

# Bushey Heath Primary School

## Online Safety Policy

### Pupils

A vibrant school inspiring children to realise their potential

#### 1. Introduction

Bushey Heath Primary school recognises that internet, mobile and digital technologies provide positive opportunities for children and young people to learn, socialise and play but they also need to understand the challenges and risks. The digital world is an amazing place, but with few rules. It is vast and fast moving and young people's future economic success may be partly dependent on their online skills and reputation. We are, therefore, committed to ensuring that **all** pupils will be supported to use internet, mobile and digital technologies safely. This is part of our safeguarding responsibility. Staff are aware that some pupils may require additional support or teaching, including reminders, prompts and further explanation to reinforce their knowledge and understanding of online safety issues.

We are also committed to ensuring that all those who work with children and young people, including their parents/carers, are informed about the ever-changing risks so that they can take an active part in helping children and young people navigate the online world safely and confidently.

#### 2. Responsibilities

The headteacher and governors have ultimate responsibility to ensure that appropriate online safety policy and practice is embedded and monitored. The named online safety lead in this school is Penny Barefoot.

All breaches of this policy that may have put a child at risk must also be reported to the DSP, Penny Barefoot.

If the organisation is operating in school time or when pupils are on site in the care of the school, then the safeguarding of pupils is paramount and the organisation must adhere to the school's online safety procedures and acceptable use agreements.

#### 3. Scope of policy

The policy applies to: pupils

The school also works with partners and other providers to ensure that pupils who receive part of their education off site or who are on a school trip or residential are safe online.

This policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole school community. It is linked to the following other school policies and documents: safeguarding, Keeping Children Safe in Education, GDPR, health and safety, home-school agreement, home learning, behaviour, anti-bullying and PSHCE/RSE policies.

#### 4. Policy and procedure

The school seeks to ensure that internet, mobile and digital technologies are used effectively and safely, for their intended educational purpose, in ways that will not infringe legal requirements or create unnecessary risk.

The school expects everyone to use internet, mobile and digital technologies responsibly and strictly according to the conditions set out in this policy. This policy also includes expectations on appropriate online behaviour and use of technology outside of school for pupils, parents/carers, staff and governors and all other visitors to the school.

**Use of email**

Pupils should use school approved accounts on the school system for educational purposes. Where required parent/carer permission will be obtained for the pupil account to exist. For advice on emailing, sharing personal or confidential information or the need to gain parent permission refer to the policy for GDPR. Emails created or received as part of any school role will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000.

**Users must not** send emails which are offensive, embarrassing or upsetting to anyone (i.e. cyberbullying).

**Visiting online sites and downloading**

- Staff must preview sites, software and apps before their use in school or before recommending them to pupils. If internet research is set for homework, specific sites will be suggested that have been checked by the teacher.
- When working with pupils searching for images should be done through Google Safe Search (standard through the HICS service), Google Advanced Search or a similar application that provides greater safety than a standard search engine.

**Pupils must not:**

Visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- Indecent images (i.e. images of children, digital or cartoons, involved in sexual activity or posed to be sexually provocative).
- Promoting discrimination of any kind in relation to the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, religion or belief, sex, sexual orientation.
- Promoting hatred against any individual or group from the protected characteristics above.
- Promoting illegal acts including physical or sexual abuse of children or adults, violence, bomb making, drug and alcohol abuse and software piracy.
- Any material that may bring the school or any individual within it into disrepute e.g. promotion of violence, gambling, libel and disrespect.

**Users must not:**

- Reveal or publicise confidential or proprietary information.
- Intentionally interfere with the normal operation of the internet connection, including the propagation of computer viruses.
- Intimidate, threaten or cause harm to others.
- Access or interfere in any way with other users' accounts.
- Use software or hardware that has been prohibited by the school.

All breaches of prohibited behaviours detailed above will be investigated, where appropriate, in liaison with the police.

The school recognises that in certain planned curricular activities, access to controversial and/or offensive online content may be beneficial for educational use. In such circumstances, there is an expectation that access is pre-planned, risk assessed and recorded, and permission given by Penny Barefoot.

