



OVERCHURCH INFANT SCHOOL

Online Safety Policy

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Signed:	Headteacher
Signed:	Chair of Governors

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Statement of intent

Overchurch Infant School understands that using online services is an important aspect of raising educational standards, promoting pupil achievement and enhancing teaching and learning.

The use of online services is embedded throughout the school; therefore, there are a number of controls in place to ensure the safety of pupils and staff.

The breadth of issues classified within online safety is considerable, but they can be categorised into three areas of risk:

- **Content:** Being exposed to illegal, inappropriate or harmful material, e.g. pornography, fake news, and racist or radical and extremist views.
- **Contact:** Being subjected to harmful online interaction with other users, e.g. commercial advertising and adults posing as children or young adults.
- **Conduct:** Personal online behaviour that increases the likelihood of, or causes, harm, e.g. sending and receiving explicit messages, and cyberbullying.

The measures implemented to protect pupils and staff revolve around these areas of risk. Our school has created this policy with the aim of ensuring appropriate and safe use of the internet and other digital technology devices by all pupils and staff.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Voyeurism (Offences) Act 2019
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- DfE (2020) 'Keeping children safe in education'
- DfE (2019) 'Teaching online safety in school'
- DfE (2018) 'Searching, screening and confiscation'
- National Cyber Security Centre (2017) 'Cyber Security: Small Business Guide'
- UK Council for Child Internet Safety (2020) 'Education for a Connected World – 2020 edition'
- UK Council for Child Internet Safety (2017) 'Sexting in schools and colleges: Responding to incidents and safeguarding young people'

1.2. This policy operates in conjunction with the following school policies:

- Social Media Policy
- Allegations of Abuse Against Staff Policy
- Acceptable Use Agreement
- Data and E-Security Breach Prevention and Management Plan
- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- RSE and Health Education Policy
- Staff Code of Conduct
- Behavioural Policy
- Disciplinary Policy and Procedures
- Data Protection Policy
- Photography Consents
- Prevent Duty Advice
- Pupil Remote Learning Policy

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance.
- Ensuring the DSL's remit covers online safety.
- Reviewing this policy on an annual basis.
- Ensuring their own knowledge of online safety issues is up-to-date.

- Ensuring all staff undergo safeguarding and child protection training (including online safety) at induction.
- Ensuring that there are appropriate filtering and monitoring systems in place.

2.2. The headteacher is responsible for:

- Supporting assistant DSL's by ensuring they have enough time and resources to carry out their responsibilities in relation to online safety.
- Ensuring staff receive regular, up-to-date and appropriate online safety training and information as part of their induction and safeguarding training.
- Supporting staff to ensure that online safety is embedded throughout the curriculum so that all pupils can develop an appropriate understanding of online safety.
- Organising engagement with parents to keep them up-to-date with current online safety issues and how the school is keeping pupils safe.
- Working with the ICT technician to conduct termly light-touch reviews of this policy.
- Working with the governing board to update this policy on an annual basis.

2.3. The Computing Subject Leader is responsible for:

- Taking the lead responsibility for online safety in the school.
- Acting as the named point of contact within the school on all online safeguarding issues.
- Undertaking training so they understand the risks associated with online safety and can recognise additional risks that pupils with SEND face online.
- Liaising with relevant members of staff on online safety matters, e.g. the SENCO and ICT technicians.
- Ensuring online safety is recognised as part of the school's safeguarding responsibilities and that a coordinated approach is implemented.
- Ensuring safeguarding is considered in the school's approach to remote learning.
- Liaising with Headteacher to ensure appropriate referrals are made to external agencies, as required.
- Staying up-to-date with current research, legislation and online trends.
- Coordinating the school's participation in local and national online safety events, e.g. Safer Internet Day.

- Establishing a procedure for reporting online safety incidents and inappropriate internet use, both by pupils and staff.
- Ensuring all members of the school community understand the reporting procedure.
- Maintaining records of reported online safety concerns as well as the actions taken in response to concerns.
- Monitoring online safety incidents to identify trends and any gaps in the school's provision, and using this data to update the school's procedures.
- Reporting to the governing board about online safety.
- Working with the headteacher and ICT technicians to conduct regular light-touch reviews of this policy.
- Working with the headteacher and governing board to update this policy on an annual basis.

