



Created January 2022 - Reviewed January 2025

Newark Primary Safer Internet Policy

- All children, and guardians, in Newark Primary sign the Inverclyde Council Safe Use policy at the start of each session. (Attached)
- Children participating in Gen+ sessions sign the Gen+ Internet Code of Conduct yearly.(Attached)
- Teachers in Newark Primary deliver Internet safety lessons throughout the year to ensure children are remaining safe online; both at home and in school.
- Whole school celebrate Safer Internet Day every year in February and recognise the importance of this.
- Our pupil voice group, The Newark Digitals, meet regularly to discuss whole school learning, issues and to ensure their voice is heard.
- Children should be using their learning in school to spot dangers on the internet but know that they can talk to a trusted adult in school if they are worried about anything online. (Pupil voice group input)

The mission statement for the pupil voice group is:

We want staff and pupils in our school to become independent in using technology and accessing these devices weekly.

Article 2 - Children have rights and no child should be treated unfairly.

Article 12 - Children have the right to be listened to and to have adults take their views seriously.

Article 13 - Children have the right to freedom of expression and this right shall include freedom to seek, receive and impart information.

Article 28 - Children have the right to an education.

Article 31 - Children have the right to play and rest.



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The Newark digitals have created a digital charter, computer rules and iPad rules to be followed by all who use devices in our school.

Newark Primary Digital Charter	
Pupils	Staff
<p>We will keep our passwords safe.</p> <p>We will listen to and follow instructions.</p> <p>We will show kindness in the Cybrary.</p> <p>We will use indoor voices in the Cybrary.</p> <p>We will keep the Cybrary clean and tidy.</p>	<p>We will create a safe environment.</p> <p>We will treat everyone with kindness and respect.</p> <p>We will provide fun and engaging lessons.</p> <p>We will listen to pupil voice.</p>

<p>We will take care of the laptops by:</p> <p>Keeping food and drink away from them.</p> <p>Showing respect for them.</p> <p>Shutting them down correctly.</p> <p>Always having kind hands.</p>
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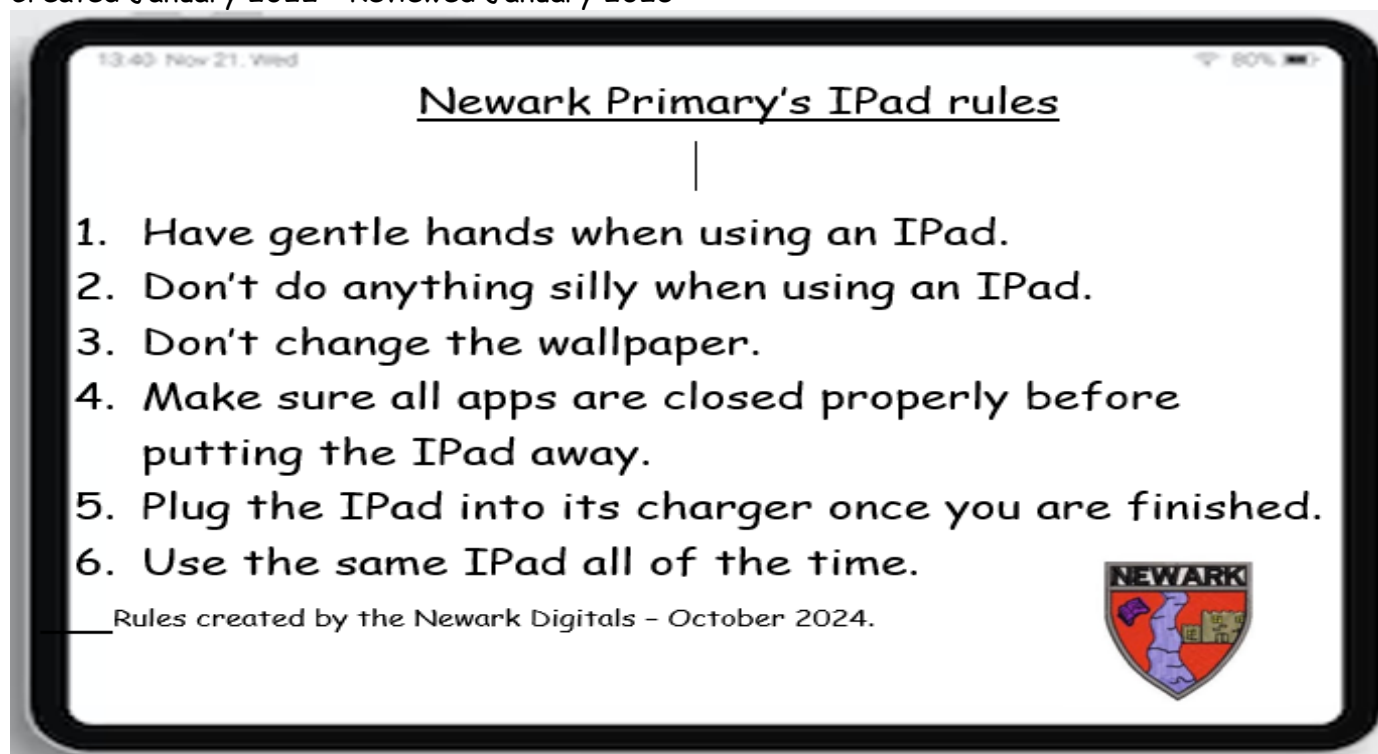
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Learn, Lead, Thrive

Children and Young Person Online Safety Agreement

Gen+ understands the importance of children and young people being able to use the internet for education and personal development, including social media, the Gen+ learning platform and other apps and games. We aim to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

This agreement is part of the Gen+ code of behaviour for children and young people, staff and volunteers. It also fits with our online safety policy and the individual school fair usage policy.

