



# Online Safety Policy

March 2018

Approved by the Governing Body Strategy Group 07/03/18

This Policy is due for renewal in Term 4  
2019–20

**ONLINE SAFETY POLICY**  
**OF**  
**GODINTON PRIMARY SCHOOL**

**SECTION ONE: AIMS AND SCOPE**

This online safety policy has been written by Godinton Primary School involving staff, pupils and parents/carers, building on the Kent County Council (KCC) online safety policy template, with specialist advice and input as required.

It takes into account the DfE statutory guidance “Keeping Children Safe in Education” 2016, Early Years and Foundation Stage 2017 and the Kent Safeguarding Children Board procedures.

Godinton Primary School identifies that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material
- **Contact:** being subjected to harmful online interaction with other users
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

Godinton Primary School believes that online safety is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, mobile phones or games consoles.

Our school identifies that the internet and information communication technologies are an important part of everyday life so children must be supported to be able to learn how to develop strategies to manage and respond to risk so they can be empowered to build resilience online.

Godinton Primary School has a duty to provide the school community with quality Internet access to raise education standards, promote pupil achievement, support professional work of staff and enhance the schools management functions. Godinton Primary School also identifies that with this there is a clear duty to ensure that children are protected from potential harm online.

The purpose of Godinton Primary School online safety policy is to:

- Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use technology to ensure that Godinton Primary School is a safe and secure environment.
- Safeguard and protect all members of Godinton Primary School community online.

- Raise awareness with all members of Godinton Primary School community regarding the potential risks as well as benefits of technology.
- To enable all staff to work safely and responsibly, to role model positive behaviour online and be aware of the need to manage their own standards and practice when using technology.
- Identify clear procedures to use when responding to online safety concerns that are known by all members of the community.

This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the school (collectively referred to as ‘staff’ in this policy) as well as children and parents/carers.

This policy applies to all access to the internet and use of information communication devices including personal devices or where children, staff or other individuals have been provided with school issued devices for use off-site, such as a work laptop or mobile phone.

This policy must be read in conjunction with other relevant school policies including (but not limited to) safeguarding and child protection, anti-bullying, behaviour, photographic image use, Acceptable Use Policies, confidentiality and relevant curriculum policies including computing, Personal Social Health and Education (PSHE), Citizenship and Sex and Relationships education (SRE).

This policy has been written by the school, involving relevant members of the school community, building on the KCC online safety policy template with specialist advice and input as required.

The School has appointed a member of the Governing Body to take lead responsibility for safeguarding including online safety

The school has appointed a member of the senior management team as the online safety lead; this is the designated safeguarding lead.

The schools online safety Policy and its implementation will be reviewed at least annually or sooner if required.

## **1.1 Key Responsibilities of the School Community**

1.1.1 Key responsibilities of the Senior Management team are:

- Ensuring that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Ensuring there are appropriate and up-to-date policies regarding online safety; including a Code of conduct and/or an AUP, which covers acceptable use of

technology.

- Developing, owning and promoting the online safety vision and culture to all stakeholders in line with national and local best practice recommendations with appropriate support and consultation throughout the school community.
- Auditing and evaluating current online safety practice to identify strengths and areas for improvement.
- Supporting the online safety lead in the development of an online safety culture within the setting.
- Ensuring there are appropriate and up-to-date policies and procedures regarding online safety.
- To ensure that suitable, age-appropriate and relevant filtering is in place to protect children from inappropriate content (including extremist material) to meet the needs of the school community and ensuring that the filtering and school network system is actively monitored.
- Ensuring all members of staff receive regular, up-to-date and appropriate training regarding online safety roles and responsibilities and provide guidance regarding safe appropriate communications.
- Ensuring that online safety is embedded within a progressive whole school curriculum which enables all pupils to develop an age-appropriate understanding of online safety and the associated risks and safe behaviours.
- Making appropriate resources available to support the development of an online safety culture.
- Taking responsibility for online safety incidents and liaising with external agencies as appropriate.
- Receiving and regularly reviewing online safety incident logs and using them to inform and shape future practice.
- Ensuring there are robust reporting channels for the school /setting community to access regarding online safety concerns, including internal, local and national support.
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology, including ensuring the safe and responsible use of devices.
- To work with and support technical staff in monitoring the safety and security of schools systems and networks.
- To ensure a member of the Governing Body is identified with a lead responsibility for supporting online safety.