2.4. ICT technicians are responsible for:

- Providing technical support in the development and implementation of the school's online safety policies and procedures.
- Implementing appropriate security measures as directed by the headteacher.
- Ensuring that the school's filtering and monitoring systems are updated as appropriate.
- Working with the Computing Subject Leader and headteacher to conduct regular light-touch reviews of this policy.

2.5. All staff members are responsible for:

- Taking responsibility for the security of ICT systems and electronic data they use or have access to.
- Modelling good online behaviours.
- Maintaining a professional level of conduct in their personal use of technology.
- Having an awareness of online safety issues.
- Reporting concerns in line with the school's reporting procedure.
- Where relevant to their role, ensuring online safety is embedded in their teaching of the curriculum.

2.6. Pupils are responsible for:

- Adhering to this policy and other relevant policies.

- Seeking help from school staff if they are concerned about something they or a peer has experienced online.
- Reporting online safety incidents and concerns in line with the procedures within this policy.

3. The curriculum

- 3.1. Online safety is embedded throughout the curriculum; however, it is particularly addressed in the following subjects:
 - PSHE
 - Computing
- 3.2. The curriculum and the school's approach to online safety is developed in line with the UK Council for Child Internet Safety's 'Education for a Connected World' framework and the DfE's 'Teaching online safety in school' guidance.
- 3.3. Pupils are taught the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app they are using.
- 3.4. Online safety teaching is always appropriate to pupils' ages and developmental stages.
- 3.5. The underpinning knowledge and behaviours pupils learn through the curriculum include the following:
 - How to evaluate what they see online
 - Acceptable and unacceptable online behaviour
 - How to identify online risks
 - How and when to seek support
- 3.6. The online risks pupils may face online are always considered when developing the curriculum. The risks that are considered and how they are covered in the curriculum can be found in [Appendix 1](#) of this policy.
- 3.7. The Computing Subject Leader is involved with the development of the school's online safety curriculum.
- 3.8. The school recognises that, while any pupil can be vulnerable online, there are some pupils who may be more susceptible to online harm or have less support from family and friends in staying safe online, e.g. pupils with SEND and LAC. Relevant members of staff, e.g. the SENCO and designated teacher for LAC, work together to ensure the curriculum is tailored so these pupils receive the information and support they need.

- 3.9. Class teachers review external resources prior to using them for the online safety curriculum, to ensure they are appropriate for the cohort of pupils. When reviewing these resources, the following questions are asked:
- Where does this organisation get their information from?
 - What is their evidence base?
 - Have they been externally quality assured?
 - What is their background?
 - Are they age appropriate for pupils?
 - Are they appropriate for pupils' developmental stage?
- 3.10. External visitors may be invited into school to help with the delivery of certain aspects of the online safety curriculum. The headteacher decides when it is appropriate to invite external groups into school and ensure the visitors selected are appropriate.
- 3.11. Before conducting a lesson or activity on online safety, the class teacher and Computing Subject Leader consider the topic that is being covered and the potential that pupils in the class have suffered or may be suffering from online abuse or harm in this way. The Computing Subject Leader advises the staff member on how to best support any pupil who may be especially impacted by a lesson or activity.
- 3.12. Lessons and activities are planned carefully so they do not draw attention to a pupil who is being or has been abused or harmed online, to avoid publicising the abuse.
- 3.13. During an online safety lesson or activity, the class teacher ensures a safe environment is maintained in which pupils feel comfortable to say what they feel and are not worried about getting into trouble or being judged.
- 3.14. If a staff member is concerned about anything pupils raise during online safety lessons and activities, they will make a report in line with sections [15](#) and [16](#) of this policy.
- 3.15. If a pupil makes a disclosure to a member of staff regarding online abuse following a lesson or activity, the staff member will follow the reporting procedure outlined in sections [15](#) and [16](#) of this policy.