**Storage of Images**

Photographs and videos provide valuable evidence of pupils' achievement and progress in a variety of contexts and can be used to celebrate the work of the school. In line with GDPR they are used only with the written consent of parents/carers which is secured in the first instance on a child's entry to the school. Records are kept on file and consent can be changed by parents/carers at any time. (See GDPR policy for greater clarification).

Photographs and images of pupils are only stored on the school's agreed secure networks which include some cloud based services. Rights of access to stored images are restricted to approved staff as determined by Penny Barefoot. Staff and pupils may have temporary access to photographs taken during a class session, but these will be transferred/deleted promptly.

**Use of personal mobile devices (including phones)**

To maintain a safe and focused learning environment, and to protect our children from the harms caused by exposure to inappropriate materials, we have implemented a strict smartphone ban. This policy is in place to minimise distractions, protect children's mental well-being, and ensure that our school remains a space where all children can concentrate on their education.

Smartphones are not permitted on school premises for children. This rule applies during school hours, including break and lunch times, during any school-related activities such as trips, after-school clubs, or events.

In exceptional circumstances, children may be allowed to bring a smartphone to school, but only with the explicit permission of the headteacher. Permission will be granted on a case-by-case basis, considering the specific needs and circumstances of the child.

**Procedure for Requesting an Exception**

- A parent or guardian must submit a written request to the headteacher explaining the reason for needing a smartphone in school.
- The headteacher will review the request and decide whether to grant an exception in consultation with the Chair of Governors.
- If permission is granted, the smartphone must be handed in to the school office at the beginning of the school day and collected at the end of the school day.
- Unauthorised use of a smartphone on school grounds will result in the device being confiscated, and further disciplinary action may be taken.

**Enforcement**

- Any child found in possession of a smartphone without prior approval from the headteacher will have the device confiscated.
- Confiscated phones will be stored securely in the school office until they can be collected by a parent or guardian.
- Repeated violations of this policy will lead to further disciplinary measures as outlined in the school's behaviour policy.

**Reporting incidents, abuse and inappropriate material**

There may be occasions in school when either a pupil receives an offensive, abusive or inappropriate message or accidentally accesses upsetting or abusive material. When such a situation occurs the pupil must report the incident immediately to the first available member of staff, the DSP, the headteacher. Where such an incident may lead to significant harm, safeguarding procedures should be followed. The school takes the reporting of such incidents seriously and where judged necessary, the DSP will refer details to social care or the police.

**4. Curriculum**

Online safety is fully embedded within our curriculum. The school provides a comprehensive age appropriate curriculum for online safety which enables pupils to become informed, safe and responsible. This includes teaching to prevent radicalisation, for which staff provide a narrative to counter extremism. The PSHE curriculum, Relationships and Health Curriculum are central in supporting the delivery of online safety education. The curriculum is flexible and can respond to any immediate online safety issues and risks as they emerge.

It is necessary for pupils to develop skills of critical awareness, digital resilience and good online citizenship to enable them to use internet, mobile and digital technologies safely and responsibly. Pupils are taught to recognise the creative, collaborative, cultural, economic and educational opportunities provided by the internet, mobile and digital technologies. Curriculum work will also include areas such as:

- Understanding how to use the internet, mobile and digital technologies in a balanced and appropriate way to avoid negative impact on wellbeing, e.g. regulated screen time and diverse online activity.
- Learning how to develop a positive online reputation and enhance future opportunities e.g. in relationships and employment.
- Developing critical thinking skills and the confidence to challenge and question what they see and read in relation to online content e.g. recognising fake news and extremism, understanding commercial manipulation, maintaining an authentic sense of self that is resilient to online pressure, learning how easy it is to lie online (i.e. users may not be who they say they are and may have ulterior motives) Understanding the dangers of giving out personal details online and the importance of maintaining maximum privacy online.
- Thinking carefully before placing images online and considering their appropriateness and understanding the importance of gaining consent before posting photographs of others.
- Understanding the permanency of all online postings and conversations.
- Understanding relevant legislation, including copyright, and the importance of respecting other people's information, reputation and images.
- Understanding the importance of online respect and what constitutes cyberbullying, how to avoid it, the impact it has and how to access help.
- How the law can help protect against online risks and abuse.

