



Brandesburton Primary School Online Safety Policy

At Brandesburton School, we understand the importance of Online Safety. The Internet is an essential part of modern life and as a school we have a duty to provide pupils with quality, safe internet access to support and enhance their learning.

We feel the purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information systems. Internet use is a part of the statutory Computing curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for students who show a responsible and mature approach to its use.

We understand that Online Safety can be categorised into 3 areas of risk

- content – being exposed to illegal, inappropriate or harmful material.
- contact – being subjected to harmful online interaction with other users
- conduct – personal online behaviour that increases the likelihood of, or causes harm

As a school, we will ensure that children are protected and educated of these risks and also ensure the appropriate systems are in place to intervene and support any incidents where appropriate.

Online Safety will be taught throughout Computing Sessions at an age appropriate level. It will also be enhanced across the curriculum through assemblies and personal, social, health and education lessons. This combination will provide children with a structured and relevant introduction to online safety. In addition, the school will hold an annual Internet Safety Day, working alongside parents to further raise the profile.

As a school, we have developed a set of guidelines/rules for the acceptable use of the internet. These guidelines will be reviewed regularly with both parents and pupils. Each year, a group of children known as 'Digital Leaders' will be appointed to work with the Computer Lead to review the rules and support with online safety. All children from Year 2 upwards will be given an internet Safety rules contract to discuss and sign. In the Foundation Stage and Year 1, the rules will be discussed at an appropriate level. These guidelines will be displayed in classrooms and the ICT suite.

When using the internet within school, all pupils will be given clear objectives. Where internet activities are part of the curriculum they will be planned so that they enrich and extend the learning activities. Staff will guide pupils through on-line activities that will support the learning outcomes planned for the age and maturity of the pupils. All websites used for specific activities will have been approved by the school.

Curriculum activities that involve the use of e-mail will be through the use of 2simple software, purple mash and 2email. Any blogging sites that are used will comply with the blogging policy and the use of online chat rooms, social network sites and instant messaging services will not be allowed. The Ipad sets will not be used for email/messaging purposes and photos taken will be removed from the Ipad by the class teacher responsible for them as soon as possible.

As discussed above, some material available on the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that pupils access only appropriate material. The school uses website filtering and methods to identify, assess and minimise risks that are reviewed regularly. However, due to the nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Where unsuitable content is encountered staff and pupils should follow the school safeguarding procedures for such events. Pupils will report unsuitable material, including email content, immediately to a teacher or trusted adult, any concerns will be shared with the Online Safety co-ordinator, recorded in the Online Safety Log (kept in the head teacher's office) and reported to the Head teacher/Child Protection Lead. When required, parents will be informed of such incidents sensitively to avoid undue distress. In addition unsuitable URL addresses will be reported through the school office to the LA broadband technical support team.

The school website is maintained and kept up to date. Mrs Holland, the Head teacher and the Computing co-ordinator ensure that the content is accurate and appropriate to the needs of the school community. No personal information about any member of the school community will be published on the website. Written permission from parents or carer's is obtained before photographs of pupils or pupil names are published on the website.

The Computing/Online Safety co-ordinator, who has accessed appropriate training (NSPCC/CEOP Keeping Children Safe Online), will ensure that the online safety policy is implemented and compliance with the policy monitored. This policy is publicised and promoted through appropriate home/school links wherever possible and is always available on the school website.

Designated Online Safety Co-ordinator – R Altoft
Computing Co-ordinator – R Altoft
Online-Safety/Computing Governor – M.Fish

Reviewed November 2016

This policy should be read in conjunction with

- *LA adopted policy on the use of the internet*
- *LA adopted policy on the use of email*
- *Relevant Sections of 'Staff and Volunteer Code of Conduct*
- *Strategic Child Protection and Safeguarding Policy (Section 21)*
- *Anti-bullying Policy (cyber-bullying)*