



Reach For The Stars

Pupil Online Safety Policy

Our Motto

Reach For The Stars

Our Vision Statement

Our vision is to develop an inclusive school, which promotes and achieves excellence, and continues to nurture the values, confidence and skills of pupils, staff and the community, in order to meet the emerging opportunities of the 21st century.

Our vision and values support **Articles 2, 12, 15, 19, 24, 27, 28, 29, 31** of the UN Convention on the Rights of a Child.

Our Rights

- ★ **Article 19:** We have the right to be safe.
- ★ **Article 28:** We have the right to quality education.
- ★ **Article 12:** We have the right to give our opinion and listen to others.
- ★ **Article 15/31:** We have the right to join in and be part of a team.
- ★ **Article 29:** We have the right to develop our personalities, talents and abilities.

Our Values

★ **S**triving **T**eamwork **A**ll Included **R**esponsibility **S**uccess ★

★ Striving

Our aim is that we are a school that:

- **uses our Growth Mind-set** (learning from mistakes and always willing to have a go)
- **never gives up and always find ways of improving**
- **enjoys challenges and aims high**

★ Teamwork

Our aim is that we are a school that:

- **encourages and supports each other to be the best we can be**
- **learns from each other**
- **listens to and respects each other's ideas**

★ All Included

Our aim is that we are a school that:

- **has high expectations of everyone**
- **encourages everyone to take an active part in learning and life of our school**
- **nurtures and celebrates what makes each and every one of us unique**
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★ Responsibility

Our aim is that we are a school that:

- **takes ownership of the choices we make**
- **takes ownership/charge of our own learning**
- **looks after each other and our school**

★ Success

Our aim is that we are a school that:

- **provides an education that encompasses academic, creative, social, emotional, physical and cultural development.**
- **celebrates our efforts and achievements**

Equal Opportunities and the Single Equality Scheme

We believe that all those who work in Osmani - children and adults - have the right to be treated fairly and with respect by everyone connected with the school.

We aim for Osmani to be a safe, supportive place, where all children and adults feel valued as individuals, whatever their ability, age, disability, gender identity, marriage or civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

The school aims to foster the social and personal skills of co-operation, sharing and mutual respect.

This policy supports the school in addressing all articles of the UN Convention on the Rights of the Child

Rationale

Our Online Safety for Pupils Policy has been written by the school, building on examples and templates from the LGfL. The Policy is drawn up to protect all parties: the students, the staff and the school and aims to provide clear advice and guidance. It has been discussed with staff, agreed by the SLT and approved by Governors

Other related policies and documents

The policy forms part of a suite of policies addressing the range of data protection and online safety issues that schools must address. These include:

- Data Protection and GDPR Policy
- ICT Security and Staff Acceptable Use Policy
- ICT and Computing Curriculum Policy
- Remote Learning Policy
- Safeguarding Policy
- Anti-Bullying Policy

Several government documents and policies have been consulted and embedded in this policy. These include:

- Keeping Children Safe in Education (DfE Sept 2019) Annex C Online Safety
- Computing Curriculum 2014
- Relationships and Health Education Curriculum 2020
- Education for a Connected World Framework (UKCCIS 2019)

Context and background

The technologies

Online tools and technologies have an all-encompassing role within the lives of children and adults and are enhancing communication and information sharing. We use a range of technology, apps and devices every day.

Our whole school approach to the safe use of ICT

In line with current statutory guidance (Keeping Children Safe in Education - Sept 2019) we ensure that we address the following key issues:

- **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

We do this by making sure we have in place:

- An effective range of technological tools – eg content filters, monitoring software
- Appropriate policies and procedures, with clear roles and responsibilities
- A comprehensive Online Safety education programme for pupils, staff and parents

Roles and Responsibilities

Leadership team and Governors

Online Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

The SLT ensures that the Policy is implemented and compliance with the Policy is monitored.

Online Safety Coordinator

Our school Online Safety Coordinator is Levett Consultancy. They keep up to date with Online Safety issues and guidance and ensures the Head, senior management and Governors are updated as necessary.

