VICARAGE PARK CE PRIMARY SCHOOL

Parent's Guide to our Online Safety Policy and Procedures

Rationale behind the policy

At Vicarage Park new technologies have become integral to the education and lives of our pupils. We want all the pupils to access these in order to enhance the curriculum whilst staying safe and using appropriately.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement. However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content;
- Unauthorised access to/loss of/sharing of personal information;
- The risk of being subject to grooming by those with whom they make contact on the internet;
- The risk of being targeted by extremists in order to promote and encourage radicalisation;
- The risk of being targeted by those involved in child sexual exploitation;
- The sharing/distribution of personal images without an individual's consent or knowledge;
- Inappropriate communication/contact with others, including strangers;
- Cyberbullying;
- Access to unsuitable video/internet games;
- An inability to evaluate the quality, accuracy and relevance of information on the Internet;
- Illegal downloading of music or video files;
- The potential for excessive use which may impact on the social and emotional development and learning of the pupils.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

Behaviour

The Education and Inspections Act 2006 allows Head teachers and members of staff to implement the behaviour policy for inappropriate behaviour-linked to online safety-even out of school hours. This refers to incidents of cyberbullying, or other online safety related incidents covered by the full Online Safety Policy and Procedures, which may take place out of school, but is linked to the pupil being a member of our school community.

The Whole School Behaviour Policy and procedures, our re-active and pro-active incidents forms are used to record such behaviours.

The School will deal with such incidents within this Policy and procedures and the Whole School Behaviour Policy which includes anti-bullying procedures and will, where known, inform parents of incidents of inappropriate online safety behaviour that take place out of school.

Pupil Expectations

Taking into account the age and level of understanding, the key responsibilities of pupils are to:

- use the school ICT systems in accordance with the age-appropriate Pupil Acceptable Use Agreement – displayed and discussed with all pupils. (see attached Appendix A)

Parents Expectations

Parents play a crucial role in ensuring that their children understand the need to use the Internet/mobile devices in an appropriate way. Research shows that many parents do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, and website/talks from outside agencies such as the NSPCC/Community Police Officers.

The key responsibilities for parents are to:

- support the school in promoting online safety which includes the pupils' use of the Internet and the school's use of photographic and video images;
- read, sign and promote the Pupil Acceptable Use Agreement and encourage their child to follow it;
- consult with the school if they have any concerns about their child's and others' use of technology;
- promote positive online safety and model safe, responsible and positive behaviours in their own use of technology (including on social media) by ensuring that they themselves do not use the Internet/social network sites/other forms of technical communication in an inappropriate or defamatory way;
- support the school's approach to online safety by not uploading or posting to the Internet any images or details of others without permission and refraining from posting pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute.

Handling online safety concerns and difficulties

The school will actively seek support from other agencies as needed (i.e. Local Authority Safeguarding Hub, UK Safer Internet Centre's Professionals' Online Safety Helpline (03443814772), NCA CEOP, Cumbria Police Prevent Officer, Cumbria Police, Internet Watch Foundation (IWF)). We will inform parents of online safety incidents involving their child and the Police where staff or pupils engage in or are subject to behaviour which we consider is particularly disturbing or is considered illegal. See Sections below for procedures for dealing with sexting and up skirting and online bullying.

Social Media

The school has an official Facebook/Twitter account which is managed by the school and will respond to general enquiries about the school, but we ask parents not to use these channels to communicate about their children or other personal matters.

Social media is a fact of modern life and, as a school, we accept that many parents, staff and pupils will use it. However, as stated in the Acceptable Use Agreements and our Whole School Behaviour Policy and procedures we expect everybody to behave in a positive manner, engaging respectfully with the school and each other on social media, in the same way as they would face to face.

This positive behaviour can be summarised as not making any posts which are, or could be construed as bullying, aggressive, rude, insulting, illegal or otherwise derogatory or inappropriate or which might bring the school, student body or teaching profession into disrepute. This applies to both public pages and to private posts e.g. parent chats, pages or

groups.

If parents have a concern about the school, we would urge them to contact us directly and in private to resolve the matter. If an issue cannot be resolved in this way, the school complaints procedure (available via the school website) should be followed. Sharing complaints on social media is unlikely to help resolve the matter but can cause upset to staff, pupils and parents, also undermining staff morale and the reputation of the school.

