

Our Lady and Saint Michael's RC Primary School

Ysgol Gynradd Gatholig y Forwyn a Sant Mihangel

E-Safety Policy



We live, we love, we learn, we grow in Jesus.

Byw, Caru, Dysgu, Tyfu yn yr Iesu

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School Vision-

We live, we love, we learn, we grow in Jesus.

At Our Lady and St Michael Roman Catholic School we aim to create a happy, secure and stimulating environment, where learners are encouraged to reach their full potential.

The school seeks to work effectively with others in order to play a central role in the community.

All staff are committed to continuous improvement and achievement of high standards.

All children are welcome at OLSM and are treated according to our belief that we are all children of God. We aim to ensure that they are equipped to take advantage of the opportunities the school provides, seek to meet their learning needs, support and challenge them to make good progress and celebrate their successes in an ethos which recognises and celebrates diversity.

Our teachers have high expectations for our children and provide opportunities for all children to succeed, including:-

- Children of differing abilities.
- Different genders.
- Children with additional learning needs.
- Children who are less able.
- Children from all social and cultural backgrounds.
- Children of different ethnic groups, including travellers, refugees and asylum seekers.
- Children from diverse linguistic backgrounds.

Our teachers are aware that our children bring to school different experiences, interests and strengths that will influence the way they learn. We believe that all our children are entitled to experience success and fulfil their potential to be lifelong learners.

Introduction

New technologies (laptops, chrome books, iPad, tablet devices, phones etc) have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. These technologies can stimulate discussion, promote creativity and make learning more effective. They also bring opportunities for staff to make learning more engaging and use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement.

However, the school is aware that improper use of these systems could expose both the school and the user to potential legal liability.

Online safety forms an integral part of a school's safeguarding responsibilities as outlined in the Welsh Government's Keeping Learners Safe Statutory Guidance. OLSM Primary School is committed to promoting the safe and positive use of the online world to children and young people. We are committed to make full use of social technologies to engage learners and improve learning outcomes, while also developing learners to be confident and competent digital citizens.

At OLSM Primary, we believe children and young people have an entitlement to safe internet access at all times. This requirement to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in

schools are bound. The implementation of a school e-safety policy therefore is essential to keeping young people protected from potential harm online. This policy should be read alongside OLSM Primary School's policies and procedures on child safeguarding.

Risks/challenges pupils may encounter

Pupils will be at risk of a number of potential harms and risks while taking part on activities online. These can include some, but not all, of the following.

- Access to illegal, harmful or inappropriate images or other content.
- Unauthorised access to / loss of / sharing of personal information.
- The risk of being subject to grooming by those whom they make contact with on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge.
- Inappropriate communication / contact with others, including strangers.
- Cyber-bullying.
- Access to unsuitable video / internet games.
- An inability to evaluate the quality, accuracy and relevance of information on the internet.
- Plagiarism and copyright infringement.
- Illegal downloading of music or video files.
- The potential for excessive use which may impact on the social and emotional development of the young person.
- Extremism / terrorism.
- Consequences of sharing own images via social media.

All users need to be aware of the range of risks associated with the use of these Internet technologies. At OLSM Primary School, we understand the responsibility to educate our pupils on e-safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom. While the following measures will be used to reduce any risk posed to pupils, we cannot guarantee that certain material will never appear on screen due to the international scale and linked nature of the information readily available online. Neither the school or Monmouthshire County Council, can be held liable for material accessed, or any consequences thereof.

Whole School Approach

All members of the school community have a responsibility for promoting and supporting safe behaviours in their classrooms and follow school e-safety procedures. The ICT/DCF lead will ensure they are up to date with current guidance and issues and then ensure that the Head teacher; Senior team and Governors are updated as necessary.

All staff should be familiar with the school's policy including:

- safe use of e-mail.
- safe use of the Internet.
- safe use of the school network, equipment and data.
- safe use of digital images and digital technologies, such as mobile phones and digital cameras.
- publication of pupil information/photographs on the school website.
- procedures in the event of misuse of technology by any member of the school community.
- their role in providing e-safety education for pupils.

Staff are reminded/updated about e-safety regularly and new staff and pupils receive information on the school's acceptable use policy as part of their induction.

Our Aims

We will seek to keep pupils safe by:

- appointing an online safety lead.
- providing clear and specific directions to staff on how to keep pupils safe online and only using the internet while a responsible adult is present.
- supporting and encouraging our pupils through lessons, discussions and activities, to remain safe online and show respect for others online.
- developing an online safety agreement for both pupils' and parents/carers.
- developing clear and robust procedures to respond appropriately to any incidents of inappropriate online behaviour.
- teaching pupils what information is personal and to keep it private, only sharing non-specific information online, including images of themselves.
- ensuring all online material shared with pupils is pre-checked and appropriate for their age and maturity

E-safety in the Curriculum

- OLSM Primary School uses recommended DCF resources as part of its wider curriculum offer and these resources include online safety.