School Staff

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school Online Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. Teachers must ensure all children are annually reminded of/sign: 'Rules for responsible ICT use for KS2 pupils' document. All staff should be familiar with other relevant policies including:

- Anti-Bullying policy
- GDPR Data Protection Policy
- Computing Curriculum Policy

Pupils

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with online safety issues, both at home and school. They are asked to agree to a set of guidelines and rules when using ICT at school: '**Rules for Using School Technology Safely and Responsibly**' This document is to be revisited and signed annually – there is a copy at the end of this policy document.

Parents

Parents are given information about the school's Online Safety policy at the Admission interview. They are given copies of the pupil agreement for information and asked to support these rules with their children.

Technical and hardware guidance

School Internet provision

The school uses Virgin Media Business, as part of the London Grid for Learning Broadband consortium. Virgin provides an always-on broadband connection at speeds up to 100 MB.

Internet Content filter

The LGfL use a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

- *All pupils and staff have been issued with clear guidelines on what to do if this happens, and parents will be informed where necessary.*
- *Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.*

Classroom and user management

The school uses **Impero**, a network management and monitoring tool that reports any misuse or violation of the school's filtering strategy to the ICTCO. Key words will trigger a report, and categories include Terrorism, Bullying, Gambling etc. The report is sent directly to the ICTCO and Technician. Any issues arising from this monitoring will be reported to the relevant SLT/Safeguarding staff member

Security and virus protection

The school subscribes to the LA/LGfL Antivirus software program, which uses Sophos and Norton Antivirus software. The software is monitored and updated regularly by the school technical support staff. Any messages or pop-up screens reporting evidence of viral infection should be reported immediately to the ICTCO/ICT technician.

Internet access at school

Access for all - Inclusion

All pupils have access to ICT as part of the curriculum. Details of how we manage access to the curriculum for all pupils is contained in our Inclusion Policy

Use of the Internet by pupils

Pupils are always actively supervised by an adult when using the Internet. Devices with Internet access are located so that screens can be seen at all times

ICT and Computing clubs

In line with our inclusion policies across the school, we want to ensure that all our pupils have access to the Internet, particularly where this will directly support their learning. To this end, we provide out of hours access and support in a lunch time drop in supervised ICT session (In Y1-Y6): Mon to Fri 12.00 – 12.30 pm.

Out of Hours Provision

There will be no unsupervised access to the Internet at any time during Out of Hours provision.

Pupil Accounts for Learning Platforms and Digital Resources

The school subscribes to carefully chosen digital learning platforms (including Google Education and Purple Mash) and provides pupils with usernames and password where appropriate as they move through the school.

- These details will be supplied to pupils as and when needed to log in to different accounts and platforms.
- Some details will be shared across classes/groups and may be generic rather than individual to each pupil.
- Pupils will understand that all these accounts can be accessed and monitored by school staff, and anything they write or add to work or material stored in these platforms can be seen by staff at any time.
- KS2 pupils may be provided with printed details for these accounts. They will be expected to keep these details private unless asked by an adult to share the details to support access for a lesson or activity.

If pupil details are used to create accounts, then staff will ensure that this information is kept securely in line with GDPR regulations and safeguarding procedures. Please see these policies for more information.

Pupil accounts will be deleted once the pupil leaves the school or no longer needs them, whichever is sooner.

Supporting Parents and Families with Online Safety for pupils

- Online safety and pupil use of the Internet is discussed with parents at the admissions interview
- The school marks Safer Internet Day each year with class assemblies and parent workshops, using resources provided by <https://www.saferinternet.org.uk>
- There is a section on the school website for Parents and families with useful links and resources.

The school runs an Online Safety workshop for parents each year

Internet-enabled mobile phones and handheld devices

Young people have access to SMART mobile phones, tablets and music players. It is important that there are clear and enforceable rules for their use in school, particularly when they give access to the Internet.

- Pupils are not allowed to have personal mobile phones or other similar devices in school.
- Parents may request that phones are kept in the School office for pupils who need them on their journey
- Pupils are not allowed to take photographs using a camera phone or other camera of people or property on school premises unless given permission by a member of school staff.
- Pupils must under no circumstances upload pictures taken at school to a public website

Teaching the safe use of the Internet and ICT

The safe and responsible use of ICT is a statutory part of the Computing curriculum for all year groups from 1-6. The scheme of work that the school uses to teach Computing covers all aspects of the statutory online safety aspects of the curriculum. Lessons include online activities, discussion, written work, role play and presentations. The table below shows the key areas that will be taught to all pupils during their time at the school.

