Bernadette's Catholic Primary School, we see technology as a vital area of development in all subjects and make significant steps to ensure that all staff and children have access to relevant, high quality technology. In many areas of work the use of technology is vital and must be protected from any form of disruption or loss of service. It is therefore essential that the availability, integrity and confidentiality of the technology systems and data are maintained at a level that is appropriate for our needs.

Online safety is a fundamental part of our curriculum at St. Bernadette's, it is a priority across all areas of the school. Our mission is to protect and prepare our children, staff, volunteers and members of a wider school community for the considerable breadth of issues associated with online safety, including but not limited to:-

- **Content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism;
- **Contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes';
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams. .

In order to ensure our online safety practices and policies are robust and up to date St Bernadette's has an online safety committee which meets three times a year. Our committee is made up of the Online safeguarding champion, Safeguarding team, Safeguarding governor, SENDco, Head pupils, the computing and HRSE leaders and our school bursar.

2. Our vision for online safety

With the great speed at which technology that accesses the internet is becoming easily available in the forms of mobile phones, tablets, games consoles and smart TVs, it is imperative that all children at St. Bernadette's understand the benefits and dangers of using these devices. As the use of technology is an integral part of the teaching and learning at St. Bernadette's, we view the teaching of online safety as a fundamental part of our curriculum. At every opportunity, online safety is taught and discussed with our children where appropriate to everyday use, as well as having a specific focus on relevant areas of online safety, for example, where there are issues identified involving our children or in the media and where there are concerns over common recurring issues. We aim to support the education and implementation of online safety with our parents/carers through: providing links to relevant websites, accessed through our school website and the online safety Policy being available from our website. The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using technology. In delivering the curriculum, teachers

need to plan for and make use of this, for example, web-based resources and email. Access to life-long learning and employment increasingly requires computer and communications use and pupils need to develop these skills efficiently. Access to the internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a responsible and mature approach towards its use. We ensure that children and staff at St. Bernadette's are protected in their use of technology through encouraging and modelling appropriate use, for example, during a staff meeting or lesson, being supervised and having appropriate restrictions and filters in place.

All members of the school community have a sound knowledge of what to do when problems occur or when there is an online safety incident. Imparting of this knowledge is a priority for our school and this is delivered effectively to staff through staff meetings and training and for children through lessons regarding online safety and further instilled in other lessons.

Computing and the related technologies such as e-mail, the internet and mobile devices are an integral part of our daily life in school and we therefore strive to give pupils and staff the opportunities to safely:

- access world-wide educational resources;
- participate in new initiatives, such as a managed learning environment;
- gather information and have cultural exchanges between appropriate staff and pupils in other schools;
- participate in staff discussions with experts in many fields;
- provide access to educational materials and good curriculum practice;
- communicate with the advisory and support services, professional associations and colleagues;
- have access to and become skilled in the use of emerging technologies;
- carry out all of the above safely and responsibly.

All members of our school community sign acceptable usage policies which are available on the safeguarding and online learning pages of the school website.

This policy should be read in conjunction with the following policies.

- [Safeguarding and Child Protection Policy](#)
- [Behaviour Policy](#)
- [Acceptable use agreements](#)
- [Anti-Bullying Policy](#)
- [Prevent Policy](#)

3. Our online safety Champion

Mrs. Shoulder, the Headteacher, has the role of online safety champion, with the support of the online safety committee. Any problems, worries or concerns must be reported to her as soon as possible. If Mrs. Shoulder is not available, the next persons to report to are Mrs. Bramhall/Miss Burke.

It should be noted that sharing/viewing illegal information/images with others is a criminal offence; however it may be necessary to inform/show Mrs. Shoulder in her role of online safety champion to enable her to take further action if necessary and this may involve contacting the police or getting support from an organisation such as the Child Exploitation and Online Protection Centre (CEOP).

The role of the online safety Champion includes:

- having overall responsibility for ensuring the development, maintenance and review of the school's online safety Policy and associated documents, supported by Mrs. Bramhall.
- ensuring that the policy is implemented and that compliance with the policy is actively monitored.
- ensuring that all staff are aware of reporting procedures and requirements should an online safety incident occur.
- ensuring an online safety Incident Log is appropriately maintained and regularly reviewed.

