



## Greatstone Primary School and Nursery

### Policy

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References:	<ul style="list-style-type: none"><li>• Keeping Children Safe</li><li>• Kent Kelsi guidance</li></ul>
Governor Agreement	March 2021
To be read in conjunction with	<ul style="list-style-type: none"><li>• Child Protection Policy</li><li>• Equality and Cohesion Curriculum Policy</li><li>• Accessibility Plan</li></ul>

## **Greatstone Primary School Policy**

Computing and the use of digital devices is an essential resource to support learning and teaching, as the internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is an entitlement of every child to have access to the internet and digital technologies, in order to enrich his/her learning. Consequently, at Greatstone Primary School we aim to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment. It is, however, important to recognise the constant and fast-paced evolution of computing within society and schools which for our children may include:

- Websites
- Podcasting
- Coding
- Mobile devices
- Videos and multimedia

At Greatstone Primary School and Nursery, we understand the importance of technology whilst being aware of the range of risks, which can be associated with it. We have a responsibility to educate the children on E-Safety issues, appropriate behaviours and critical thinking skills in order to remain both safe and legal when using the internet and related technologies.

## **Roles and Responsibilities**

- The Headteacher and governors have ultimate responsibility to ensure policies and procedures are both embedded and monitored.
- The leader is Mrs Jac kay
- The ICT Manager is Simon Rogers and Lightspeed via E.I.S is used for internet filtering.

## **Aims**

**Our aims are to ensure that all pupils, including those with Special Educational Needs:**

- Will access age appropriate training throughout the curriculum. This may include issue such as online bullying and how to seek help.
- Will use the internet and other digital technologies to support, extend and enhance their learning.
- Will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable materials.
- Understand the dangers of technologies that may be encountered outside of school and that these may be discussed informally when opportunities arise within school.
- Understand where to seek appropriate help if experiencing problems when using the internet and related technologies, e.g. parents/carers, teacher/trusted staff member or related organisations.
- Will develop a positive attitude towards the internet and develop their ICT capability through both independent and collaborative working.
- Will use existing, as well as up and coming technologies safely.
- Will read and sign the school Acceptable Use policy and adhere to them.
- Will respect the feelings and rights of others both on and offline.
- Will observe all staff working safely and responsibly when on the internet, modelling

positive behaviours online.

- Staff are aware that some pupils may require additional teaching including reminders, prompts and further explanations in order to reinforce their existing knowledge and understanding of issues.
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#### **How the Internet will be used To Support, Extend and Enhance Learning:**

- Pupils will be given clear objectives for internet use.
- All internet access in school is monitored and filtered through Lightspeed via E.I.S. Whenever something inappropriate is detected the ICT Manager is notified and the incident will be investigated in line with the Acceptable Use Policy and any necessary actions taken.
- Pupils will be taught how to report inappropriate web content.
- Pupils will have supervised access to internet resources (where reasonable) through the schools digital devices.
- Parents/carers are encouraged to be aware of E-safety issues, and are expected to support and supervise internet usage at home.
- Internet usage will be embedded into the curriculum.
- Pupils will be taught to effectively use the internet for research purposes.
- Pupils will be taught to evaluate/validate information on the internet.
- Pupils will only use school/setting provided email accounts for educational purposes.

The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law and acknowledge the source of information.

Supervision of pupils will be appropriate to their age and ability.

- At Early Years and Key Stage one, pupil's access to the internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the student's age and ability.
- At Key Stage Two pupils will be supervised. Pupils will use age- appropriate search engines and online tools and online activities will be teacher directed where necessary. Children will be directed to online material and resources which support the learning outcome planned for the pupils age and ability.

#### **Secure Data and Confidentiality**

All parents and carers are aware and asked to sign the schools On-line Safety Policy.

When accessing, amending and saving any data or information, relating to the school or pupils, members of staff follow the guidelines set out in the General Data Protection Regulations 2018.

The contact details on the web site is the school address, email and telephone number. Staff and pupils personal information will not be published.

The Head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Any electronic communication, which contains any content, which could be subject to data protection legislation, must only be sent using secure and encrypted methods.

Members of the school community must immediately tell a designated member of staff if they receive offensive communication.

Sensitive or personal information will only be shared via email in accordance with data protection legislation.

Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper would be.

School email addresses and other official contact details will not be used for setting up personal

social media accounts.

Official social media use by the school will be in-line with existing policies including anti-bullying and child protection.

The Leadership Team must be aware of account information and relevant details for social media channels in case of emergency such as staff absence.

Greatstone Primary School official social media channels are:

- Class Dojo
- Facebook

### **Infrastructure**

Greatstone Primary Schools internet access is provided by E.I.S and curriculum access is managed by the ICT Manager.

Staff and children are all aware that should they encounter or access anything unsuitable or damaging they must report it immediately to the adults and the ICT Manager.

Greatstone Primary School and Nursery online safety policy has been written by the school, involving staff, pupils and parents/carers, building on the KCC online safety policy template with specialist advice and input as required.

The policy has been approved and agreed by the Governing Board.

The school has appointed a member of the Governing Board to take lead responsibility for online safety.