## **5. Appendices of the Online Safety Policy**

- A. Online Safety Acceptable Use Agreement Primary Pupils
- B. Guidance on the process for responding to cyberbullying incidents
- C. Online safety incident reporting form

**Appendix A - Online Safety Acceptable Use Agreement Primary Pupils**

**My online safety rules**

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. Smartphones are not allowed in school. I will not assume that new devices can be brought into school without getting permission.
- I understand my behaviour in the virtual classroom should mirror that in the physical classroom
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

**Pupil agreement**

Pupil name \_\_\_\_\_

I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Pupil signature \_\_\_\_\_

**Appendix B - Guidance on the process for responding to cyberbullying incidents**

All cyberbullying incidents should be reported and responded to. Where the perpetrator is a member of the school community the majority of cases can be dealt with through mediation and/or disciplinary processes.

The following procedures are recommended:

- Never reply to the sender/poster of cyberbullying content. If applicable, block the sender.
- Incidents should be reported immediately. Pupils should report to a member of staff (e.g. class teacher, headteacher) and staff members should seek support from their line manager or a senior member of staff.
- The person reporting the cyberbullying should save the evidence and record the time and date. This evidence must not be forwarded but must be available to show at a meeting. Under no circumstances should indecent images of children and young people be printed or forwarded as this is a further criminal act. Staff should not ask to see the evidence of reported indecent images of children or young people but must refer this immediately to the police. Any member of staff being shown such evidence should immediately inform their line manager or the headteacher so that the circumstances can be recorded.
- A senior member of staff will meet with the person who has reported the incident and the target, if different, to listen, reassure and support. All relevant facts will be reviewed and documented.
- A senior member of staff will conduct an investigation.
- Anyone found to have cyberbullied will have attention drawn to the seriousness of their behaviour and if necessary the police will be involved. If the comments are threatening, abusive, sexist, of a sexual nature, constitute a hate crime or are libellous they may well break the law. Online harassment and stalking is also a crime.
- Once evidence has been secured then the person who has cyberbullied will be requested to remove the offending comments/material. Any refusal will lead to an escalation of sanctions.

**Appendix C - Online safety incident reporting form**

Any member of the school community can raise a concern about an online safety incident. If you have witnessed or experienced an incident please complete the form below to help us to address the issue. It is important that you provide as much detail as possible. Once completed please hand this report to Penny Barefoot.

Name of person reporting incident:			
Signature:			
Date you are completing this form:			
Where did the incident take place:	Inside school?		Outside school?
Date of incident(s):			
Time of incident(s):			

Who was involved in the incident(s)?	Full names and/or contact details
Children/young people	
Staff member(s)	
Parent(s)/carer(s)	
Other, please specify	

Type of incident(s) (indicate as many as apply)			
Accessing age inappropriate websites, apps and social media		Accessing someone else's account without permission	
Forwarding/spreading chain messages or threatening material		Posting images without permission of all involved	
Online bullying or harassment (cyber bullying)		Posting material that will bring an individual or the school into disrepute	
Racist, sexist, homophobic, religious or other hate material		Online gambling	
Sexting/Child abuse images		Deliberately bypassing security	
Grooming		Hacking or spreading viruses	
Accessing, sharing or creating pornographic images and media		Accessing and/or sharing terrorist material	
Accessing, sharing or creating violent images and media		Drug/bomb making material	
Creating an account in someone else's name to bring them into disrepute		Breaching copyright regulations	
Other breach of acceptable use agreement, please specify			

Full description of the incident	What, when, where, how?
Name all social media involved	Specify: Twitter, Facebook, WhatsApp, Snapchat, Instagram etc
Evidence of the incident	Specify any evidence available but do not attach.

**Thank you for completing and submitting this form.**

Date Policy Reviewed/Amended:	December 2024
Chair of Governors:	James Hughes
Headteacher:	Penny Barefoot
Review Date:	December 2025
Reviewed by:	Full Governing Body