

Online Safety Policy Berrywood Primary School

At Berrywood Primary School, we recognise the importance of technology in education and the benefits it can bring. Online safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

Online Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff, governors and pupils; encouraged by education and made explicit through published policies (please see staff acceptable use policy/pupil code of conduct/social media policy)
- Sound implementation of online safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband including the effective management of content filtering.

Aims:

- To educate pupils, staff, and parents about the potential risks associated with online activities.
- To provide clear guidance on acceptable use of technology.
- To establish procedures for addressing incidents related to e-safety.
- To foster a culture of responsible online behaviour and digital citizenship.

How do we use the internet at Berrywood?

- Access to world-wide educational resources including museums and art galleries;
- Access to experts in many fields for pupils and staff;
- Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- Collaboration across support services and professional associations;
- Improved access to technical support including remote management of networks and automatic system updates;
- The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Roles and Responsibilities of all Stakeholders

Online Safety/Computing Lead

- Develops and maintains the online safety policy
- Provides training and updates for staff and pupils.

Headteacher and Senior Leadership Team

- Ensure the implementation of the online safety policy.
- Oversee the integration of online safety education into the curriculum.
- Acts as the point of contact for online safety concerns.
- Incidents are logged, investigated, and addressed in line with the school's safeguarding policies.
- Parents are informed of significant incidents involving their children.

Teaching and Support Staff

- Adhere to the online safety policy.
- Educate pupils about online safety and responsible use of technology.
- Report any online safety incidents to the Online Safety Lead

Pupils

- Follow the school's Acceptable Use Policy (AUP).
- Report any inappropriate content or behaviour to a trusted adult.
- Engage in responsible online behaviour.

Parents and Carers

- Support the school's online safety efforts.
- Monitor their children's use of technology at home.
- Communicate any online safety concerns to the school.

Education and Training

Pupils

- Receive age-appropriate Online Safety education as part of the curriculum.
- Participate in discussions and activities that promote safe online behaviour.

Staff

- Receive regular online safety training and updates.
- Are provided with resources to support the delivery of online safety education.

Parents and Carers

- Offered Online Safety information sessions and resources.
- Encouraged to reinforce online safety practices at home.

Acceptable Use Policy (AUP)

All users of the school's technology resources must adhere to the Acceptable Use Policy, which outlines:

- Appropriate use of school devices and internet.
- Prohibition of accessing inappropriate content.
- Expectations for respectful online communication.
- Consequences of violating the AUP.

Use of Digital Devices and the Internet

Pupils are allowed to use school devices for educational purposes only. Internet access is filtered to block inappropriate content. Personal devices are subject to the same rules and monitoring as school devices.

To ensure safeguarding remains paramount:

- Smartwatches are **not allowed** in school due to their potential for distractions, unauthorised communication, and privacy concerns.
- Fitbits and basic digital watches may be worn; however, they are not required and should be used only for timekeeping.

Social Media

- Pupils are educated about the safe and responsible use of social media this includes age-appropriate apps and computer games.
- Staff must use social media in a professional manner and avoid interactions with pupils on personal accounts.
- The school's official social media accounts are managed by designated staff and used to communicate with the school community.

Cyberbullying

- The school has a zero-tolerance policy towards cyberbullying.
- Any reports of cyberbullying are investigated promptly by SLT.
- Support is provided to both the victim and the perpetrator, and appropriate disciplinary actions are taken.

Data Protection

- Personal data is handled in accordance with the Data Protection Act 2018 and GDPR.
- Staff are trained in data protection principles.
- Measures are in place to secure sensitive information.

Monitoring and Review

- The online safety policy is reviewed annually or in response to significant incidents or changes in technology.
 - Feedback from the school community is considered in the review process.
 - The effectiveness of online safety education and procedures is regularly evaluated.
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Acceptable Use Agreement

For Students

1. **Respect and Protect**
 - **Respect Yourself and Others:** Always use kind and appropriate language when communicating online.
 - **Respect Privacy:** Keep your personal information (name, address, phone number) private. Do not share the personal information of others.
 - **Respect Property:** Do not damage, change, or misuse hardware, software, or the network.
2. **Online Behaviour**
 - **Be Safe:** If something online makes you feel uncomfortable or worried, tell a teacher or trusted adult immediately.
 - **Be Honest:** Do not pretend to be someone else or create fake accounts.
 - **Be Responsible:** Use technology for school-related activities. Avoid inappropriate websites and content.
3. **Digital Footprint**
 - Understand that what you post online can be seen by others. Think before you post, and always ask yourself if it is true, helpful, inspiring, necessary, and kind (THINK).
4. **Cyberbullying**
 - **No Bullying:** Treat others with respect online, just as you would in person. Do not participate in or support bullying or harassment.

For Parents

1. **Supervision and Support**
 - **Monitor Usage:** Keep an eye on your child's online activities and ensure they are following the school's rules.
 - **Educate:** Discuss the importance of online safety and the potential risks of internet use with your child.
 - **Encourage Balance:** Help your child balance their screen time with offline activities.
2. **Communication**
 - **Open Dialogue:** Encourage your child to talk to you about their online experiences. Make sure they feel comfortable reporting any problems.
 - **Stay Informed:** Keep up to date with the technology your child uses and the online platforms they access.
3. **Enforcement and Consequences**
 - **Set Boundaries:** Establish clear rules and consequences for inappropriate online behaviour at home.
 - **Support School Policies:** Reinforce the school's computing acceptable use policy and support any disciplinary actions the school may take.
4. **Cyber Safety**
 - **Security Measures:** Ensure home computers and devices have up-to-date antivirus software and parental controls where appropriate.
 - **Role Model:** Demonstrate positive online behaviour for your child to follow.

Agreement

By adhering to this online safety policy, Berrywood Primary School aims to create a secure digital environment where pupils can learn, explore, and grow safely. We are committed to promoting responsible online behaviour and ensuring the well-being of our entire school community.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Thank you for helping us create a safe and productive digital environment for everyone at our primary school.