- keeping personally up-to-date with online safety issues and guidance through liaison with the Local Authority and through advice given by national agencies such as the Child Exploitation and Online Protection Centre (CEOP).
- providing or arranging online safety advice/training for staff, parents/carers and governors.
- ensuring the Headteacher, SLT, staff, children and governors are updated as necessary.
- liaising closely with the school's Designated Senior Person / Child Protection Officer to ensure a co-ordinated approach across relevant safeguarding areas. This is Mrs. Shoulder (Headteacher).

4. Security and data management

Security is a complex subject that involves all technology users in the school, dealing with issues regarding the collection and storage of data through to the physical security of equipment. The Lancashire Safeguarding Board online safety guidance is consulted to ensure that procedures are in place to ensure data, in its many forms, is kept secure within the school. In line with the requirements of the Data Protection Act, sensitive or personal data is recorded, processed, transferred and made available for access in school.

This data is:

- Accurate.
- Secure.
- Fairly and lawfully processed.
- Processed for limited purposes.
- Processed in accordance with the data subject's rights.
- Adequate, relevant and not excessive.
- Kept no longer than is necessary.
- Only transferred to others with adequate protection.
- Kept secure and staff are informed of what they can or can't do with data through this online safety Policy and the Acceptable Use Policy (AUP).
- Accessed by relevant staff who know the location of data or are aware of who to ask.
- Only used via approved means to access, store and dispose of confidential data.
- Not currently remotely accessible by staff.
- Not accessible without passwords.
- Backed up and secured via own class teachers such as reports, planning and assessment, etc. Staff are reminded about security through staff meetings and information on display in the staffroom.

5. Use of mobile devices

Mobile phones

Staff

All staff are allowed to bring in a mobile phone for personal use. During school session times, all phones should be set to silent mode and kept away out of sight. They must stay away during all of the school sessions throughout the day. Special permission may be sought and sanctioned by Mrs. Shoulder (the Headteacher) in certain circumstances, for example, during pregnancy, illness or possible medical emergencies. Pictures of children must never be taken on a mobile phone. Phones may be used during break times, out of the sight or hearing distance of children.

Parents

Parents are politely requested to leave their phone out of sight and refrain from answering any phone calls or using text messaging whilst inside the school building. They are also politely asked to show consideration to other parents and children whilst on school property. Parents are not allowed to take videos or photographs using their mobile devices on school property unless permission from Mrs. Shoulder (the Headteacher) has been granted.

Activities outside the normal school day. (Sports day, shows, PTFA events)

Parents are asked to set their phone to silent mode during any events and to show consideration to parents and children whilst on school property. Photographs and video footage can be taken of their own child under the Data Protection Act as long as it is only of their child and for their personal viewing only. Parents are reminded that they should not post photographs or video footage of other children on social media sites at every event. Under the Data Protection Act, parents are entitled to take photographs of their own children on the provision that the images are for their own use, e.g. at a school production. Including other children or for another purpose could constitute a potential breach of Data Protection legislation. Parents are not permitted to use any technologies that belong to the school.

Children

Children are **not** routinely permitted to bring mobile devices to school. Children are **not** allowed to take videos or photographs using their mobile devices on school property. If this does happen, it is reported to Mrs. Shoulder (the Headteacher) as soon as possible. These rules are in place to remove the risks of online safety incidents and prevent children who would otherwise have free access to mobile phones and their data. These rules also prevent children, whilst at school, from sexually harassing their peers via their mobile and smart technology, sharing indecent images: consensually and non-consensually (often via large chat groups), and viewing and sharing pornography and other harmful content.

There are certain circumstances where children may be required to bring a mobile phone to school, for example, emergency reasons - if they travel to school by themselves. Therefore, if a mobile phone is brought to school, it is handed in to the office as soon as the child arrives at school and is collected from the office at the end of the day.