#### **1.1.2 Key Responsibilities of the Designated Safeguarding/online safety Lead are:**

- Acting as a named point of contact on all online safety issues and liaising with other members of staff and agencies as appropriate.
- Keeping up-to-date with current research, legislation and trends.

- Ensure all members of staff receive regular, up-to-date and appropriate online safety training.
- Coordinating participation in local and national events to promote positive online behaviour, e.g. Safer Internet Day.
- Ensuring that online safety is promoted to parents and carers and the wider community through a variety of channels and approaches.
- Work with the school/setting lead for data protection and data security to ensure that practice is in line with legislation.
- Maintaining an online safety incident/action log to record incidents and actions taken as part of the schools safeguarding recording structures and mechanisms.
- Monitor online safety incidents to identify gaps/trends and update the education response to reflect need and to report to the school management team, Governing Body and other agencies as appropriate.
- Liaising with the local authority and other local and national bodies as appropriate.
- Reviewing and updating online safety policies, Acceptable Use Policies (AUPs) and other procedures on a regular basis (at least annually) with stakeholder input.
- Ensuring that online safety is integrated with other appropriate school policies and procedures.
- Meeting regularly (include frequency) with the governor with a lead responsibility for safeguarding and/or online safety.

### **1.1.3 Key Responsibilities of Staff are:**

- Contributing to the development of online safety policies.
- Reading the school Acceptable Use Policies (AUPs) and adhering to them.
- Taking responsibility for the security of school/setting systems and data.
- Having an awareness of online safety issues, and how they relate to the children in their care.
- Modelling good practice in using new and emerging technologies and demonstrating an emphasis on positive learning opportunities rather than focusing on negatives.
- Embedding online safety education in curriculum delivery wherever possible.
- Identifying individuals of concern, and taking appropriate action by working with the designated safeguarding lead.
- Knowing when and how to escalate online safety issues, internally and externally.
- Being able to signpost to appropriate support available for online safety issues, internally and externally.
- Maintaining a professional level of conduct in their personal use of technology, both on and off site.
- Taking personal responsibility for professional development in this area.

#### **1.1.4. Additional Responsibilities of the IT Manager are:**

- Providing a safe and secure technical infrastructure which support safe online practices while ensuring that learning opportunities are still maximised.
- Taking responsibility for the implementation of safe security of systems and data in partnership with the Senior Management Team.
- To ensure that suitable access controls, password protection and/or encryption is implemented to protect personal and sensitive information held on school-owned devices.
- Ensuring that the schools filtering policy is applied and updated on a regular basis and that responsibility for its implementation is shared with the online safety lead and DSL.
- Ensuring that the use of the setting's network is regularly monitored in order that any deliberate or accidental misuse can be reported to the online safety lead and DSL.
- Report any breaches or concerns to the Designated Safeguarding Lead and together ensure that they are recorded on the e Safety Incident Log, and appropriate action is taken as advised.
- Developing an understanding of the relevant legislation as it relates to the security and safety of the technical infrastructure.
- Report any breaches and liaising with the local authority (or other local or national bodies) as appropriate on technical infrastructure issues.
- Providing technical support and perspective to the DSL online safety lead and senior management team, especially in the development and implementation of appropriate online safety policies and procedures.
- Ensuring that the school's ICT infrastructure/system is secure and not open to misuse or malicious attack.
- Ensuring that appropriate anti-virus software and system updates are installed and maintained on all setting machines and portable devices.

#### **1.1.5 Key responsibilities of Pupils (at a level that is appropriate to their individual age, ability and vulnerabilities) are:**

- Engaging in age appropriate online safety education opportunities.
- Contributing to the development of online safety policies.
- Reading the school/setting Acceptable Use Policies (AUPs) and adhering to them.
- Respecting the feelings and rights of others both on and offline.
- Seeking help from a trusted adult if things go wrong, and supporting others that may be experiencing online safety issues.
- Taking responsibility for keeping themselves and others safe online.

- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Assessing the personal risks of using any particular technology, and behaving safely and responsibly to limit those risks.

