

Denend Primary School



Online Safety Policy

February 2024

Policy Statement

This policy is based on and complies with Fife Council policy on Acceptable Use of the Internet.

Introduction

At Denend PS, we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. This school aims to provide pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

“It is vital that we develop in children skills and attitudes that equip them for our increasingly technological society. To do this we all have to work within a framework which allows for safety and security.” (Fife Council Guidelines.)

Why is there a need to have an online safety policy?

The internet was designed for and is managed for adults. Therefore, children have to be protected from accessing unsuitable/undesirable materials. The policy will support the school in its educational aims and ensure that responsibilities to pupils are met within safe and secure boundaries.

Code of Practice for pupils

Pupil access to the Internet is through a filtering system, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. Filtering software is updated on a regular basis.

In addition, the following key measures have been adopted by Denend Primary School to ensure our pupils do not access any inappropriate material:

- Pupils using the Internet will normally be working in highly-visible areas of the school.
- All online activity is for appropriate educational purposes and is supervised, where possible.
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group, for example, these are accessible on the School’s Launch Pad on Glow.
- Pupils are educated in the safe and effective use of the Internet, through a number of selected programmes.
- The use of mobile phones by pupils is not normally permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by a member of staff.

Misuse

Incidents of technology misuse which arise will be dealt with in accordance with the school's Positive Relationships Policy. Minor incidents will be dealt with by the class teacher or headteacher and may result in a temporary or permanent ban on Internet use. Incidents involving child protection issues will be dealt with in accordance with school child protection procedures.

Code of Practice for Staff

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should be supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.
- Recommended websites for each year group are available under "Favourites" or on the school's launchpad on Glow. Any additional websites used by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age appropriate.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Headteacher.
- In the interests of system security, passwords should not be shared.
- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Photographs of pupils should, where possible, be taken with a school device and images should be stored on a centralised area on the school network, accessible only to teaching staff.
- Parental permission is sought to cover the use of photographs of pupils on the school website, in the local press and for displays etc within school and written permission must be obtained from parent/carer.

Internet Safety Awareness

At Denend PS we believe that it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. In education, we see 'appropriate, effective and safe use' as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

Internet Safety Awareness for Children

Rules for the Acceptable use of the Internet are discussed with all pupils and are displayed in classrooms. In addition, pupils follow a structured programme of Internet Safety Awareness using a range of online resources. Chatrooms, blogs and other social networking sites are blocked by filtering software so pupils do not have access to them in the school environment. However, we regard the education of pupils on the safe and responsible use of social software, as vitally important and this is addressed through our Internet Safety Education for pupils. Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's Anti-Bullying Policy. Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

Internet Safety Awareness for Families

Support materials is shared in various ways and can easily be accessed on the 'Online Safety' section of our school website. The school seeks to provide information sessions for parents and carers annually. These sessions are delivered by Community Police in school.

School Website

Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. In order to minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions.
- Names and images are kept separate – if a pupil is named their photograph is not used and vice-versa.
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

Mobile Phones

- Denend PS does not advocate the use of mobile phones by children in school or on trips.
- Be aware of the safety issues regarding mobile phones. Increasingly these may have Internet access.
- Encourage children to talk about how they use mobile phones. Remind children not to give mobile numbers to strangers and people they do not know very well.
- Talk about responsible use of text messaging.

Points for Families to Consider:

It is important to promote Internet Safety in the home and to monitor Internet use.

1. Take an interest in what children are doing. Discuss with children what they see and why they are using the Internet.
2. Monitor on-line time and be aware of excessive hours spent on the Internet.
3. Advise children to take care and to use the Internet in a sensible and responsible manner. Know the SMART tips (see below).
4. Discuss the fact that there are websites which are unsuitable.
5. Discuss how children can respond to unsuitable material/requests.
6. Tell children never to give their personal information on the Internet.
7. Remind children that people they chat to on-line may not be who they say.
8. Discuss the danger of arranging to meet someone they have met online.
9. Be aware that children may be using the Internet in places other than in their own home or at school.

Points for Children to Consider:

Be SMART when using the Internet

Secret – always keep your name, address, mobile phone number and password private – it’s like giving out the keys to your home!

Meeting someone you have contacted in cyberspace can be dangerous. Only do so with your parent’s/carer’s permission, and then when they can be present.

Accepting e-mails or opening files from people you don’t really know or trust can get you into trouble – they may contain viruses or nasty messages.

Remember someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there!

Tell your parent or carer if someone or something makes you feel uncomfortable or worried.

Online Safety Follow the SMART rules to help stay safe online.

S **Safe**
Stay **safe** online by not sharing your personal information.

M **Meet**
Do not **meet** anyone who you have only become friends with online.

A **Accept**
Do not **accept** messages and friend requests from people you do not know.

R **Reliable**
Not everything online is **reliable**. People online are strangers and you can't always trust everything they say.

T **Tell**
Tell an adult you trust if anything happens online that you do not like.

Be careful what you share online!
Stop and think before you share information online. Don't say or do anything that you wouldn't do in the real world!

Logos: CLICK CEOP Internet Safety, Mydream