Other mobile devices

Staff

Staff are allowed to bring in other mobile devices, for example tablets, as long as they abide by this online safety Policy and are reminded here that they must not be linked to the school's server or Wi-Fi network and they must not be used to take photographs or video footage of children for any reason.

Parents

The same rules that apply to mobile phones also apply to other mobile devices.

School

School has a large number of Apple tablet devices available for staff and children to use for educational purposes. These iPads have restrictions and filtering in place to prevent children and staff

from accessing iTunes, the apple store, changing settings, deleting and installing apps, sending email, using Facebook and using FaceTime. Age restrictions for apps and content have also been set up. These iPads are only to be used when fully supervised by an adult as part of a lesson or event. Children are not permitted to use these devices to take photographs or video footage unless permission has been granted by the supervising adult. Any photos taken must be deleted at the end of the session and is the responsibility of the supervising adult. The iPads must be locked away when not in use. ***iPads are not to be used during wet break times.***

6. Use of digital media (cameras and recording devices)

Consent and Purpose

Written consent for taking and using images in school, on the website and for media purposes is sought at the start of every school year and adhered to by everyone. Written consent details are kept by individual staff and consent is sought when a new child arrives. Consent is split into sections to ensure clarity of what is being agreed to – photographs being taken and used on the website and photographs for any newspaper/media articles.

Taking Photographs / Video

All classes have an iPad with still and video capabilities and the class teacher and TAs connected to that class may use this iPad for educational/school purposes. Children may also use the iPad for educational purposes where they have been given permission. -There are no email accounts linked to these iPads and therefore images/videos are not saved in the cloud. Staff and children may use them as part of their learning but remove any video or images at the end of the session. The use of personal recording devices is not permitted. If anyone is seen using their own devices they are reminded of the rules in this document and it is reported to Mrs. Shoulder as soon as possible so that she can respond to the situation. Children/staff may refuse to be part of a photograph/video, even if permission has been given by a parent/carer and their individual rights must be respected. Care should be taken when videoing/taking photos of children/staff to ensure that they are not put in compromising situations, for example, distressed, injured or in context that could be embarrassing or misinterpreted. Care is also needed to ensure that children are appropriately dressed and represent the school and themselves in the best possible light. Staff check each individual photo that is being used for a purpose to ensure that no-one is in a compromising position, especially any children or staff in the background. Care is taken to ensure that certain children are not seen as favourites for any images/video used on the website or around school. Any toilet area is strictly off limits for any recording devices, as is the Swimming Baths and changing areas. Mobile phones taken to the swimming baths must remain in the staff's pocket at all times whilst on site. Recording devices must not be out in school whilst children are getting changed for any reason and photos/videos of children getting changed are strictly forbidden. Photographs/video of children showing a background context, piece of work or in a group situation are preferable.

Parents Taking Photographs / Videos

Parents are politely requested to leave their phone out of sight and refrain from answering any phone calls or using text messaging whilst inside the school building. They are also politely asked to show consideration to other parents and children whilst on school property. Parents are not allowed to take videos or photographs using their mobile devices on school property unless permission from Mrs. Shoulder (the Headteacher) has been granted, for example sports day or shows.

Activities outside the normal school day. (Sports day, shows, PTFA events)

Parents are asked to set their phone to silent mode during any events and to show consideration to parents and children whilst on school property. Photographs and video footage can be taken of their own child under the Data Protection Act (1998), as long as it is only of their child and for their personal viewing only. Parents are reminded that they should not post photographs or video footage of other children on social media sites. Parents are not permitted to use any technologies that belong to the school. Parents are reminded about when they can take photos and videos and that they should only be of their child at the relevant events. It is also explained that they should not be used to show other children on social media sites. Under the Data Protection Act parents are entitled to take photographs of their own children on the provision that the images are for their own use, e.g. at a school production. Including other children or for another purpose could constitute a potential breach of Data Protection legislation.