#### **1.1.6. Key Responsibilities of Parents and Carers are:**

- Reading the school/setting Acceptable Use Policies, encouraging their children to adhere to them, and adhering to them themselves where appropriate.
- Discussing online safety issues with their children, supporting the school in their online safety approaches, and reinforcing appropriate safe online behaviours at home.
- Role modelling safe and appropriate uses of new and emerging technology.
- Identifying changes in behaviour that could indicate that their child is at risk of harm online.
- Seeking help and support from the school, or other appropriate agencies, if they or their child encounters online problems or concerns.
- Using school systems, such as learning platforms, and other network resources, safely and appropriately.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.

## **SECTION TWO: ONLINE COMMUNICATION AND SAFETR USE OF TECHNOLOGY**

### **2.1 Managing the School Website**

- The school will ensure that information posted on the school website meets the requirements as identified by the Department for Education.
- The contact details on the website will be the school address, email and telephone number. Staff or pupils' personal information will not be published.
- The head teacher will take overall editorial responsibility for online content published by the school and will ensure that content published is accurate and appropriate.
- The school will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright.
- The school website will comply with the school's guidelines for publications including respect for intellectual property rights, privacy policies and copyright.
- The school will post information about safeguarding, including online safety on the school website.

## **2.2 Publishing Images and Videos Online**

- The school will ensure that all images are used in accordance with the school image use policy.
- In line with the schools image policy, written permission from parents or carers will always be obtained before images/videos of pupils are electronically published.

## **2.3 Managing Email**

- Pupils may only use school/setting provided email accounts for educational purposes.
- All members of staff are provided with a specific school/setting email address to use for any official communication.
- The use of personal email addresses by staff for any official school/setting business is not permitted.
- The forwarding of any personal chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains any content which could be subject to data protection legislation must only be sent using secure and encrypted methods.
- Members of the school community must immediately tell Jill Talbot, Headteacher and Designated Safeguarding Lead (or her deputy) a designated member of staff if they receive offensive communication and this should will be recorded in the school online safety incident log.
- Sensitive or personal information will only be shared via email in accordance with data protection legislation.
- Whole –class or group email addresses may be used for communication outside of the school (in early years, infant and primary schools).
- Email sent to external organisations should be written carefully in the same way as a letter written on school headed paper would be.
- School email addresses and other official contact details will not be used for setting up personal social media accounts.

## **2.4 Official Videoconferencing and Webcam Use**

- All videoconferencing equipment in the classroom will be switched off when not in use and where appropriate, not set to auto answer.
- Equipment connected to the educational broadband network will use the national E.164 numbering system and display their H.323 ID name.
- External IP addresses will not be made available to other sites.

- Staff will ensure that external videoconference are suitably risk assessed and that accounts and systems used to access events are appropriately safe and secure.
- Videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.

#### **2.4.1 Users**

- All videoconferencing activities will be managed and supervised by a teacher or authorised member of staff, and will be appropriate for the pupils' age and ability.
- All videoconferencing activities must only take place after prior approval from the senior management team.
- Parents and carers consent will be obtained prior to children taking part in videoconferences.
- Video conferencing will take place via official and approved communication channels following a robust risk assessment.

#### **2.4.2 Content**

- When recording a videoconference lesson, written permission will be given by all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference. Recorded material will be stored securely.
- If third party materials are to be included, the school will check that recording is acceptable to avoid infringing the third party intellectual property rights.
- The school will establish dialogue with other conference participants before taking part in a videoconference. If it is a non-school site the school will check that they are delivering material that is appropriate for the class.

### **2.5 Appropriate and Safe Classroom Use of the Internet and Associated Devices**

- The school's internet access will be designed to enhance and extend education.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of pupils.
- Pupils will use age and ability appropriate tools to search the Internet for content. The IT Manager provides guidance for staff on current recommendations.
- Internet use is a key feature of educational access and all children will receive age and ability appropriate education to support and enable them to develop strategies to respond to concerns as part of an embedded whole school curriculum.
- The school will ensure that the use of Internet-derived materials by staff and pupils complies with copyright law and acknowledge the source of information.

- All members of staff are aware that they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential.

