Online-Safety policy

Smith's Wood Primary Academy

Approved by:	[Name]	Date: [Date]
Last reviewed on:	[Date]	
Next review due by:	[Date]	

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 internet 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 focus in all areas of the curriculum and staff reinforce online safety messages across 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 messages 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 be guided to validate the accuracy of information.
- Pupils are taught to acknowledge the source of information 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 e-mail
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network
- Safe use of school network, equipment and data
- Safe use of digital images and digital technologies, such as digital cameras
- Publication of pupil information/photographs and use of the website
- eBullying / Cyberbullying procedures
- A teacher's role in providing online-Safety education for pupils
- Staff will effectively deal with any online-safety or online issues through email, that have taken place within school.

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 the misuse of it. Any incidents that occurs are reported to the ICT coordinator, recorded in an online-safety folder and are suitably followed up.

Parents/Carers

Smith's Wood encourages a healthy online-safety relationship between parents and pupils with the aim parents take responsibility of any issues regarding online-safety outside of the school.

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 children and in the monitoring of the children's online behaviours. Parents may underestimate how often children 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, web site, Learning Platform*
- *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 written permission from parents or carers before photographs of pupils are published on the school website/social media/local press.

Personal mobile devices

We recognise that mobile phones and smart watches are an ever increasing part of everyday life and they can play an important role in help pupils feel safe and secure. However, we are aware that such devices can create distractions to pupils as well as providing a way to bully or intimidate others.

Therefore, pupils at Smith's Wood Primary Academy are not permitted to use mobile phones or smart watches within school, trips or school events.

Children are welcome to use their mobile phones and smart watches to walk to and from school, but once in school, they must be switched off and given to the class teacher to be safely kept until the end of the day.

Smith's Wood Primary Academy will not take any responsibility for any damages to a pupils personal mobile device.