



Armley Park

Primary School

Online Policy

Reviewed: October 2023





Armley Park Primary School

Online Safety at Armley Park:

Online safety includes internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children about the benefits and risks of using new technology and provides safeguards and awareness for ALL users to enable them to control their online experiences. At Armley Park, we recognise additional risks that learners with SEN and disabilities (SEND) face online.

Children here are taught about online safety, including as part of statutory Relationships and Sex Education (RSE), and we recognise that a one size fits all approach may not be appropriate and a more personalised or contextualised approach for some children may be required.

We recognise four areas of risk online: content, contact, conduct and commerce (4 C's):

Content: being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

Contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

Conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying.

Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Why Is Internet Use Important?

The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems. Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the internet is vital for pupils, and we acknowledge the need to support pupils to develop into **ready, respectful and responsible users**. Many pupils will access the internet outside school and will need to learn how to evaluate online information and to take care of their own safety and security. We also have an increasing duty of care to our pupils in the ever-growing use of social media - this policy aims to remind parents, carers and pupils of the age restrictions on these platforms.

How do we enhance learning with the internet here?

- The school internet access is designed expressly for pupil use and includes filtering appropriate to the age and needs of our pupils. School has greater control over the use of the **filter** - where school can choose to whitelist (enable) and blacklist (disable) access to webpages via its IT provider. These requests are submitted by the DSL to Datacable who have sole control over the filtering options.
- Children will be taught what internet use is acceptable and what is not and given clear objectives for internet use. Internet access will be planned to enrich and extend learning activities. All computing sessions include online safety starters to regularly revisit areas from the 4 C's.
- Staff will guide pupils in online activities that will support learning outcomes planned for the pupils' age and maturity. Additionally, we will consider the additional needs (SEND) of children when planning activities
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation
- Use of web based programmes such as Learning by Question and Purple Mash

What are the good habits we are trying to instil?

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through our acceptable use agreements.
- Sound implementation of E-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the provider including the effective management of content filtering.

What dangers do we proactively anticipate?

- 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
- Cyberbullying (see separate policy)
- 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.
- Adverts and phishing scams.

Social Media, Mobile Phones and Wearable Tech

How do we manage 'Social Networking'?

- At Armley Park we block/filter access to social networking sites and newsgroups
- Pupils are advised never to give out personal details of any kind which may identify them or their location
- Pupils are advised not to place personal photos on any social network space
- Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.
- Pupils are encouraged to invite known friends only and deny access to others
- Pupils and parents are made aware that some social networks are not appropriate for children of primary school age and the legal age to hold accounts on many such as **YouTube or Instagram is 13 years old. WhatsApp and its age restriction is 16 years old.**
- School staff have separate guidelines for their use of social media in the acceptable use agreement below.

Can children bring mobile phones to school?

Only those children with permission to walk home should bring a mobile phone to school. Mobile phones will not be used for personal use during lessons or formal school time on the school site. This includes the use of mobile phones on the playground, children must switch off devices and place them in their pockets or bags, until they enter the classroom. They should hand in their device to their class teacher at the beginning of the day, to be stored in the teacher's desk. At the end of the day, children may retrieve their phones, and should keep these switched off until they leave the school grounds.

Children **MUST** ask permission to switch on their phones before this, and **MUST** ask a member of staff to use their mobile phone to call or contact a parent/carer if they are unsure of their home-time arrangements or to make parents aware they are on the way home. This is at the discretion of the school staff, who may consult with the DSL if they are unsure if they should allow the child to use their phone at this time.

Can children bring in other smart devices?

With the growing advances in technology - we are aware of the potential risks of wearable technologies such as smart watches. As a result, school have made the decision to ban the wearing of such devices, for a number of reasons:

- Children may access and send messages from mobile phones
- Children may have access to the internet, unfiltered
- Children may take photographs of themselves and others

If your child brings in a device, they will be asked to remove it and the teacher will keep this until it can be returned to a parent/carer.