Supervision of pupils will be appropriate to their age and ability:

- At Early Years Foundation Stage and Key Stage 1 pupils' access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials which supports the learning outcomes planned for the pupils' age and ability.
- At Key Stage 2 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary. Children will be directed to online material and resources which support the learning outcomes planned for the pupils' age and ability.

All school owned devices will be used in accordance with the school Acceptable Use Policy and with appropriate safety and security measures in place. These include:

- Light Speed filtering on all school owned desktops, laptops and centrally managed Ipads.
- Ipads for pupil use are centrally managed using Schools Broadband approved Mobile Device Management software.
- Pupils' use of school owned devices will always take place under the direction and supervision of the class teacher or other responsible adult.
- Network and Internet use will be monitored and any suspicious internet searches will be reported by Schools Broadband to the IT Manager. Any concerns will be reported to and followed up by the Designated Safeguarding Lead.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will use age appropriate search tools as decided by the school following an informed risk assessment to identify which tool best suits the needs of our community.
- The school will use the internet to enable pupils and staff to communicate and collaborate in a safe and secure environment.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school/setting requirement across the curriculum.
- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.

## **SECTION THREE: SOCIAL MEDIA POLICY**

### **3.1. General Social Media Use**

- Expectations regarding safe and responsible use of social media will apply to all members of Godinton Primary School and exist in order to safeguard both the school and the wider community, on and offline. Examples of social media may include blogs, wikis, social networking, forums, bulletin boards, multiplayer online gaming, apps, video/photo sharing sites, chatrooms, instant messenger and many others.
- All members of the school community will be encouraged to engage in age-appropriate social media in a positive, safe and responsible manner at all times.
- Information about safe and responsible use of social media will be communicated clearly and regularly to all members of the school community.
- All members of the school community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
- The school will control pupils and staff access to social media and social networking sites whilst on site and using school provided devices and systems.
- The use of social networking applications during school hours for personal use is not permitted.
- Any concerns regarding the online conduct of any member of Godinton Primary School on social media sites should be reported to the school's senior management team and will be managed in accordance with existing school policies such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.
- Any breaches of school policy may result in criminal, disciplinary or civil action being taken and this will depend upon the age of those involved and the circumstances of the wrong committed. Action taken will be in accordance with the relevant school policies, such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.

### **3.2 Official Use of Social Media**

- Official use of social media sites by the school will only take place after prior written approval of the headteacher and must have clear educational or community engagement objectives with specific intended outcomes e.g. increasing parental engagement.
- Official use of social media sites as communication tools will be risk assessed by the IT Manager and formally approved by the headteacher and staff will be made

aware of the required behaviours and expectations of use and to ensure that sites are used safely, responsibly and in accordance with local and national guidance and legislation.

- Staff will use school provided email addresses to register for and manage official school approved social media channels.
- All communication on official school social media platforms will be clear, transparent and open to scrutiny.
- Any online publication on official school social media sites will comply with legal requirements including the Data Protection Act 1998, General Data Protection Regulation (GDPR), right to privacy conferred by the Human Rights Act 1998, or similar duty to protect private information and will not breach any common law duty of confidentiality, copyright etc.
- Official social media use by the school will be in line with existing policies including anti-bullying and safeguarding/child protection.
- Images or videos of children will only be shared on official school social media sites/channels in accordance with the school image use policy.
- Information about safe and responsible use of school social media channels will be communicated clearly and regularly to all members of the school community.
- Official social media sites, blogs or wikis will be suitably protected (e.g. password protected) and where possible/appropriate, run and/or linked to from the school website and take place with written approval from the senior management team.
- Senior Management staff must be aware of account information and relevant details for social media channels in case of emergency such as staff absence.
- Parents/Carers and pupils will be informed of any official school social media use, along with expectations for safe use and school action taken to safeguard the community.

Godinton Primary School's official social media channels are:

- <https://www.makewav.es/godinton/>
- <http://www.showandtell.eu/>
- <http://www.godinton.kent.sch.uk/default.cfm?pid=ppages&accountid=129>
- <https://www.youtube.com/channel/UCCVkuu4geJHEa9YmCWHc2fg>
- <https://scratch.mit.edu/search/projects?q=godinton>

### **3.3 Staff Official Use of Social Media**

- Staff using social media officially will be accountable and must not disclose information, make commitments or engage in activities on behalf of the school unless they are authorised to do so.
- Prior written agreement must be sought from the headteacher before any official use of social media by staff.

