Highfield Primary School

On Line Safety Policy   Approved December 2019

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The Internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The requirement to ensure that children and young people are able 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 development and implementation of such a strategy involves all the stakeholders in a child's education from the headteacher and governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the pupils themselves.

The use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

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 with whom they make contact 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 and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this e-safety policy is used in conjunction with other school policies (eg behaviour, anti-bullying and child protection policies). As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

The Four C's

Children should be taught the four "C's"

Conduct (personal online behaviour that increases the likelihood of, or causes harm)

Content (being exposed to illegal, inappropriate of harmful material)

Contact (being subjected to harmful online interaction with other users, peers and strangers)

 Commerce (being at risk of financial damage or harm)

Online Safety education will be provided in the following ways:

Key Online Safety messages can be reinforced as part of a planned programme of assemblies/pastoral activities

Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and are guided to validate the accuracy of information

Pupils should be helped to understand the need to adopt safe and responsible use of ICT, the Internet and mobile devices both within and outside school

Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the Internet

Online Safety guidance will be posted in the ICT suite

Staff should act as good role models in their use of ICT, the Internet and mobile devices

Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented.

There will be regular reviews and audits of the safety and security of school ICT systems

Servers, wireless systems and cabling must be securely located and physical access restricted

All users will have clearly defined access rights to school ICT systems

All users will be provided with a username and password

Users will be made responsible for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.

Appropriate security measures are present to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc from accidental or malicious attempts which might threaten the security of the school systems and data.

Curriculum

A scheme of work specifically for Online safety issues is in place for all year groups. There are five specific Online safety lessons each year.

Where pupils are allowed to freely search the internet, eg using search engines, children are taught to search in a safe and appropriate way, e.g. Romans for kids

Pupils should be taught to alert a teacher to any material which makes them feel uncomfortable or they deem inappropriate.

Highfield Primary School Online Safety Scheme of Work

Year Group	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Reception	Going Places Safely	A-B-C Searching	Keep It Private	My Creative Work	Sending Email	Review of themes taught throughout

						the year. Possible recap of lesson(s) if there is a need within the year group. Some lessons may be spilt over two half terms.
Year 1	Going Places Safely	A-B-C Searching	Keep It Private	My Creative Work	Sending Email	
Year 2	Staying Safe Online	Follow the Digital Trail	Screen Out the Mean	Using Keywords	Sites I Like	
Year 3	Powerful Passwords	My Online Community	Things for Sale	Show Respect Online	Writing Good Emails	
Year 4	Rings of Responsibility	Private and Personal Information	The Power of Words	The Key to Keywords	Whose Is It, Anyway?	
Year 5	Strong Passwords	Digital Citizens Pledge	You've Won a Prize!	How to Cite a Site	Picture Perfect	
Year 6	Talking Safely Online	Super Digital Citizen	Privacy Rules	What's Cyberbullying?	Selling Stereotypes	

Documents to refer to:

Online Safety leaflet for parents

Social Media guide for parents

What we need to know about Fortnite

Think you know

Setting up a device safely

NSPCC Share Aware

These documents are all available on the school website