Important action required:

Please read the below statements aloud to your class and indicate you have completed this by ticking the 'I Agree' box.

Children and young person's agreement

- I will be responsible for my behaviour when using the internet, including the Gen+ learning platform, social media, games and apps. This includes the resources and language I use when I'm writing online.
- I will not look for, download or upload anything that could be considered offensive or illegal. If I accidentally come across anything I think might be, I will report it immediately to my teacher.
- I will not send anyone anything that they might feel is threatening, bullying, offensive or illegal.
- I will not give anyone online my name, phone number or address.
- I will not tell my passwords to anyone, except my teacher.
- If I am worried or upset about anything I see on the internet or any messages that I receive, I know I can talk to my teacher.
- I understand that my internet searches, as part of my Gen+ lessons, can be shared with Gen+ and my teacher.
- I understand that these rules are there to keep me safe and that if I choose not to follow them, Gen+ may contact my parents/carers.

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Parents/Carers (Primary Pupils)

Telephone: 01475 717171
fax: 01475 712875
date: August 2021

Dear Parent / Carer,

Safe and Responsible Use of the Internet/Email and Devices

All pupils in Inverclyde Council's schools are provided with access to the Internet through the Inverclyde Education Network. Pupils are encouraged to make use of this facility to access and share information, take part in collaborative learning activities and to develop their creative skills.

Pupils are also provided with a Glow account, which includes an email address. Glow, a service funded by the Scottish Government, provides pupils with a secure online environment within which they can take part in collaborative learning activities. It also provides them with access to a variety of educational resources. Please note that this account is for pupil access only and should not be used by parents. Whilst we accept that parents will wish to support their children in their learning, we ask that parents contact their school to discuss any specific issues around the use of Glow.

Further information about Glow can be obtained from the website listed below or from your child's Head Teacher. Education Scotland continues to review and revisit their own cyber security processes particularly in response to the many regular changes that come with the set of Microsoft/Google applications which form part of Glow. They also monitor and respond to any issues arising from the use of Glow and indicate this directly to Inverclyde Education Services.

<https://glowconnect.org.uk/>

Whilst the Internet offers a wealth of valuable resources to enhance teaching and learning, it also contains information and material that may not be appropriate for your child to access. We have taken steps to limit the opportunity for your child to access inappropriate material by using filtering software to control their access to the Internet, when using the Inverclyde Education Network. This software allows Internet sites to be either included or excluded from pupil access and will review individual web pages before presenting them to pupils. Whilst we have confidence in our filtering system it should be noted that, as is common with other filtering software, there is no guarantee that it will block all inappropriate material.

August 2021

To help promote the safe use of the Internet we have set up monitoring procedures to enable us to track the web sites that each pupil has visited in school. Deliberate misuse of the system discovered by the monitoring procedure may result in the pupil losing access to the Internet in school and may also invoke the normal school disciplinary procedures.

To support the skills required to promote the safe use of the Internet in school, your child has been provided with a leaflet that outlines how they should behave when using this resource. This leaflet provides a starting point for schools to build their own programmes of education on Internet safety and responsible use as well as providing you with a tool for discussion at home. We invite you to discuss the content of this leaflet with your child, at a level appropriate to their age.

Clearly recent developments around the Covid-19 pandemic have required Inverclyde staff and pupils to make greater use of online applications. We regularly review and restate our online safe behaviour messages to staff and learners. In Session 2021-22, a number of our learners will be supported with access at home to Inverclyde Council devices. We anticipate that this provision will grow in the coming years to include greater numbers of primary pupils. These devices will allow access to the internet directly from a home connection and will include additional protection. However, additional care is required to be taken to ensure that children continue to follow our advice around secure online behaviours. We ask that parents be equally vigilant in ensuring that these expectations are highlighted to your child.

These devices will also be allowed to be used within our schools buildings following changes being made to our Bring Your Own Devices Wi-Fi network. Access to this connection is different from the wider school Wi-Fi network but will continue to be filtered and restricted in a similar fashion. However, this access does require additional care to be taken by pupils when making use of the internet using a device setup primarily for home use. Our school staff will continue to encourage pupils to use responsible digital security skills in class.

Before being allowed to use the Internet in school, and to access Glow, all pupils must obtain written parental permission. I would invite you to complete the attached permission form and return it to your child's Head Teacher as soon as possible. This permission will be valid until your child leaves their current school. Should you have any questions about the attached form, or if you would prefer your child not to have access to the Internet in school and/or Glow, please contact your child's Head Teacher.

Yours faithfully,

Michael Roush
Head of Education

August 2021

Internet and Email Access Permission Form

Name of Pupil: _____

Class: _____

I have discussed the content of the "Safe and Responsible Use of the Internet" leaflet with my child. I note that Inverclyde Council has an Internet filtering system in place, to ensure that pupils can only access appropriate material when using the Education Network, and that a record will be maintained of my child's Internet access in school.

If given an Inverclyde Council laptop device to access learning from home, I will support my child in ensuring that they use that device for learning purposes and continue to access online resources in a safe way, following the Inverclyde user advice.

I give my permission for my child to access the Internet at school.

Signature of parent/carer: _____

Date: ____/____/____

I give my permission for my child to be provided with a Glow account, including email.

Signature of parent/carer: _____

Date: ____/____/____

If given an Inverclyde Council laptop device for home learning, I will emphasise to my child the importance of following the Inverclyde Acceptable Use Protocol whilst using this device.

Parent/Carer Signature: _____ Date: ____/____/____

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