Please see the Computing and ICT scheme of work for more details.

	Digital Literacy - Understanding and Using Technology Safely
Key Stage 1	<ul style="list-style-type: none"> • Know how computers and other devices can be connected into networks with cables and WiFi • Understand and describe some of the ways we communicate with others online • Be able to identify appropriate places to meet and chat online • To know why they should not to talk to strangers • Know what info they should NOT share with others online • Understand that there are rules about how we should use technology to keep us safe • Be able to discuss how they would ask for help if they felt they needed it
Lower Key Stage 2	<ul style="list-style-type: none"> • Know the basic structure of the Internet and World Wide Web and how information travels around it • Use digital communication tools (email, forums etc) safely and appropriately • Use a safe online social space (learning platform) to explore collaboration and networking • Know that there are copyright rules and that information should not be copied without permission • Know about the KIDSMART rules and other Online Safety portals • Understand that online communication should be responsible and appropriate • Describe how they would ask for help
Upper Key Stage 2	<ul style="list-style-type: none"> • Understand how information is named, organised, moved and stored on the Internet • Know about some of the key people and events in the history of computing and the Internet • Know about different online communication tools and some of the rules about use by young people • Be able to discuss issues around cyberbullying and appropriate online behaviour • Understand some of the issues around personal data and how it might be used by others if shared • Know that there are consequences to misusing digital information - eg plagiarism • Be able to explain how they would report concerns about online material or behaviours to the appropriate people

Health and Relationships Curriculum

Staying safe online and learning to use technologies to support wellbeing is now also an important part of the statutory Health and Relationships curriculum and will be taught as part of lessons in this area.

Resources

We use a range of resources, guidelines and materials offered by **LGfL**, **BBC Bitesize**, **Purple Mash**, **Kidsmart**, **Think U Know**, **Childnet** and **Common-Sense Media** as well as others.

Sharing contact details and information privacy

Pupils are taught that sharing personal information with others can be dangerous. They are taught to consider their Digital Footprint and how this might have consequences later in their lives

Information and Data Security

As specified elsewhere in this policy, pupil's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

See the **GDPR Data Protection Policy** for more information on how we keep pupil data safe and secure.

Learning at Home Using Digital Resources, remote lessons

Please see the separate Remote Learning Policy for more details about this aspect

Social Networking, Chat and Messaging

Online chat, discussion forums and social networking sites are increasingly popular with young people and can present a range of personal safety and privacy issues.

Pupils may become exposed to inappropriate material of a sexual, violent or extremist nature, and may come into contact with people who seek to 'groom' young people and encourage inappropriate, dangerous and in some cases illegal activities and behaviours.

- The Computing Scheme of work has a section to teach children how to use social networking and messaging/chat apps and tools safely and appropriately.
- Pupils are not allowed to use social networking sites in school and are reminded that such sites usually have age restrictions – 13 and older in most cases.
- Pupils may take part in discussion forums that teachers have evaluated as part of specific lesson activities. Individual pupil names or identifying information will never be used

Internet Content

Suitable material

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material.

- We provide pupils with suggestions for trusted and suitable sites across the curriculum
- Staff always check the suitability of websites before using them in teaching.
- We evaluate, purchase and provide access to relevant online digital resources such as Purple Mash
- Pupils and staff will not use Google image search as part of teaching and learning activities

Unsuitable material

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken. Action will include:

1. Logging the incident and making a note of the website and any other websites linked to it
2. Informing the ICTCO/Network manager and Head teacher
3. Informing the LA/Internet Service Provider so that the website can be added to the content filter
4. Discussion with the pupil about the incident, and how to avoid similar experiences in future
5. Teaching pupils to use **Impero Confide**- a desktop shortcut that will allow users to report any issues, directly to an appropriate member of staff