The school On-line Safety and its implementation will be reviewed at least annually or sooner if required. Regular risk assessments will be undertaken regarding the safe use of technology, including ensuring the safe and responsible use of devices.

The security of the school information systems and users will be reviewed regularly.

Virus protection will be updated regularly.

### **Communicating On-line Safety Policy to staff**

The On-line Safety and Acceptable Use Policies will be given to all new members of staff as part of the staff handbook. These policies will be discussed with and signed by all members of staff. Staff will be informed that internet and Learning Platform (Purple Mash) use will be monitored in order to enable staff to work safely and responsibly. It applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individual who work for or provide services on behalf of the school as well as the children and the parents.

Staff are kept up to date with relevant training when necessary.

## **Mobile Technologies**

Whilst staff are permitted to bring in personal mobile phones and devices for their own personal use during designated times away from the classroom, these are not to be used whilst children are present.

The school is not responsible for the loss, damage or theft of any personal mobile devices.

Staff are all provided with secure email accounts for any school related business.

Children are encouraged to leave mobile phones at home but are made aware that such devices, if in school, need to be handed to a teacher at the beginning of the day and collected at the end of the school day.

### **Visitors Use of mobile phones or personal Devices and Mobile Phones**

Visitors must use mobile phones and personal devices in accordance with the school's policy.

When taking photos or videos, this must be in accordance with Parents Code of Conduct.

Staff are expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead.

## **Social Media Policy**

Expectations regarding safe and responsible use of social media will apply to all members of Greatstone Primary School community and exist in order to safeguard both the school and the wider community on and offline. Examples of social media may include blogs, wikis, social networking, forums, bulletin boards, multiplayer online gaming, apps video/photo sharing sites, chatrooms, instant messenger and many others.

All members of the school community will be encouraged to engage in social media in a positive, safe and responsible manner at all times. All members of the community are advised not to publish specific and detailed private thoughts concerns, pictures or messages on any social media services, especially content that could be viewed as defamatory to others.

The school will control pupils and staff access to social networking sites whilst onsite and on school provided devices.

The use of social networking applications during school hours for personal use is not permitted, i.e. after 9am and before 3.15pm.

Staff are advised not to communicate with or add as 'friends' any current or past pupils or current or past pupil's family members via any personal social media sites, applications or profiles. Any pre-existing relationships should be discussed with the Headteacher.

Any communication from pupils/parents received on social media accounts must be reported to the Designated Safeguarding Leads.

Members of staff are encouraged not to identify themselves as employees of Greatstone Primary School on their personal social networking accounts.

Any concerns regarding a member of staffs conduct on social media should be reported to the Leadership Team.

Any breaches of school policy may result in criminal, disciplinary or civil action being taken and this will depend on the age of those involved and the circumstances.

### **Pupils Use of Social Media**

Personal publishing on social media sites will be taught as part of an embedded and progressive education approach via age -appropriate sites, which have been risk, assessed.

Pupils will be encouraged to consider the risks of sharing personal details of any kind on social media, which may identify them or their location.

The school is aware that many popular social media sites state that they are not for children under the age of thirteen and will not create any accounts for individual pupils. Although this does not prevent children having access away from school, parents are asked to be vigilant

regarding children's online activity.

Any concerns regarding pupil's use of social media networking, social media or personal publishing sites, both at home and at school, will be dealt with in accordance with existing policies.

**Consent and communication of the E-safety policy to parents/carers**

The On-line-Safety and Acceptable Use Policies are available on the school website.

All parents/carers will be asked to give permission to use their children's work/photos for the following:

- Class dojo
- Personal Dojo Story
- School website
- Displays in and around school
- Newspaper
- Facebook

The school will communicate and publicise On-Line Safety issues to parents through Parentmail and other means as and when necessary.

A pupil's full name will not be published alongside their image.

Written permission from parents or carers will always be obtained before images/videos of pupils are electronically published.

**Key Responsibilities of Parents and Carers are:**

- To discuss online safety issues with their children, supporting the school in their online safety approaches and reinforcing appropriate safe online behaviours at home.
- Role modelling safe and appropriate uses of new and emerging technology.
- Identifying changes in behaviour that could indicate that their child is at risk of harm online.
- Seeking help and support from the school, or other appropriate agencies, if they or their child encounters online problems or concerns.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Parent/carers may withdraw their consent at any time via the school office.

**Misuse and Infringements****Complaints**

Any complaints relating to E-safety should be made to the ICT Manager in addition to the Head teacher.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Kent Police. If at any time the school is unsure of how to proceed, the incident will be escalated to the Education Safeguard Team.

Any allegations against a member of staff will be discussed with the LADO (Local Authority Designated Officer).

Parents and children will need to work in partnership with the school to resolve issues.

**Inappropriate Material**

All users are made aware of the procedure for reporting accidental access to inappropriate materials and the breach must immediately be reported to the ICT Manager.

Deliberate access to inappropriate material by any user will lead to the incident being logged, in the first instance. If necessary, investigations may be carried out by the Headteacher or Local Authority. Staff are aware that negligent use or deliberate misconduct could lead to disciplinary action.