4. Staff training

- 4.1. All staff receive safeguarding and child protection training, which includes online safety training, during their induction.
- 4.2. In addition to this training, staff also receive regular online safety updates as required and at least annually.

- 4.3. The Headteacher and any deputies undergo training to provide them with the knowledge and skills they need to carry out their role, this includes online safety training. This training is updated at least every two years.
- 4.4. In addition to this formal training, the Headteacher and any deputies receive regular online safety updates to allow them to keep up with any developments relevant to their role. In relation to online safety, these updates allow the Headteacher and their deputies to:
 - Understand the unique risks associated with online safety and be confident that they have the relevant knowledge and capability required to keep pupils safe while they are online at school.
 - Recognise the additional risks that pupils with SEND face online and offer them support to stay safe online.
- 4.5. All staff are directed to a copy of this policy upon their induction on the staff share google drive and are informed of any changes to the policy.
- 4.6. Staff are required to adhere to the Staff Code of Conduct at all times, which includes provisions for the acceptable use of technologies and the use of social media.
- 4.7. All staff are informed about how to report online safety concerns, in line with sections [15](#) and [16](#) of this policy.
- 4.8. The Computing Subject Leader acts as the first point of contact for staff requiring advice about online safety.

5. Educating parents

- 5.1. The school works in partnership with parents to ensure pupils stay safe online at school and at home.
- 5.2. Parents are provided with information about the school's approach to online safety and their role in protecting their children. Parental awareness is raised in the following ways:
 - Website Information
 - Parentmail regarding specific issues
 - Training sessions
 - Newsletters

6. Classroom use

- 6.1. A wide range of technology is used during lessons, including the following:
 - Computers
 - Laptops

- Tablets with camera facility
- 6.2. Prior to using any websites, tools, apps or other online platforms in the classroom, or recommending that pupils use these platforms at home, the class teacher always reviews and evaluates the resource.
 - 6.3. Class teachers ensure that any internet-derived materials are used in line with copyright law.
 - 6.4. Pupils are supervised when using online materials during lesson time – this supervision is suitable to their age and ability.

7. Internet access

- 7.1. Staff are only granted access to the school's internet network once they have read and signed the Acceptable Use Agreement.
- 7.2. All members of the school community are encouraged to use the school's internet network, instead of 3G, 4G and 5G networks, as the network has appropriate filtering and monitoring to ensure individuals are using the internet appropriately.

8. Filtering and monitoring online activity

- 8.1. The governing board ensures the school's ICT network has appropriate filters and monitoring systems in place.
- 8.2. The headteacher and ICT technician undertake a risk assessment to determine what filtering and monitoring systems are required.
- 8.3. The filtering and monitoring systems the school implements are appropriate to pupils' ages, the number of pupils using the network, how often pupils access the network, and the proportionality of costs compared to the risks.
- 8.4. The governing board ensures 'over blocking' does not lead to unreasonable restrictions as to what pupils can be taught with regards to online teaching and safeguarding.
- 8.5. ICT technicians undertake regular checks on the filtering and monitoring systems to ensure they are effective and appropriate.
- 8.6. Requests regarding making changes to the filtering system are directed to the headteacher.
- 8.7. Prior to making any changes to the filtering system, ICT technician and the Headteacher conduct a risk assessment.
- 8.8. Any changes made to the system are recorded by ICT technicians.

- 8.9. Reports of inappropriate websites or materials are made to an ICT technician immediately, who investigates the matter and makes any necessary changes.
- 8.10. Deliberate breaches of the filtering system are reported to the HT and ICT technicians, who will escalate the matter appropriately.
- 8.11. If a pupil has deliberately breached the filtering system, they will be disciplined in line with the Behavioural Policy.
- 8.12. If a member of staff has deliberately breached the filtering system, they will be disciplined in line with the Disciplinary Policy and Procedure.
- 8.13. If material that is believed to be illegal is accessed, inadvertently or deliberately, this material will be reported to the appropriate agency immediately, e.g. the Internet Watch Foundation (IWF), CEOP and/or the police.
- 8.14. The school's network and school-owned devices are appropriately monitored.
- 8.15. All users of the network and school-owned devices are informed about how and why they are monitored.
- 8.16. Concerns identified through monitoring are reported to the Computing Subject Leader who manages the situation in line with sections 15 and 16 of this policy.