- If members of staff are participating in online activity as part of their capacity as an employee of the school, then they are requested to be professional at all times and that they are an ambassador for the school.
- Staff using social media officially will disclose their official role/position but always make it clear that they do not necessarily speak on behalf of the school.
- Staff using social media officially will be responsible, credible, fair and honest at all times and consider how the information being published could be perceived or shared.
- Staff using social media officially will always act within the legal frameworks they would adhere to within school, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.
- Staff must ensure that any image posted on the school social media channel have appropriate written parental consent in line with the school's Photographic Images of Children Policy.
- Staff using social media officially will inform the head teacher of any concerns such as criticism or inappropriate content posted online.
- Staff will not engage with private messaging with pupils or parents/carers through social media and should communicate via school communication channels.
- Staff using social media officially will sign the school's Acceptable Use Policy before official social media use will take place.

### **3.4 Staff Personal Use of Social Media**

- Personal use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the school Acceptable Use Policy.
- All members of staff are advised not to communicate with or add as 'friends' any current or past pupils or current or past pupils' family members via any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions that may compromise this will be discussed with the senior management team/headteacher.
- All communication between staff and members of the school community on school business will take place via official approved communication channels (such as school email address or phone numbers).
- Staff must not use personal accounts or information to make contact with pupils or parents, nor should any contact be accepted.
- Any communication from pupils/parents received on personal social media accounts will be reported to the schools designated safeguarding lead.

- Information staff members have access to as part of their employment, including photos and personal information about pupils and their family members, colleagues etc. will not be shared or discussed on personal social media sites.
- All members of staff are strongly advised to safeguard themselves and their privacy when using social media sites. This will include being aware of location sharing services, setting the privacy levels of their personal sites as strictly as they can, opting out of public listings on social networking sites, logging out of accounts after use and keeping passwords safe and confidential.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and should ensure that their social media use is compatible with their professional role, in accordance with schools policies (safeguarding, confidentiality, data protection etc.) and the wider professional and legal framework.
- Members of staff will be encouraged to manage and control the content they share and post online. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis.
- Members of staff will notify the senior management team immediately if they consider that any content shared or posted via any information and communications technology, including emails or social networking sites conflicts with their role in the school/setting.
- Members of staff are encouraged not to identify themselves as employees of Godinton Primary School on their personal social networking accounts. This is to prevent information on these sites from being linked with the school and also to safeguard the privacy of staff members and the wider school community.
- Members of staff will ensure that they do not represent their personal views as that of the school on social media.
- School email addresses will not be used for setting up personal social media accounts.

### **3.5 Pupils use of Social Media**

- Safe and responsible use of age appropriate social media sites will be outlined for pupils and their parents as part of the school Acceptable Use Policy.
- Personal publishing on social media sites will be taught to pupils as part of an embedded and progressive education approach via age appropriate sites which have been risk assessed and approved as suitable for educational purposes.
- Pupils will be advised to consider the risks of sharing personal details of any kind on social media sites which may identify them and / or their location. Examples would include real/full name, address, mobile or landline phone numbers, school attended, Instant messenger contact details, email addresses, full names of friends/family, specific interests and clubs etc.

- Pupils will be advised not to meet any online friends without a parent/carer or other responsible adult's permission and only when they can be present.
- Pupils will be advised on appropriate security on social media sites and will be encouraged to use safe and passwords, deny access to unknown individuals and be supported in learning how to block and report unwanted communications.
- Pupils will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private/protected.
- Parents will be informed of any official social media use with pupils and written parental consent will be obtained, as required.
- Any official social media activity involving pupils will be moderated by the school where possible.
- The school is aware that many popular social media sites state that they are not for children under the age of 13, therefore the School will only create age-appropriate accounts using educational social media sites.
- Any concerns regarding pupils' use of social networking, social media and personal publishing sites, both at home and at school, will be dealt with in accordance with existing school policies including anti-bullying and behaviour. Concerns will be raised with their parents/carers, particularly when concerning any underage use of social media sites.