Use of mobile phones

Mobile phones and personal devices will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff. They should be switched off (not placed on silent) and stored out of sight on arrival at school. Staff members may use their phones during school break times. All visitors are requested to keep their phones on silent whilst in the school. The office manager shares this information to all visitors on-site as part of the initial 'Risk Assessment' discussion.

Electronic devices of all kinds that are brought into school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.

Where parents or pupils need to contact each other during the school day, they should do so only through the School's telephone. Staff may use their phones during break times. If a staff member is expecting a personal call, they may leave their phone with the school office to answer on their behalf or seek specific permissions to use their phone at other than their break time.

Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as toilets, cloakrooms and swimming pools.

The school strongly advise that pupil mobile phones should not be brought into school. However, the school accepts that there may be circumstances in which a parent wishes their child to have a mobile phone for their own safety. If this is the case, the circumstances should be discussed with the class teacher and the normal rules regarding use during the school day will apply. Pupils in year 5 and 6 who may start to walk to and from school are allowed to bring in their mobile phones but they must be handed in to their class teacher as soon as they arrive in school and they are kept in a safe place until the end of the day. School are not liable for loss or damage.

Parents are asked to keep phones out of sight whilst on the school premises. They must ask permission before taking any photos e.g. of displays in corridors or classrooms and avoid capturing other children. Parents are asked not to call pupils on their mobile phones during the school day; urgent messages can be passed via the school office. Members of staff are able to use their mobile phone in emergencies.

In line with the DfE guidance 'Searching, screening and confiscation: advice for schools', the Head teacher and staff authorised by them have a statutory power to search pupils/property on school premises. This includes the content of mobile phones and other devices, for example as a result of a reasonable suspicion that a device contains illegal or undesirable material, including but not exclusive to sexual images, pornography, up skirting, violence or bullying. Further details are available in the Whole School Behaviour Policy and procedures.

Internet access

Parents will be asked to read the School Acceptable Use Agreement for pupil access and discuss it with their child, where appropriate.

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor the LA can accept liability for the material accessed, or any consequences resulting from internet use. We will audit ICT use to establish if the Online Safety Policy and procedures is adequate and that the implementation of the Online Safety Policy is appropriate.

Remote Learning-COVID-19

National School Closures due to the global pandemic resulted in Remote Education being the new way of education our pupils at Vicarage Park. We encourage parents to use the SHARE checklist to ensure online safety remains of utmost importance.

Source -make sure the information comes from a trusted source

Headline-always read beyond the headline (fake news)

Analyse-check the facts and find reliable information

Retouched- does the image or video look like it has been doctored?

Error-look out for bad grammar and spelling

Support from Parents

Parents' attention will be drawn to the school Online Safety Policy and procedures in newsletters, and on the school website. You will be invited to workshops/information evenings to address online safety at home-through outside agencies such as NSPCC and Kids Safe. We will encourage a partnership approach to online safety at home and in school.

You will be asked to read and discuss the school Acceptable Use Agreement for younger children and discuss its implications with your children with support to do this offered if required. Information and guidance for parents on online safety will be made available to parents in a variety of formats. Advice will be provided on useful resources and websites, filtering systems and educational and leisure activities which include responsible use of the Internet will be made available to parents.

PUPIL ACCEPTABLE USE AGREEMENT

These rules will help us to be fair to others and keep everyone safe.

* I will only use ICT in school for school purposes.

* I will only use my class email address or my own school email address when emailing.

* I will only open email attachments from people I know, or who my teacher has approved.

* I will not give my username and passwords to anyone else but my parents.

* If I think someone has learned my password then I will tell my teacher.

* I will only open/delete my own files.

* I will 'log-off' when I leave a computer.

* 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 send 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 or share my own/or others details such as name, phone number or home address.

* I will be aware of 'stranger danger' when I am communicating online and 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 will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online and will not show it to other pupils.

* I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.

* I know that my use of the school ICT systems and email can be checked and my parent contacted if a member of school staff is concerned about my safety.

* I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.

Pupil Acceptable Use – Pupil <u>and</u> Parent Agreement

Dear Parent,

ICT including the internet, email and mobile technologies has become 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 some explanation, please contact Mrs Green.

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

We have discussed this document with …………………………………………………. (child name) and we agree to follow the online safety rules and to support the safe use of ICT at Vicarage Park School.

Parent Name		Pupil Class	
Signed *(Parent)*		**Date**	
Signed *(Pupil)*		**Date**	