(The Digital competence framework (DCF), consist of digital skills, knowledge and attitudes embedded across the curriculum and integrated into lessons. These lessons consist of the following:

-Planned online safety education programme which:

- *is taught across all age groups and progresses as learners grow and develop.*
- *is recurring and progressive as opposed to a one-off online safety session.*
- *supports learners in developing strategies for navigating the online world and developing resilience.*
- *is embedded across the curriculum.*
- *incorporates the use of relevant national initiatives and opportunities including Safer Internet Day (February) and Anti-bullying week (November).*

- *uses appropriate and up-to-date resources, including visitors from external providers used appropriately to support and compliment internal provision.*
- *accessible to learners at different ages and abilities, such as learners with additional learning needs (ALN), or those with English as an additional language.*
- *learners are able to recall, explain and actively use online safety education.*
- *teachers have access to appropriate training, ensuring expertise and understanding underpins their teaching.)*
- All pupils from Reception to Year 6 have access to a progression model with regards to online safety that is taught through cross curricular activities.
- All pupils' progress is tracked and monitored using Taith to ensure pupil engagement is high and needs are being met.
- This aspect of the ICT curriculum of the school has strong links with the 'Health and Well-Being' area of learning. The DCF 'Citizenship' strand is continually built upon throughout the year, incidentally, taught across the curriculum as well as explicitly from our DCF scheme of work when needed.
- Pupils are made aware of the impact of online bullying in class discussions and circle time activities and are provided with information on what to do if they experience problems when using the internet

Managing Internet Access/Emails

- Staff will ensure internet sites in class are previewed prior to the lesson and particular care will be taken to supervise undesirable links when the pupils are using search engines.
- Parents are asked to monitor sites and supervise work that is being completed at home.
- Our internet access is controlled by the Shared Resource Service (SRS) and is filtered/blocked when necessary to prevent access to inappropriate material.
- Incidents of undesirable sites must be reported immediately to the school ICT lead and pupils must report any inappropriate emails immediately.
- All pupils must use appropriate language in emails and not give out any personal details of themselves or others or arrange to meet anyone meet online.
- The pupils will be taught that much of the information they find online is intended for adult audiences, not properly edited and subject to copyright.
- Email messages pupils send and receive in school will not be regarded as private and checked by a member of staff in charge.

Publishing pupil's images and work

On a pupil's entry to the school, all parents/carers will be asked to give permission for their child's photo to be taken and to use their child's work in the following ways:

- On the school website
- In display material that may be used in the school's communal areas
- In display material that may be used in external areas, i.e. on the school grounds/exhibition promoting the school

Pupils' names will not be published alongside their image and vice versa without permission from the parents/carers. Full names will never be published.

School Website

- The website will be checked regularly to ensure there is no content that compromises the safety of our pupils or staff.
- Pupils will not have access to update the website and only certain members of staff have full access in order to update the website.
- The school will endeavour to keep our parents/carers up to date as much as possible with appropriate photographs, videos and links to show the range of activities undertaken by our pupils.
- Full names will not be shared on the website and if names are used, they will not be published alongside photographic images of the pupils.
- Nothing will be published online without the consent of parents/carers.

Cyberbullying

It is important that we work in partnership with pupils and parents to educate them about Cyberbullying as part of our e-safety curriculum.

They should:

- Understand how to use these technologies safely and know about the risks and consequences of misusing them.
- Know what to do if they or someone they know are being cyber bullied.
- Report any problems with Cyberbullying immediately to the ICT lead/Headteacher and use the CEOP website as guidance: <https://www.ceop.police.uk/Safety-Centre/>

Use of personal phones

At OLSM school we only allow mobile phones to be brought into school by those children who have had permission to walk home independently. These children tend to be in year 5 or year 6.

Children who bring a phone into school must place their phone in the school office for safe keeping at the start of the day. They may collect their phone as they leave the school at the end of the day.

ICT Acceptable Use/E-safety Rules for pupils

It is important that pupils understand their role in reducing the risks of viewing inappropriate content while online and that they must ensure they follow specific rules of responsible online behaviour in order to maximise their learning experience.

- I will take care when using the school IT equipment and use it properly.
- I will only share details of any usernames and passwords with trusted adults.
- I will tell an adult if I see anything that upsets me.
- I will make sure that when I use the internet, I am responsible, polite and sensible.
- I will use a safe name and not my real name on the internet.
- I know I am only allowed to go on the internet if my teacher has given me permission.
- I will only take a photograph or video of someone if they say it is alright.
- Any messages I send will be polite.
- I will not deliberately write anything which upsets other people
- I will not seek out any inappropriate/offensive materials.
- I will not access other people's accounts or files.
- I understand that the school may talk to my parent or carer if they are worried about my use of school IT equipment.
- I understand that if I do not follow these rules, I may not be allowed to use school digital devices (laptops, Chromebooks, iPads) or internet for a while, even if it was done outside school.

Policy review

This policy will be monitored by the E-Safety lead and reviewed, when necessary, with consultation from the Governing Body, staff, pupils and parents/carers through the following:

- Staff meetings
- INSET days
- Governing Body meetings.
- Parents' evenings.
- School website/newsletters.
- Assemblies with pupils.
- School digital leaders.

OLSM acceptable use policy for pupils and for the people they live with.

ICT Acceptable Use/E-safety Rules for pupils

It is important that pupils understand their role in reducing the risks of viewing inappropriate content while online and that they must ensure they follow specific rules of responsible online behaviour in order to maximise their learning experience.

- I will take care when using the school IT equipment/personal IT equipment and use it properly.
- I will only share details of any usernames and passwords with trusted adults.
- I will tell an adult if I see anything that upsets me.
- I will make sure that when I use the internet, I am responsible, polite and sensible.
- I will use a safe name and not my real name on the internet.
- I know I am only allowed to go on the internet if my teacher has given me permission.
- I will only take a photograph or video of someone if they say it is alright.
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- I will not access other people's accounts or files.
- I understand that the school may talk to my parent or carer if they are worried about my use of school IT/personal IT equipment.
- I understand that if I do not follow these rules, I may not be allowed to use school digital devices (laptops, Chromebooks, iPads) or internet for a while, even if it was done outside school.

Agreement of the people the child lives with

We the undersigned acknowledge the above acceptable use guidance and accept that it is our responsibility to ensure the guidance is followed in the family home.

Parent/carers name.....

Child's name.....

Parent/carers signature.....Date.....