9. Network security

- 9.1. Technical security features, such as anti-virus software, are kept up-to-date and managed by ICT technicians.
- 9.2. Firewalls are switched on at all times.
- 9.3. ICT technicians review the firewalls on a weekly basis to ensure they are running correctly, and to carry out any required updates.
- 9.4. Staff and pupils are advised not to download unapproved software or open unfamiliar email attachments.
- 9.5. Staff members report all malware and virus attacks to ICT technicians.
- 9.6. All members of staff have their own unique usernames and private passwords to access the school's systems.
- 9.7. Staff members are responsible for keeping their passwords private.
- 9.8. Passwords have a minimum length of 8 characters and require a mixture of letters, numbers and symbols to ensure they are as secure as possible.
- 9.9. Users are not permitted to share their login details with others and are not allowed to log in as another user at any time.

- 9.10. Users are required to lock access to devices and systems when they are not in use.
- 9.11. Users inform ICT technicians if they forget their login details, who will arrange for the user to access the systems under different login details.
- 9.12. If a user is found to be sharing their login details or otherwise mistreating the password system, the headteacher is informed and decides the necessary action to take.

10. Emails

- 10.1. Access to and the use of emails is managed in line with the Data Protection Policy and Acceptable Use Agreement.
- 10.2. Staff are given approved school email accounts and are only able to use these accounts at school and when doing school-related work outside of school hours.
- 10.3. Prior to being authorised to use the email system, staff must agree to and sign the relevant acceptable use agreement.
- 10.4. Any email that contains sensitive or personal information is only sent using secure and encrypted email.
- 10.5. Staff members are required to block spam and junk mail, and report the matter to ICT technician.
- 10.6. The school's monitoring system can detect inappropriate links, malware and profanity within emails – staff are made aware of this.
- 10.7. Chain letters, spam and all other emails from unknown sources are deleted without being opened.
- 10.8. Any cyberattacks initiated through emails are managed in line with the Security Policy and Computer Disaster Recovery Plan.

11. Social networking

Personal use

- 11.1. Access to social networking sites is filtered as appropriate.
- 11.2. Staff are not permitted to use social media for personal use during lesson time.
- 11.3. Staff members are advised that their conduct on social media can have an impact on their role and reputation within the school.
- 11.4. Staff receive annual updates on how to use social media safely and responsibly and are required to sign the social media policy annually.

- 11.5. Staff are not permitted to communicate with pupils or parents over social networking sites and are reminded to alter their privacy settings to ensure pupils and parents are not able to contact them on social media.
- 11.6. Pupils are taught how to use social media safely and responsibly through the online safety curriculum.
- 11.7. Concerns regarding the online conduct of any member of the school community on social media are reported to the Headteacher and managed in accordance with the relevant policy, e.g. Anti-Bullying Policy, Staff Code of Conduct and Behavioural Policy.

Use on behalf of the school

- 11.8. The use of social media on behalf of the school is conducted in line with the Social Media Policy.
- 11.9. The school's official social media channels are only used for official educational or engagement purposes.
- 11.10. Staff members must be authorised by the headteacher to access to the school's social media accounts.
- 11.11. All communication on official social media channels by staff on behalf of the school is clear, transparent and open to scrutiny.
- 11.12. The Staff Code of Conduct contains information on the acceptable use of social media – staff members are required to follow these expectations at all times.

12. The school website

- 12.1. The headteacher is responsible for the overall content of the school website – they will ensure the content is appropriate, accurate, up-to-date and meets government requirements.
- 12.2. The website complies with guidelines for publications including accessibility, data protection, respect for intellectual property rights, privacy policies and copyright law.
- 12.3. Personal information relating to staff and pupils is not published on the website.
- 12.4. Images and videos are only posted on the website if the parental consents have been obtained.