Extremism

As part of other learning in Citizenship and PHSE children will be supported in making informed and appropriate choices if they encounter people and material online that may be challenging, prejudiced, inaccurate or that promote an extreme lifestyle or point of view. The school uses DfE guidelines and LA resources to support this

DfE PREVENT Duty

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

Educate against Hate (DfE/Home Office)

<http://educateagainsthate.com/>

Tower Hamlets Prevent Resources

https://www.towerhamlets.gov.uk/ignl/community_and_living/community_safety_crime_preve/Prevent/local_prevent_strategy.aspx

Deliberate misuse of the Internet facilities

All pupils are asked to sign an Internet Use Agreement. (see example document)

Where a pupil is found to be using the Internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse. Sanctions will include:

Unsuitable material (e.g. online games, celebrity pictures, music downloads, sport websites etc)

- Initial warning from class teacher
- Restriction of Internet access in school time
- Restriction of Internet access in school time
- Banning from out of school hours Internet facilities
- Letter to parent/carer
- Report to Head

Offensive material (e.g. pornographic images, racist, sexist or hate website or images etc)

- Incident logged and reported to Head teacher
- Initial letter to parent/carer
- Removal of Internet privileges/username etc
- Meeting with Parent/Carer to re-sign Internet use agreement
- Removal of Out of School Hours access to Internet
- Subsequent incidents will be treated very seriously by the Headteacher, and may result in exclusion and/or police involvement.

Cyberbullying - Online bullying and harassment

“Cyber bullying (also called ‘online bullying’) is when a person or a group of people uses the internet, email, online games or any other kind of digital technology to threaten, tease, upset or humiliate someone else.”

Childline website

Cyber-bullying is an increasing issue for young people and can have a serious effect on pupils. Our school has a range of strategies and policies to help prevent online bullying, and support pupils and families if they are affected by it. These include:

- Pupils do not have access to social networking or chat websites or apps on school devices
- Pupils are taught how to use the Internet safely and responsibly
- Pupils and their families are given access to guidance and support resources from a variety of sources.
- Pupils can use Impero Confide to report any bullying issues in school to an appropriate adult

No Blame Approach

Sometimes children are part of cyberbullying without realising. There can be a lot of pressure from other children to “join in” and it is difficult to stop once you are part of it.

School staff employ a ‘no blame’ approach to support and encourage pupils to tell an adult if they know that someone is being bullied online, or if they feel that they have become involved themselves in cyber-bullying activity.

We encourage pupils and parents to discuss any concerns or worries they have about online bullying both in school and out of school with staff. All concerns are taken seriously and dealt with appropriately. Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school child protection procedures.

Child on child sexual violence and sexual harassment and sexism

Schools should respond to all reports and concerns of child on child sexual violence and sexual harassment, including those that have happened outside of the school premises, **and or online**. It can occur through a group

of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face.

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future. These types of behaviours **must be reported to the Headteacher or Deputy immediately and logged on CPOMS.**

The designated safeguarding lead will use the AIM Checklists to inform and support professional decision making and as to whether this will need a referral to another agency.

Harmful sexual behaviour

Where there are reports of sexual violence and sexual harassment, the school will follow the safeguarding procedures. The reports are likely to be complex and require difficult professional decisions to be made, often quickly and under pressure. Local authority children's social care and the police will be important partners where a crime might have been committed. Referrals to the police will often be a natural progression of making a referral to local authority children's social care. The designated safeguarding lead (or a deputy) should lead the school response.

Osmani Primary School

Rules for using school technology safely and responsibly



I will always ask an adult before I use school technology
I will make sure an adult is with me when I use the Internet or go online

I will ask an adult if I don't know what to do or I feel unsafe or uncomfortable



I will keep my school usernames and passwords safe and private and not share them unless asked by an adult

I will always use school technology responsibly and safely

I will use school technology only for my school work



I will not use Google Image Search to look for images online at school unless asked to by an adult in a lesson

I will not upload any of my own personal files to the school network or onto any school devices



I will not use any personal devices (mobile phones, tablets) in school



Please sign and date at the beginning of every school year

Pupil Name			
Year Group	Class Name	Signed	Date
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			