#### **4. Use of Personal Devices and Mobile Phones**

##### **4.1 Rationale regarding personal devices and mobile phones**

- The widespread ownership of mobile phones and a range of other personal devices among children, young people and adults will require all members Godinton Primary School to take steps to ensure that mobile phones and personal devices are used responsibly.
- The use of mobile phones and other personal devices by young people and adults will be decided by the school and covered in appropriate policies including the school Acceptable Use Policy
- Godinton Primary School recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers but requires that such technologies need to be used safely and appropriately within school.

##### **4.2 Expectations for Safe Use of Personal Devices and Mobile Phones**

- Electronic devices of all kinds that are brought in to school are the responsibility of the user at all times. 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.

- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.
- Members of staff will be issued with a school/work phone number and email address where contact with parents/carers is required.
- All members of Godinton Primary School will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school/settings policies.
- School mobile phones and devices must always be used in accordance with the **Acceptable Use Policy**
- School mobile phones and devices used for communication with parents and pupils must only be accessed and used by members of staff.

#### **4.3 Pupils Use of Personal Devices and Mobile Phones**

- Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones.
- Pupils are not permitted to have mobile phones on their person in school. Where a child brings a mobile phone to school in an emergency situation, it must be handed into the school office.
- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.

#### **4.5 Staff Use of Personal Devices and Mobile Phones**

- Members of staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity. Any pre-existing relationships which could compromise this must be discussed with leaders/managers.
- Staff will not use personal devices such as mobile phones, tablets or cameras to take photos or videos of children and will only use work-provided equipment for this purpose.
- Staff will not use any personal devices directly with children and will only use work-provided equipment during lessons/educational activities.
- Staff personal mobile phones and devices will be switched off/switched to 'silent' mode during lesson times.
- Bluetooth or other forms of communication should be "hidden" or switched off

during lesson times.

- Personal mobile phones or devices will not be used during teaching periods unless permission has been given by a member of the senior management team in emergency circumstances.
- Staff will ensure that any content brought on site via mobile phones and personal devices are compatible with their professional role and expectations.
- If a member of staff breaches the school/setting policy then disciplinary action will be taken.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence then the police will be contacted and allegations will be responding to following the allegations management policy.

#### **4.6 Visitors Use of Personal Devices and Mobile Phones**

- Parents/carers and visitors must use mobile phones and personal devices in accordance with the schools policy.
- Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the school image use policy. Parents are able to take photographs of their children for personal use only.
- The school will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use.
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.

### **SECTION FIVE: POLICY DECISIONS**

#### **5.1. Reducing Online Risks**

- Godinton Primary School is aware that the Internet is a constantly changing environment with new apps, tools, devices, sites and material emerging at a rapid pace.
- Emerging technologies will be examined for educational benefit and the senior management team will ensure that appropriate risk assessments are carried out before use in school is allowed.
- The school will ensure that appropriate filtering systems are in place to prevent staff and pupils from accessing unsuitable or illegal content. We use Schools Broadband Light Speed Web Filtering, an Internet Watch Foundation approved web filtering which blocks inappropriate online
- Content.
- 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 or device.

- The school will audit technology use to establish if the online safety policy is adequate and that the implementation of the policy is appropriate.
- Methods to identify, assess and minimise online risks will be reviewed regularly by the school's senior management team.
- Filtering decisions, internet access and device use by pupils and staff will be reviewed regularly by the school's senior management.

## **5.2. Internet use throughout the Wider School Community**

- The school will take advice from the Kent e-Safety Strategy group to establish a common approach to online safety .
- The school will provide an Acceptable Use Policy for any guest/visitor who needs to access the school computer system or internet on site

## **5.3 Authorising Internet Access**

- The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.
- All staff, pupils and visitors will read and sign the School Acceptable Use Policy before using any school ICT resources.
- Parents will be informed that pupils will be provided with supervised Internet access which is appropriate to their age and ability.
- Parents will be asked to read the School Acceptable Use Policy for pupil access and discuss it with their child, where appropriate.
- When considering access for vulnerable members of the school community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).

# **SECTION SIX: ENGAGEMENT APPROACHES**

## **6.1 Engagement and Education of Children and Young People**

- An online safety curriculum will be established and embedded throughout the whole school, to raise awareness regarding the importance of safe and responsible internet use amongst pupils.
- Education about safe and responsible use will precede internet access.
- Pupils input will be sought when writing and developing school online safety policies

and practices.