13. Use of school-owned devices

- 13.1. Staff members are issued with the following devices to assist with their work:
 - Laptop, if required by role

- Ipad, if required by role
- 13.2. Pupils are provided with school-owned devices as necessary to assist in the delivery of the curriculum, e.g. tablets to use during lessons.
 - 13.3. School-owned devices are used in accordance with the Acceptable Use Agreement (appendix 3 and 4).
 - 13.4. All staff school-owned devices are password protected.
 - 13.5. All mobile school-owned devices are fitted with tracking software to ensure they can be retrieved if lost or stolen.
 - 13.6. All school-owned devices are fitted with software to ensure they can be remotely accessed, in case data on the device needs to be protected, retrieved or erased.
 - 13.7. ICT technicians review all school-owned devices on a regular basis to carry out software updates and ensure there is no inappropriate material on the devices.
 - 13.8. No software, apps or other programmes can be downloaded onto a device without authorisation from ICT technicians.
 - 13.9. Staff members or pupils found to be misusing school-owned devices are disciplined in line with the Disciplinary Policy and Procedure and Behavioural Policy.

14. Use of personal devices

- 14.1. Personal devices are used in accordance with the Acceptable Use Agreement Policy.
- 14.2. Any personal electronic device that is brought into school is the responsibility of the user.
- 14.3. Personal devices are not permitted to be used in the following locations:
 - Toilets
- 14.4. Staff members are not permitted to use their personal devices during lesson time, other than in an emergency.
- 14.5. Staff members are not permitted to use their personal devices to take photos or videos of pupils.
- 14.6. Staff members report concerns about their colleagues' use of personal devices on the school premises in line with the Allegations of Abuse Against Staff Policy.

- 14.7. If a member of staff is thought to have illegal content saved or stored on a personal device, or to have committed an offence using a personal device, the Headteacher will inform the police and action will be taken in line with the Allegations of Abuse Against Staff Policy.
- 14.8. Appropriate signage is displayed to inform visitors to the school of the expected use of personal devices.
- 14.9. Any concerns about visitors' use of personal devices on the school premises are reported to the Headteacher.

15. Managing reports of online safety incidents

- 15.1. Staff members and pupils are informed about what constitutes inappropriate online behaviour in the following ways:
 - Staff training
 - The online safety curriculum
 - Assemblies
- 15.2. Concerns regarding a staff member's online behaviour are reported to the headteacher who decides on the best course of action in line with the relevant policies, e.g. Staff Code of Conduct, Allegations of Abuse Against Staff Policy and Disciplinary Policy and Procedures.
- 15.3. Concerns regarding a pupil's online behaviour are reported to the Headteacher who investigates concerns with relevant staff members, e.g. the Computing Subject Leader and ICT technicians.
- 15.4. Concerns regarding a pupil's online behaviour are dealt with in accordance with relevant policies depending on their nature, e.g. Behavioural Policy and Child Protection and Safeguarding Policy.
- 15.5. Where there is a concern that illegal activity has taken place, the Headteacher contacts the police.
- 15.6. All online safety incidents and the school's response are recorded by the Computing Subject Leader.
- 15.7. [Section 16](#) of this policy outlines how the school responds to specific online safety concerns, such as cyberbullying and peer-on-peer abuse.

16. Responding to specific online safety concerns

Cyberbullying

- 16.1. Cyberbullying, against both pupils and staff, is not tolerated.

- 16.2. Any incidents of cyberbullying are dealt with quickly and effectively whenever they occur.
- 16.3. Information about the school's full response to incidents of cyberbullying can be found in the Anti-Bullying policy.

Online sexual violence and sexual harassment between children (peer-on-peer abuse)

- 16.4. The school recognises that peer-on-peer abuse can take place online. Examples include the following:
- Non-consensual sharing of sexual images and videos
 - Sexualised cyberbullying
 - Online coercion and threats
 - Unwanted sexual comments and messages on social media
 - Online sexual exploitation
- 16.5. The school responds to all concerns regarding online peer-on-peer abuse, whether or not the incident took place on the school premises or using school-owned equipment.
- 16.6. Concerns regarding online peer-on-peer abuse are reported to the Headteacher who will investigate the matter in line with the Child Protection and Safeguarding Policy.
- 16.7. Information about the school's full response to incidents of online peer-on-peer abuse can be found in the Child Protection and Safeguarding Policy.

