Online-Safety policy

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Approved on:	
Signed on behalf of Governing Body:	
Role:	
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The Internet is an essential resource to support teaching and learning. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources, e-mail and mobile learning, such as phones and touch screen tablet devices. Computer skills are vital to access life-long learning and employment; indeed being ICT literate is essential for our children, who are growing up in an ever changing world. At Smith's Wood Primary Academy, we are committed to helping young people learn to become safe online. This policy is designed to ensure safe online use by pupils in school, but also while on-line in the wider world. It seeks to address the issues around using technologies safely and promote an awareness of the benefits and the risks.

Online safety is a primary focus in all areas of the curriculum. The online safety curriculum is broad, relevant and provides progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum is be provided as part of Computing/PHSE/other lessons and is regularly revisited
- Key online safety procedures are reinforced as part of a planned programme of assemblies and tutorial/pastoral activities
- Students are taught in all lessons to be aware of the materials/content they access on-line and are guided to validate the accuracy of information
- Students are continually held accountable for their behaviour and attitudes towards others online
- Pupils are taught to acknowledge the source of misinformation used and to respect copyright when using material accessed on the internet

All staff are made familiar with the main areas of online-safety in school:

- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network platforms
- Safe use of school network, equipment and data
- Safe use of digital images and digital technologies
- Publication of personal information
- Online-bullying / Cyberbullying procedures
- A teacher's role in providing online-Safety education for pupils
- Staff will reinforce the important of positive behaviours and attitudes towards others when online.

Access to computers in the school requires a username and password. These are unique to children within our school, from Year 1 upwards, and children are taught the importance of keeping these safe and only logging on using their own specific details.

Within school, our internet access is filtered to minimise possible access to inappropriate webpages, and activity on our school network is monitored to prevent misuse. Any incidents that occurs are reported to the Computing Lead or the Network Manager.

Parents/Carers

Smith's Wood encourages a healthy online-safety relationship between parents and pupils.

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their child(ren) and in the monitoring of the child(ren)'s online behaviours. Parents may underestimate how often child(ren) and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

Smith's Wood will therefore provide information and awareness to parents and carers through:

- *Letters, newsletters and the school web site*
- *High profile events/campaigns e.g. Safer Internet Day*

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for online-bullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. Staff will inform and educate pupils about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff will inform and educate students/pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Smith's Wood will gain consent from parents or carers before photographs of pupils are published on the school website/social media.