- Pupils will be supported in reading and understanding the school Acceptable Use Policy in a way which suits their age and ability.
- All users will be informed that network and Internet use will be monitored.
- Pupil instruction regarding responsible and safe use will precede Internet access.
- Online safety will be included in the PSHE, SRE, Citizenship and Computing programmes of study covering both safe school and home use.
- The pupil Acceptable Use expectations and Posters will be posted in all rooms with Internet access.
- Safe and responsible use of the Internet and technology will be reinforced across the curriculum and within all subject areas.

## **6.2 Engagement and Education of Children and Young People who are Considered to be Vulnerable**

The school is aware that some children may be considered to be more vulnerable online due to a range of factors and will ensure that differentiated and ability appropriate online safety education is given, with input from specialist staff as appropriate.

## **6.3 Engagement and Education of Staff**

- The online safety policy will be formally provided to and discussed with all members of staff as part of induction and will be reinforced and highlighted as part of the school's safeguarding practice. (Schools should identify how this will be achieved, for example as part of existing safeguarding and child protection training/updates or within separate or specific online safety sessions)
- This will cover the potential risks posed to pupils (Content, Contact and Conduct) as well as our professional practice expectations.
- To protect all staff and pupils, the school will implement Acceptable Use Policies which highlights appropriate online conduct and communication.
- Staff will be made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff on a regular basis.
- Members of staff with a responsibility for managing filtering systems or monitor ICT use will be supervised by the Designated Safeguarding Lead and will have clear procedures for reporting issues or concerns.
- The school will highlight useful online tools which staff should use with children in the classroom. These tools will vary according to the age and ability of the pupils.

- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

#### **6.4 Engagement and Education of Parents and Carers**

- The school recognises that parents/carers have an essential role to play in enabling children to become safe and responsible users of the internet and digital technology.
- Parents' attention will be drawn to the school online safety policy and expectations in newsletters, letters, the school prospectus and on the school website.
- A partnership approach to online safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home Internet use or highlighting online safety at other well attended events e.g. parent evenings, transition events, fetes and sports days.
- Parents will be requested to read online safety information as part of the Home School Agreement.
- Parents will be encouraged to read the school Acceptable Use Policy for pupils and discuss its implications with their children.
- Information and guidance for parents on online safety will be made available to parents in a variety of formats.
- Parents will be encouraged to role model positive behaviour for their children online.

## **SECTION SEVEN: MANAGING INFORMATION SYSTEMS**

### **7.1 Managing personal data online**

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).
- Full information regarding the schools approach to data protection and information governance can be found in the schools information security policy.

### **7.2 Security and Management of Information Systems**

- The security of the school information systems and users will be reviewed regularly.

- Virus protection will be updated regularly.
- Personal data sent over the Internet or taken off site (such as via portable media storage) will be password protected and/or encrypted, or accessed via appropriate secure remote access systems.
- Portable media may not be used without specific permission followed by an anti-virus /malware scan.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the school's network will be regularly checked.
- The IT Manager will review system capacity regularly.
- The appropriate use of user logins to access the school network will be enforced for all but the youngest users.
- All users will be expected to log off or lock their screens/devices if systems are unattended.
- The school will log and record internet use on all school owned devices using Light Speed filtering policies. A weekly log of all suspicious searches will be received from Schools Broadband and monitored by the IT Manager. Any concerns will be reported to the Designated Safeguarding Lead.

### 7.3 Filtering Decisions

- The school's internet access strategy will be dependent on the need and requirements of our community and will therefore be designed to suit the age and curriculum requirements of our pupils, with advice from technical, educational and safeguarding staff.
- The school uses educational filtered secure broadband connectivity through the KPSN which is appropriate to the age and requirement of our pupils.
- The school uses Light Speed filtering system which blocks sites that fall into categories such as pornography, racial hatred, extremism, gaming, sites of an illegal nature, etc.
- The school will ensure that age and ability appropriate filtering is in place whilst using school devices and systems to try and prevent staff and pupils from being accidentally or deliberately exposed to unsuitable content.
- The school will work with KCC and the Schools Broadband team or broadband/filtering provider to ensure that filtering policy is continually reviewed
- The school will have a clear procedure for reporting breaches of filtering which all members of the school community (all staff and all pupils) will be made aware of.
- If staff or pupils discover unsuitable sites, the URL will be reported to the School Designated Safeguarding Lead and will then be recorded and escalated as appropriate.