The class iPad is kept hidden away in a drawer or cupboard in the classroom when not in use. Any photographs/video footage of children are stored on a password protected laptop/computer. Teaching staff and TAs have permission to access photographs/videos for school purposes. Should an image/video be required to be taken out of the school environment, this is very unlikely, any appropriate details of what is happening and why will be discussed with Mrs. Shoulder and any other appropriate adults/parents/carers and permission from Mrs. Shoulder must be sought. Photographs/video footage should not be sent via email. Should they need to be sent that way for any purpose, they should be password protected and Mrs. Shoulder, the Headteacher, should be informed/give permission of the details/purpose before they are sent. Staff do not store any images or video on their personal devices.

Publication of Photographs / Videos

Consent must have been given before a child's photograph/video footage is published to the school's website and it is the responsibility of the member of staff to make sure that permission has been given for all children and staff in the photograph. Names must not accompany any photographs or video footage. Written consent for taking and using images in school, on the website and for media purposes are sought just after the start of every school year and adhered to by everyone. Written consent details are kept in the office and staff are made aware of any issues/restrictions at the start of the school year or when a new child arrives. When publishing images. Through staff meetings and online safety meetings, staff are reminded that:

- Children's images are not to be displayed on insecure sites e.g. personal Social Networking Sites.
- Full names and personal details will not be used on any digital media, particularly in association with photographs.
- There are risks associated with publishing images, particularly in relation to use of personal Social Network sites.
- They ensure that personal profiles are secured and do not display content that is detrimental to their own professional status or could bring the school into disrepute.

Video Conferencing and Webcams

Post Covid, video conferencing or webcams are being used more in school, especially when online visitors including authors engage with our school. When using webcams, it is important to remember that the images which are broadcast from school could be captured as a snapshot or video clip from a system receiving the broadcast and therefore all care and consideration should be made to ensure that no child or member of staff is shown in a compromising position. As with an external visit a behaviour reminder should be made to the children and all on camera should be made aware of the expectations.

7. Communication technologies

New technologies are risk assessed against the potential benefits to learning and teaching before being employed throughout the school. As new technologies are introduced, this online safety Policy is updated and all users are made aware of any changes. The following are examples of commonly used technologies used in St Bernadette's Catholic Primary School:

Email

Staff

All staff have access to office 365, a school account and are advised to use this for any email communications for school purposes. Only official email accounts are used to contact other staff and parents/carers, and staff ensure that the language that they use is Standard English that cannot be misinterpreted. Use of text or slang language is not used in communication to parents/carers. Personal email accounts are not used during school hours or on school equipment unless individual permission had been granted from Mrs. Shoulder, the Headteacher. Staff must not enter into email or text communications with children. Staff should be made aware of the dangers of opening emails that are classified as spam or contain unexpected attachments even from a known contact. Staff are provided with regular updates on the latest scam or phishing emails and receive regular updates on online safety regarding their email accounts. Staff are reminded that email communications may be monitored at any time. Staff should report any inappropriate emails/ SPAM (Junk Mail) to Mrs. Shoulder as soon as possible. Staff are aware that they should not open any suspicious emails or attachments that appear to be inappropriate as doing so may mean that they commit a criminal offence or cause harm to the school's system. Staff are made aware that email is covered by The Data Protection Act (1988) and the Freedom of Information Act (2000), meaning that safe practice should be followed in respect of record keeping and security.

Children

Class email accounts for children are set up through Teams and are used to support remote learning and for communication with teachers. Online safety is adhered to, in particular, ensuring that children do not give any personal details and that a member of staff checks the content of any emails before they are sent. This is made clear before any emails are sent or received, through online safety lessons. Subject/email address/content of received emails is also be checked by a member of staff to ensure that children are not exposed to anything inappropriate. Children report anything inappropriate/unexpected to the member of staff immediately.

Staff must report anything inappropriate/unexpected to Mrs. Shoulder. The BTLS filtering service should reduce the amount of SPAM (Junk Mail) received on school email accounts. Any incidents of Spam should be reported to BTLS.