Responsibilities

Role of the Governing Body

The Governing Body has:

- Appointed a member of staff to be responsible for e-Safety: Emily Caine
- Responsibility for ensuring that the school complies with all equalities legislation
- Responsibility for ensuring this policy and all policies are maintained and updated regularly
- Responsibility for ensuring policies are made available to parents
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body: Amanda Hargreaves (Safeguarding).
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy
- Work closely with the Governing Body and the coordinator to create a safe online learning environment by having in place:
 - An effective range of technological tools
 - Clear roles and responsibilities
 - Safe procedures
 - A comprehensive policy for pupils, staff and parents
- Ensure checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable
- Work closely with the link governor and DSL
- Provide leadership and vision in respect of equality
- Provide guidance, support and training to all staff
- Monitor the effectiveness of this policy

Role of the Online Safety Coordinator (DSL)

The coordinator will:

- Undertake an annual e-safety audit in order to establish compliance with LA guidance - as part of the ARM.
- Ensure that all Internet users are kept up to date with new guidance and procedures
- Ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable
- Lead the development of this policy throughout the school
- Work closely with the Headteacher and the nominated governor
- Provide guidance and support to all staff
- Provide training for all staff on induction and when the need arises
- Keep up to date with new developments and resources

Role of School Personnel

School personnel will:

- Comply with all aspects of this policy
- Undertake appropriate training
- Before using any Internet resource in school must accept the terms of the 'Acceptable Use Agreement' below
- Be responsible for promoting and supporting safe behaviours with pupils
- Promote e-Safety procedures such as showing pupils how to deal with inappropriate material
- Report any unsuitable website or material to the e-Safety Coordinator (DSL)
- Will ensure that the use of Internet derived materials complies with copyright law
- Implement the school's equalities policy and schemes
- Report and deal with all incidents of discrimination
- Attend appropriate training sessions on equality
- Report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will be aware of this policy and will be taught to:

- Be critically aware of the materials they read
- Validate information before accepting its accuracy
- Acknowledge the source of information used
- Use the Internet for research
- Report any offensive messages through email or social media
- Listen carefully to all instructions given by the teacher
- Ask for further help if they do not understand
- Treat others, their work and equipment with respect

Role of Parents/Carers

Parents/carers will:

- Be aware of and comply with this policy
- Be asked to support the e-Safety policy and to sign the consent form allowing their child to have Internet access
- Make their children aware of the e-Safety policy
- Support the age restrictions of social media providers and understand the risks associated with use of social media (for example, bullying on WhatsApp, spam messages etc.)

Handling Online Safety Complaints

Complaints of internet misuse should be reported to the DSL.

Any complaint about staff misuse must be referred to the head teacher. These will be logged and dealt with inline with the whistleblowing policy.

Complaints of a child protection nature must be dealt with in accordance with school child protection and safeguarding procedures - speak to a member of the safeguarding team.

Pupils and parents will be informed of the complaints procedure (see Complaints Policy on the School website).

Acceptable Use Agreement:

Acceptable Use Agreement for EYFS and KS1:

I will only use the internet or computer when a teacher or adult is with me

I will only use my own login and password and I will not tell anyone else what it is

I will not look at or delete other people's files

I will not bring in memory sticks from home without permission

If I see anything that upsets me, I will tell an adult

I will not give out any details about me – like my name or address

I know school will check my computer and be able to see what I am doing and what sites I have visited

I know to treat equipment with respect/carefully so as not to cause damage

If I break these rules I know I may be stopped from using the internet and/or computers

Acceptable Use Agreement for KS2:

I will use the school computers and technology sensibly

I will ask permission from an adult before I look at the internet

I will only log on using my own username and password which I will keep confidential

I will only look at my own work and not delete anyone else's files

I will not bring in a USBs from home without permission

I will only email people I know

I will always be polite and use appropriate language when emailing or sending messages on the computer

I will not give out my personal information or arrange to meet anyone

If I think anything on the internet upsets me or a stranger sends me a message, I will tell an adult

I know school will check my computer and be able to see what I am doing and what sites I have visited

I know to treat equipment with respect/carefully so as not to cause damage

If I break these rules I know I may be stopped from using the internet and/or computers

**This Online and E-Safety Policy was adopted by Armley Park Primary School on
23/09/2021**

Chair of Governors – Mr B Tummons	
Signature:	
Frequency of review:	2 years
To be reviewed and approved by:	APPS Full Board
Date of next review:	October 2027

REVIEW RECORD

Date of review	Reason for review	Date of next review
23/09/2021	Agreed review schedule.	September 2023
Name:		Signature:

on behalf of APPS Full Board

Date of review	Reason for review	Date of next review
24/10/2023	Agreed review schedule.	October 2025
Name:		Signature:

on behalf of APPS Full Board

Date of review	Reason for review	Date of next review
07/10/2025	Agreed review schedule.	October 2027
Name:		Signature:

on behalf of APPS Full Board