- The School filtering system will block all sites on the Internet Watch Foundation (IWF) list.
- Changes to the school filtering policy will be risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the senior management team.
- All changes to the school filtering policy will be logged and recorded.
- The senior management team will ensure that regular checks are made to ensure that the filtering methods selected are effective and appropriate.
- Any material that the school believes is illegal will be reported to appropriate agencies such as IWF, Kent Police or CEOP immediately.

#### 7.4 Management of applications (apps) used to record children's progress

- We use 2Build a Profile to track some Foundation Stage pupil progress.
- The headteacher is ultimately responsible for the security of any data or images held of children.
- Apps/systems which store personal data will be risk assessed prior to use.
- Personal staff mobile phones or devices will not be used for any apps which record and store children's personal details, attainment or photographs.
- Only school issued devices will be used for apps that record and store children's personal details, attainment or photographs.
- Devices will be appropriately password/pin and/or encrypted if taken off site to prevent a data security breach in the event of loss or theft.
- Staff and parents/carers will be advised on safety measures to protect all members of the community such as using strong passwords, logging out of systems etc.

## **SECTION EIGHT: RESPONDING TO ONLINE INCIDENTS AND CONCERNS**

- All members of the school/setting community will be informed about the procedure for reporting online safety concerns (such as breaches of filtering, cyberbullying, illegal content etc.).
- The Designated Safeguarding Lead (DSL) will be informed of any online safety incidents involving child protection concerns, which will then be recorded.
- The Designated Safeguarding Lead (DSL) will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Kent Safeguarding Children Board thresholds and procedures.
- Complaints about Internet misuse will be dealt with under the School's complaints procedure.
- Complaints about online bullying will be dealt with under the School's anti-bullying policy and procedure

- Any complaint about staff misuse will be referred to the head teacher
- Any allegations against a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Pupils, parents and staff will be informed of the schools complaints procedure.
- Staff will be informed of the complaints and whistleblowing procedure.
- All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.
- The school will manage online safety incidents in accordance with the school discipline/behaviour policy where appropriate.
- The school will inform parents/carers of any incidents of concerns as and when required.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes as required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Education Safeguards Team or Kent Police via 999 if there is immediate danger or risk of harm.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Kent Police.
- If the school is unsure how to proceed with any incidents of concern, then the incident will be escalated to the Education Safeguarding Team.
- If an incident of concern needs to be passed beyond the school then the concern will be escalated to the Education Safeguarding Team to communicate to other schools/settings in Kent.
- Parents and children will need to work in partnership with the school to resolve issues.

## **SECTION NINE – EQUAL OPPORTUNITIES AND RACIAL EQUALITY (Refer also to these specific policies)**

All school policies have an explicit aim of promoting race equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

Godinton Primary School provides a broad and balanced curriculum for all pupils. The school accepts the three principles in the statutory inclusion statement for the National Curriculum:

- Setting suitable learning challenges for all pupils

- Responding to pupils' diverse learning needs
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils

We recognise that citizenship presents opportunities for encouraging respect for diversity.

Our curriculum co coordinators are responsible for ensuring their subject programmes/schemes of work raise awareness of multi-cultural issues and challenge stereotypical views of different racial groups and nomadic communities. In the purchase of resources, our curriculum co coordinators will ensure that materials reflect and celebrate ethnic and cultural diversity.

## **SECTION TEN – CHILDREN IN CARE**

As for all our pupils, Godinton Primary School is committed to helping every Child in Care (CIC) to achieve the highest standards they can. To this end staff will ensure that in delivering the curriculum they set suitable learning challenges of CIC, respond to the diverse learning needs of CIC, and help to overcome the potential barriers to learning and assessment for CIC.

## **SECTION ELEVEN – MONITORING AND REVIEW**

The policy is monitored by the IT Manager, IT coordinator and the Designated Lead for Safeguarding.

This policy is reviewed every two years.