Social Networks

Our school does not have any social networking accounts on any sites. Current popular examples of these sites are Facebook and Twitter. These sites provide users with simple tools to create a profile or page including basic information about themselves, photographs, and possibly a blog or comments. As a user on a Social Network site, you may have access to view other users' content, send messages and leave unmediated comments. Many Social Network sites are blocked by default through filtering systems used in our school, but these settings can be changed at the discretion of Mrs. Shoulder, the Headteacher. Although use of Social Networks tends towards a personal basis outside of the school environment, their use as a tool for communicating with parents is becoming

more commonplace in primary schools. Whatever methods of communication are used, individuals should always conduct themselves in a professional manner. If content is made available on the web it is available for everyone to see and potentially remains there forever. All staff are made aware of the following points:

- The content on Social Network sites may be unmediated and inappropriate for certain audiences.
- If a Social Network site is used personally, details must not be shared with children and privacy settings must be reviewed regularly to ensure information is not shared automatically with a wider audience than intended. (See Mrs. Shoulder for support in this area.)
- They must not give personal contact details to pupils or parents/carers including mobile telephone numbers, details of any blogs or personal websites.

Any content posted online should not:

- Bring the school into disrepute.
 - Lead to valid parental complaints.
 - Be deemed as derogatory towards the school and/or its employees.
 - Be deemed as derogatory towards pupils and/or parents and carers.
 - Bring into question their appropriateness to work with children and young people.
 - They must not communicate with children using any digital technology, especially where the content of the communication maybe considered inappropriate or misinterpreted.
- Online Communications with parents, past pupils or siblings of pupils, especially if under the age of 18, is discouraged.
- Children, including, past pupils, must not be added as 'friends' on any Social Network site.
 - They must not post inappropriate comments about staff or children that could be construed as instances of cyberbullying.
 - They must not post images of children or adults on profiles without permission of the individuals involved, especially if the photographs contain children other than their own.

Instant Messaging

These are all blocked through restrictions on the [iPads](#) or the Lancashire filter. Staff are made aware of the risks involved in using this technology, for example, viewing inappropriate images or making unsuitable contacts, through online safety meetings. Staff who bring [iPads](#)/tablets in for personal use do not to connect to the school server or Wi-Fi for any reason. They are not to use personal email/FaceTime during session hours and if they are used at break time they should adhere to the times and places mentioned previously in the Mobile phone section. Staff do not use school [iPads](#) for any personal communications. We do not allow any form of messaging through our website. Parents are contacted through ParentApp. It is requested that any emails or texts sent are mentioned to Mrs. Shoulder, Miss Burke or Mrs. Maudsley in case parents/carers phone with any questions or concerns.

Virtual Learning Environment (VLE) / Learning Platform

We use our own website and currently only staff have accounts and can access, modify or post things. Mrs. Shoulder is in charge of the website and has overall responsibility for its management, content and appearance. Mrs. Maudsley also supports Mrs. Shoulder with the website and has access to it.

Websites and other online publications

Our school website effectively communicates online safety to parents/carers through links to a variety of websites for advice and support. Also through displaying the online safety policy online, suggesting reading material, for example, the digital parenting website, and providing support

through Parent evenings on online safety.

Only relevant staff have the ability to update information on the website and regular meetings/discussions take place to ensure guidance is adhered to. Overall responsibility for the website belongs to Mrs. Shoulder, but responsibility for appropriate areas is delegated to relevant staff. Copyright is strictly adhered to and discussed with children as part of their online safety education. Any downloadable material is converted to the read-only format of PDF, where possible, to prevent content being manipulated and potentially redistributed without the school's consent.

8. Infrastructure and technology

Our school ensures that the infrastructure/network is as safe and secure as possible. We subscribe to Lancashire County Council Education Digital Services and use Netsweeper to filter and monitor online usage, including Google searches. As part of the filtering and monitoring protection procedures in place, the Online Safety Champion (Mrs Shoulder), receives daily 'Malicious Search Reports' and a weekly 'Full Monitoring Report' Any restricted searches are noted and reported to the Headteacher on a weekly basis. It is important to note that the filtering service offers a high level of protection but occasionally unsuitable content may get past the filter service. Where a malicious search is reported or upon scrutiny of the full report the discovery of unsuitable searching or content is found the user will be traced back through their IP address and allocated equipment and the matter addressed as appropriate.