Upskirting

- 16.8. Under the Voyeurism (Offences) Act 2019, it is an offence to operate equipment and to record an image beneath a person's clothing without consent and with the intention of observing, or enabling another person to observe, the victim's genitals or buttocks (whether exposed or covered with underwear), in circumstances where their genitals, buttocks or underwear would not otherwise be visible, for a specified purpose.
- 16.9. A "specified purpose" is namely:
- Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim's genitals, buttocks or underwear).
 - To humiliate, distress or alarm the victim.
- 16.10. "Operating equipment" includes enabling, or securing, activation by another person without that person's knowledge, e.g. a motion activated camera.
- 16.11. Upskirting is not tolerated by the school.

16.12. Incidents of upskirting are reported to the Headteacher who will then decide on the next steps to take, which may include police involvement, in line with the Child Protection and Safeguarding Policy.

Youth produced sexual imagery (sexting)

16.13. Youth produced sexual imagery is the sending or posting of sexually suggestive images of under-18s via mobile phones or over the internet. Creating and sharing sexual photos and videos of individuals under 18 is illegal.

16.14. All concerns regarding sexting are reported to the Headteacher.

16.15. Following a report of sexting, the following process is followed:

- The DSL holds an initial review meeting with appropriate school staff
- Subsequent interviews are held with the pupils involved, if appropriate
- Parents are informed at an early stage and involved in the process unless there is a good reason to believe that involving the parents would put the pupil at risk of harm
- At any point in the process if there is a concern a pupil has been harmed or is at risk of harm, a referral will be made to children's social care services and/or the police immediately
- The interviews with staff, pupils and their parents are used to inform the action to be taken and the support to be implemented

16.16. When investigating a report, staff members do not view the youth produced sexual imagery unless there is a good and clear reason to do so.

16.17. If a staff member believes there is a good reason to view youth produced sexual imagery as part of an investigation, they discuss this with the headteacher first.

16.18. The decision to view imagery is based on the professional judgement of the DSL and always complies with the Child Protection and Safeguarding Policy.

16.19. Any accidental or intentional viewing of youth produced sexual imagery that is undertaken as part of an investigation is recorded.

16.20. If it is necessary to view the imagery, it will not be copied, printed or shared.

Online abuse and exploitation

16.21. Through the online safety curriculum, pupils are taught about how to recognise online abuse and where they can go for support if they experience it.

- 16.22. The school responds to concerns regarding online abuse and exploitation, whether or not it took place on the school premises or using school-owned equipment.
- 16.23. All concerns relating to online abuse and exploitation, including child sexual abuse and exploitation and criminal exploitation, are reported to the Headteacher and dealt with in line with the Child Protection and Safeguarding Policy.

Online hate

- 16.24. The school does not tolerate online hate content directed towards or posted by members of the school community.
- 16.25. Incidents of online hate are dealt with in line with the relevant school policy depending on the nature of the incident and those involved, e.g. Staff Code of Conduct, Anti-Bullying Policy.

Online radicalisation and extremism

- 16.26. The school's filtering system protects pupils and staff from viewing extremist content.
- 16.27. Concerns regarding a staff member or pupil being radicalised online are dealt with in line with the Child Protection and Safeguarding Policy and Prevent Duty Guidance.

17. Remote learning

- 17.1. All remote learning is delivered in line with the school's Pupil Remote Learning Policy.
- 17.2. All staff and pupils using video communication must:
- Communicate in groups
 - Wear suitable clothing – this includes others in their household.
 - Be situated in a suitable 'public' living area within the home with an appropriate background – 'private' living areas within the home, such as bedrooms, are not permitted during video communication.
 - Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute video material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they are visible.

