



Online safety & responsibility Policy

Autumn term 2024

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Staff responsible:	Subject Leader Head Teacher	Date produced:	Autumn term 2024

Background

Online Safety & responsibility encompasses internet technologies and electronic communications such as mobile phones and electrical equipment that use wireless technology. It highlights the need to educate children and young people about the benefits and risks of using technology such as computers, mobile phones and online games and provides safeguards and awareness for users to enable them to control their online experiences.

Online safety/responsibility depends on effective practice at a number of levels:

- Responsible ICT use by all staff and children; encouraged by education and awareness raising sessions.
- Support and guidance for parents, giving them the knowledge and confidence to be able to supervise their child's use of digital and interactive technology through parent meetings.
- Sound implementation of the Online Safety & Responsibility Policy.

Benefits of Internet Use for Children

The purpose of Internet use in school is to help raise educational standards and promote achievement of children. It is also used to support the professional work of staff and to enhance the school's management information and administration systems. Internet use is an essential element in 21st century life for education, business and social interaction. It is also part of the statutory curriculum. Our school therefore has a duty to provide its' children with quality Internet access and equip them with the skills to be safe whilst using digital and interactive technology.

The benefits of using the Internet include:

- Access to world-wide educational resources including museums and art galleries.
- Educational and cultural exchanges between children and young people world-wide.
- Access to experts in many fields for both children and staff.
- Professional development for staff through access to national initiatives, educational materials and effective professional practice.
- Collaboration with support services and professional associations.
- Exchange of information and administration data between local, regional and national organisations.
- Access to learning and communication wherever and whenever convenient.

Use of personal devices in school

We do not allow children to bring in mobile phones, tablets or laptops to school.

Occasionally pupils may need to bring in a tablet or mobile phone, if they are moving between parental homes. Should this be the case, they must take these to the office, where they will then be stored in a secure place until home time. A member of the office will distribute these to the children in time for home time. Where ever possible we would encourage parents to swap these devices over outside of school, as we are not insured to store them, so therefore cannot accept any liability should they be mislaid or damaged.

Authorised Internet Access

Clarborough Primary School maintains a record of all staff and children who are granted Internet access, via their ICT support provider. All Staff are asked to read and sign an Acceptable Use Policy (AUP) before using the school's ICT resources when they join our employment. All pupils and parents/carers are asked to read and sign the AUP in their children's planners each year. It is the Class Teachers responsibility to ensure that this is done, before allowing children in their class to use the internet.

Using the Internet

Only children whose parents/carers have signed the home/school agreement in their child's planners can use the internet at Clarborough Primary School. Teachers are responsible for ensuring this is done, prior to children using the internet in school.

The school use an approved filtering system to ensure that wherever possible the material that the children have access to is suitable. We will take all reasonable precautions to prevent access to inappropriate material. However, it is not always possible to guarantee that unsuitable material will never appear on a school's computer. The school does not accept liability for the material accessed, or any consequences of Internet access. Our filtering system immediately sends a message to the head teacher if any filter words or phrases are searched for. The head teacher will act on this appropriately.

Whilst using the internet, if staff or children discover unsuitable sites, these should be reported immediately to their class teacher and the Head Teacher.

Social Networking

The school's filtering system blocks access to social networking sites. However, we understand that children may use these sites at home and indeed the school has its own 'presence' on social media, so will be taught about the importance of privacy settings as part of the SMART rules.

Children will be advised on security and how to deny access to unknown individuals and instructed how to block unwanted communications. Children will also be taught about what information to share and not to share.

Published Content and the School Web Site

We have a School website: www.clarborough.notts.sch.uk, a Facebook and an Instagram account This is used mainly for promotional reasons, although there is also information on there that is of use to parents and carers, for instance copies of School Newsletters, copies of forms that parents and carers may need to complete, calendar dates etc. At no time shall personal information about staff, governors, volunteers or children be published without their prior consent. If images of the school or the children are used, we will make every effort to ensure that the children are not identifiable outside of school (for instance we would never put a child's full name beside a photo or video of them) and will not use children's full names in any instance, just their first name and surname initial. Each year parents and carers are asked to complete permission forms stating whether they want their children on seesaw and social media.

Seesaw

Seesaw is an all in one platform used by staff, parents and children. Seesaw bring together premium instructional tools and curriculum, inclusive two-way communication deep learning insights and progress monitoring. Children become creators of learning with tools specifically designed for the learning experience and build upon what teachers are already doing. Seesaw also foster strong school home partnerships through inclusive two-way communication that provides a true window into

the classroom. Family members can connect to their child's class seesaw and collaborate between all the adults in their child's school life. Families can view work in real-time from any device as well as receive class updates and messages from the class teacher.

At the end of each school year, the class is archived and a new class is set up for the following school year.

Emerging Technologies

Every day new technologies are introduced, some of which will be beneficial to the education of children. Any relevant emerging technologies will be examined to assess its' educational and developmental benefit and a risk assessment will be carried out before use in the school is allowed.

Communicating the Contents of this Policy

Children and young people

The SMART rules for Internet access are posted in all classrooms. Children will be informed that Internet use is monitored. Children will take part in Class Assemblies and lessons that embrace the SMART rules from Class 1 upwards. Wherever possible this will be reinforced by their Class Teacher in lessons that involve the use of ICT.

Internet safety is taught explicitly through the SMART rules and ilearn2, a unit each year is dedicated to Safety in each year group.

Staff

All staff will have access to this policy, its importance explained and they will sign an Acceptable Use Policy. Staff will be made aware that Internet traffic is monitored and can be traced to the individual user. Discretion and professional conduct is essential.