Children's access

Children are supervised by a member of staff at all times when using computers/laptops/iPads/other devices in school. Each year group has a login to access any computer/laptop. Computers/laptops are set up with the same format to ensure consistency for all. Children cannot access any areas deemed not appropriate for example, administrator tools, due to password usage.

iPads are named and allocated for the full year. Children are aware of this and know that it is to keep everyone safe whilst online.

Adult access

Staff can access areas deemed appropriate for their use and have access to the appropriate passwords.

Passwords

Staff and children are reminded of the importance of keeping passwords secure. If there is a breach of password security, Mrs. Shoulder/Miss Burke are informed so that the passwords are changed as soon as possible via Mrs. Maudsley in the office or phoning the technician. Children are given passwords to games provided by school e.g. Times tables Rock stars. Passwords include numbers and symbols to ensure that they are secure and this is taught in the online safety education of children and staff.

Software/hardware

- We ensure that we have legal ownership of all software (including apps on tablet devices) by following and purchasing from the correct places.
- Where appropriate, licenses for all software are kept.
- The technicians, Western, installs and monitors any software installed on the laptops and computer and iPad apps.

Managing the network and technical support

Wireless devices are accessible only through a secure password. Our iPads have restrictions on them preventing the downloading and deleting of apps and making 'in-app' purchases. Computers are monitored regularly by our technicians, who update all computers/laptops when needed. They have remote access if anything needs to be done immediately. Staff are made aware of the safe and secure use of systems through rules taught during computing lessons. Children are reminded to login and out of school systems correctly during every ICT lesson. Our technicians are responsible for managing the security of our school network along with the support and vigilance of our staff. The safety and security of our school network is constantly monitored and adapted as it is needed. Staff and children are not permitted to download executable files or install software without the advice of our technicians at Western, and permission from Mrs. Shoulder, The Headteacher.

Users are to report any issues to Mrs. Shoulder/Mrs. Round in writing, an email will suffice.

Filtering and virus protection

The system in school is monitored and managed by our technicians at Western. Netsweeper is used for appropriate filtering and Mrs. Shoulder receives weekly full monitoring reports and daily malicious search reports. The reports are logged and where further action is required this process is recorded along with the outcome.

https://d1xsi6mgo67kia.cloudfront.net/uploads/2016/09/Netsweeper-Appropriate-Filtering-for-Education-Settings-Filtering-Provider-Response-June-2021_0.pdf

1. Dealing with incidents

Any incidents are recorded by Mrs Shoulder and kept in her office. Decisions as to the course of action are discussed with SLT and any appropriate action is taken.

Illegal offences

Any suspected illegal material or activity is brought to the immediate attention of the Headteacher who will refer this to external authorities, e.g. Police, CEOP, Internet Watch Foundation (IWF). We never personally investigate, interfere with or share evidence as we may otherwise inadvertently be committing an illegal offence. It is essential that correct procedures are followed when preserving evidence to protect those investigating the incident. Potential illegal content is reported to the Internet Watch Foundation (<http://www.iwf.org.uk>). Examples of illegal offences are:

- Accessing child sexual abuse images.
- Accessing non-photographic child sexual abuse images.
- Accessing criminally obscene adult content.
- Incitement to racial hatred.

More details regarding these categories can be found on the IWF website <http://www.iwf.org.uk>

Inappropriate use

It is more likely that our school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with quickly and actions are proportionate to the offence. Some examples of inappropriate incidents are listed below with suggested sanctions.

Incident Procedure and Sanctions

Accidental access to inappropriate materials.

- Minimise the webpage/turn the monitor off.
- Tell the adult in charge.
- Persistent 'accidental' offenders will need further disciplinary action.
- Using other people's logins and passwords without permission, inappropriately and/or maliciously.
- Inform SLT or designated online safety Champion. Enter the details in the Incident Log.
- Additional awareness, raising of online safety issues with individual child/class.
- More serious or persistent offences will result in further disciplinary action in line with the Behaviour Policy.