- 17.3. All staff and pupils using audio communication must:
- Use appropriate language – this includes others in their household.
 - Maintain the standard of behaviour expected in school.
 - Use the necessary equipment and computer programs as intended.
 - Not record, store, or distribute audio material without permission.
 - Ensure they have a stable connection to avoid disruption to lessons.
 - Always remain aware that they can be heard.
- 17.4. Pupils not using devices or software as intended will be disciplined in line with the Behavioural Policy.
- 17.5. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.
- 17.6. The school will consult with parents prior to the period of remote learning about what methods of delivering remote teaching are most suitable – alternate arrangements will be made where necessary.
- 17.7. The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.
- 17.8. The school will communicate to parents in writing about any precautionary measures that need to be put in place if their child is learning remotely using their own/family-owned equipment and technology, e.g. ensuring that their internet connection is secure.
- 17.9. During the period of remote learning, the school will maintain regular contact with parents to:
- Reinforce the importance of children staying safe online.
 - Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
 - Encourage them to set age-appropriate parental controls on devices and internet filters to block malicious websites.
 - Direct parents to useful resources to help them keep their children safe online.
- 17.10. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

18. Monitoring and review

- 18.1. The school recognises that the online world is constantly changing; therefore, the Computing Subject Leader, ICT technicians and the Headteacher conduct regular light-touch reviews of this policy to evaluate its effectiveness.
- 18.2. The governing board, headteacher and Computing Subject Leader review this policy in full on an annual basis and following any online safety incidents.

Any changes made to this policy are communicated to all members of the school community.

Appendix 1: Online harms and risks – curriculum coverage

Subject area	Description and teaching content	Curriculum area the harm or risk is covered in
How to navigate the internet and manage information		
Age restrictions	<p>Some online activities have age restrictions because they include content which is not appropriate for children under a specific age.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • That age verification exists and why some online platforms ask users to verify their age • Why age restrictions exist • That content that requires age verification can be damaging to under-age consumers • What the age of digital consent is (13 for most platforms) and why it is important 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Computing curriculum
How content can be used and shared	<p>Knowing what happens to information, comments or images that are put online.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • What a digital footprint is, how it develops and how it can affect pupils' futures • How content can be shared, tagged and traced • How difficult it is to remove something once it has been shared online 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Computing curriculum
Disinformation, misinformation and hoaxes	<p>Some information shared online is accidentally or intentionally wrong, misleading or exaggerated.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • Disinformation and why individuals or groups choose to share false information in order to deliberately deceive • The potential consequences of sharing information that may not be true 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Computing curriculum

Online fraud	<p>Fraud can take place online and can have serious consequences for individuals and organisations.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • What identity fraud, scams and phishing are • That children are sometimes targeted to access adults' data 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Computing curriculum
Personal data	<p>Online platforms and search engines gather personal data – this is often referred to as ‘harvesting’ or ‘farming’.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • How pupils can protect themselves and that acting quickly is essential when something happens 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Computing curriculum
Persuasive design	<p>Many devices, apps and games are designed to keep users online for longer than they might have planned or desired.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • That the majority of games and platforms are designed to make money – their primary driver is to encourage people to stay online for as long as possible • How notifications are used to pull users back online 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Computing curriculum
How to stay safe online		
Online abuse	<p>Some online behaviours are abusive. They are negative in nature, potentially harmful and, in some cases, can be illegal.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • The types of online abuse, including bullying, trolling and intimidation • When online abuse can become illegal • How to respond to online abuse and how to access support • How to respond when the abuse is anonymous • The potential implications of online abuse • What acceptable and unacceptable online behaviours look like 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Computing curriculum

