# Online Safety

## Purpose

Online safety encompasses the use of new technologies, internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

## Core learning

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught how to evaluate Internet content.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

## Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

## Safeguards

- The school will work with the LA, DFE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the Class Teacher and Online Safety Coordinator.
- The Online Safety Coordinator and appropriate governors will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT provision to establish if the Online Safety Policy is adequate and that its implementation is effective.

## The school website and social media.

Seabridge Primary School values the contribution that a website and social media can make to the life and role of the school in a modern society. Seabridge Primary School website and social media use has 5 important roles:

1. To promote the school
2. To provide information to prospective parents and teachers, the wider community and the world
3. To act as a communication channel between teachers, parents, pupils and school management
4. To improve pupil learning
5. To raise standards in teaching and learning.

Seabridge Primary School's preferred social media platform is Twitter, but this also statement also includes other media platforms including Facebook, Soundcloud, You Tube, Vimeo, Instagram etc.

## Publishing names, images and work

- Adult's names will be published as their title and last name e.g. Mr. Davies. Children's names will be published as their first name only e.g. Trevor, or if required, first name and last name initial e.g. Trevor D.
- Any images of children will be used on the school website and associated social media, unless parents have opted out when joining the school.

## Privacy

- Adults have the right to refuse permission to publish their image on the published site or social media.
- Parents have the right to refuse permission for their child's work and/or image to be published on the published site or social media.
- Those wishing to exercise this right should express their wishes in writing to the Head of School, clearly stating whether they object to work, images, or both being published, to the published site or social media. Parents will be notified of this right by publication of this policy on the school website.

## Monitoring

All staff will be responsible for checking material before it is uploaded to ensure that it is suitable and doesn't include those pupils who have refused permission. Any persons named on a web page can ask for their details to be removed.

The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least termly. It will be the responsibility of the computing coordinator and staff to ensure this happens.

## Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## Handling Online Safety complaints

Issues related to cyber-bullying will be dealt with in accordance to the school's Anti-Bullying Policy a set out on the school website.

Complaints of Internet misuse will be dealt with by the computing coordinator and appropriate class teacher.

Any complaint about staff misuse must be referred to the Head of School.

Complaints of a child protection nature will be dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of the complaints procedure by publication of the policy on the school website.

Statement Reviewed November 2018