- We consider Parent/Carer involvement.
- Deliberate searching for inappropriate materials.
- Bringing inappropriate electronic files from home.
- Using chats and forums in an inappropriate way especially outside school using personal mobile devices that may cause harm or distress to other children.

ALL Staff are responsible for dealing with online safety incidents and reporting them to either Mrs. Shoulder or Miss Burke.

9. Acceptable Use Policy (AUP)

St Bernadette's Acceptable Use Policy stresses the importance of online safety training and education and is intended to ensure that all users of technology in school (including staff, pupils, volunteers, parents/guardians, visitors who have access to school ICT systems) are responsible and are protected from potential risk in their everyday use of ICT for educational, personal and recreational purposes and reflects the content of the school's wider online safety Policy.

Our AUP outlines the ways in which users are protected when using technologies, including passwords, virus protection, filtering and monitoring. Advice is provided for users on how to report any failings in technical safeguards.

- All staff, including visiting staff and other professionals, are expected to read, sign and adhere to our AUP.
- Pupils in EYFS and KS1 will be taught about the online safety rules which will be displayed in each classroom and referred to when using technology. Parents will be expected to sign the AUP on their child's behalf.
- Pupils in KS2 will also be taught about the Acceptable Use Policy and expected to sign a copy. This will also be referred to whenever technology is used across the curriculum.
- In the event of technology being taken home, the parent and child will be made explicitly aware that the AUP is still in force. They will sign a disclosure to show they have read and understood the policy.

10. Education and training

In a modern world, both adults and children need to be digitally literate and aware of the benefits that use of technology can provide. However, it is essential that children are taught to use technology responsibly, securely and safely, being able to recognise potential risks and knowing how to respond. They should, for example, be able to communicate safely and respectfully online, be aware of the necessity to keep personal information private, be taught how to search effectively and be discerning in their evaluation of digital content and be aware of the need to respect copyright and Intellectual Property rights.

The three main areas of online safety risk (as mentioned by OFSTED, 2013) that our school is aware of and considers are:

Content: Children are taught, where appropriate:

- That not all content is appropriate or from a reliable source.
- About exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse.
- About hate sites and cyberbullying.
- Content validation: how to check authenticity and accuracy of online content.

Contact:

Children are taught, where appropriate:

- That contact may be made using digital technologies and that appropriate conduct is necessary when engaging with these technologies
- About cyberbullying in all forms.
- Issues with identity theft and sharing passwords.

Conduct:

Children are made aware that their personal online behaviour can increase the likelihood of, or cause harm to themselves and others:

- Privacy issues, including disclosure of personal information, digital footprint and online reputation.
- Health and well-being - amount of time spent online (internet or gaming).
- Copyright (little care or consideration for intellectual property and ownership – such as music and film).
-

Online safety - Across the curriculum

It is vital that children are taught how to stay safe, protect themselves from harm and take a responsible approach to their own and others' online safety. We have an online safety scheme that is progressive and is taught on top of online safety being reinforced throughout every lesson. We also focus on online safety when it is the Safer Internet Day in February. Children are taught to critically evaluate materials and develop good research skills through cross curricular teaching and discussions. Children are reminded of safe Internet through discussions and the lists of rules.

Online safety – Raising staff awareness

Online safety is discussed as and when issues arise/are detected, but always at the start of the year, staff are reminded of the rules and risks involved. Online safety training aims to support staff with issues which may affect their own personal safeguarding e.g. use of Social Networking sites. Staff know that they are expected to promote and model responsible use of ICT and digital resources.

Online safety – Raising parents/carers awareness

“Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it.” (Byron Report, 2008). Parents/carers are updated and supported through school newsletters, our website, through online safety evenings and any other publications that may be deemed appropriate. We promote external online safety resources/online materials through the newsletter and website.

11. Evaluating the impact of the online safety Policy

Any issues that are raised or observed are brought to the attention of the SLT and recorded and monitored. Decisions are then made as to whether action needs to be taken and often involve educating the children. Questionnaires/discussions draw out the knowledge and understanding of each child.