<p>Fake profiles</p>	<p>Not everyone online is who they say they are.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • That, in some cases, profiles may be people posing as someone they are not or may be 'bots' • How to look out for fake profiles 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Computing curriculum
<p>Unsafe communication</p>	<p>Knowing different strategies for staying safe when communicating with others, especially people they do not know or have not met.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • That communicating safely online and protecting your privacy and data is important, regardless of who you are communicating with • How to identify indicators of risk and unsafe communications • The risks associated with giving out addresses, phone numbers or email addresses to people pupils do not know, or arranging to meet someone they have not met before • What online consent is and how to develop strategies to confidently say no to both friends and strangers online 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Computing curriculum
<p>Wellbeing</p>		
<p>Impact on quality of life, physical and mental health and relationships</p>	<p>Knowing how to identify when online behaviours stop being fun and begin to create anxiety, including that there needs to be a balance between time spent online and offline.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • How to evaluate critically what pupils are doing online, why they are doing it and for how long (screen time) • How to consider quality vs. quantity of online activity • The need for pupils to consider if they are actually enjoying being online or just doing it out of habit due to peer pressure or the fear of missing out • That time spent online gives users less time to do other activities, which can lead some users to become physically inactive • The impact that excessive social media usage can have on levels of anxiety, depression and other mental health issues 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Computing Curriculum • PHSE

	<ul style="list-style-type: none"> • That isolation and loneliness can affect pupils and that it is very important for them to discuss their feelings with an adult and seek support • Where to get help 	
<p>Online vs. offline behaviours</p>	<p>People can often behave differently online to how they would act face to face.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • How and why people can often portray an exaggerated picture of their lives (especially online) and how that can lead to pressures around having perfect/curated lives • How and why people are unkind or hurtful online when they would not necessarily be unkind to someone face to face 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • PSHE



OVERCHURCH INFANT SCHOOL

ACCEPTABLE USE AGREEMENT

To be completed by all staff

As a school user of the network resources/ equipment I hereby confirm that I have read and understood the Acceptable Use Policy and Social Media Policy and that I agree to follow the school rules (set out within these policies) on its use. I will use the network/ equipment in a responsible way and observe all the restrictions explained in both the school acceptable use policy and social media policy. If I am in any doubt I will consult the Headteacher.

I agree to report any misuse of the network to the ICT Technician. Moreover, I agree to report any websites that are available on the school internet that contain inappropriate material to the ICT Technician. I finally agree to ensure that portable equipment such as cameras, iPads or laptops will be kept secured when not in use and to report any lapses in physical security to the Headteacher.

Specifically when using school devices: -

- I must not use these devices for inappropriate purposes
- I must only access those services I have been given permission to use
- I will not download, use or upload any material which is unsuitable within a School setting or that may cause disruption to the School network.
- I will follow good practice when using video conferencing platforms and when using work devices remotely.

If I do not comply with the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that staff under reasonable suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

I understand that the School will monitor communications in order to uphold this policy and to maintain the School's network (as set out within this policy).

Signed Date

Print name



Pupil ICT acceptable use agreement

At Overchurch Infant School, we know that it can be fun to use technology as part of your learning experience. We want everyone to be able to use technology, like computers and tablets, but it is important that you are safe when you are using them.

We have created this agreement to help you understand how to be safe when you are using technology. Please read this carefully and sign your name to show that you understand your responsibilities when using technology. Ask your teacher if there is something that you do not understand.

I will:



- ✓ Only use technology, such as a computer, when a teacher has given me permission.
- ✓ Only use technology for the reason I have been asked to use it.
- ✓ Only use the internet when a teacher has given me permission.
- ✓ Ask for help when I have a problem using the technology.
- ✓ Look after the device and try not to damage it.
- ✓ Tell the teacher if my device is not working or damaged.
- ✓ Tell the teacher if I think someone else is not using technology safely or correctly.
- ✓ Tell the teacher if I see something online that I think is inappropriate or that makes me upset.

I will not:



- ✗ Tell another pupil my username and password.
- ✗ Share personal information, such as my age and where I live, about myself or my friends online.
- ✗ Speak to strangers on the internet.

Please read each statement and write your name below to show that you agree.

- I understand why it is important to use technology safely and correctly.
- I understand my responsibilities when using technology.
- I understand that I may not be allowed to use technology if I do not use it safely and correctly.
- I will follow these rules at all times.

Pupil name (please print):

Date:

Parent name (please print):

Parent signature:

Date:
