



Online Safety Policy

Cornist Park Primary School

2022-23



Introduction

Digital technology in the 21st Century is seen as an essential resource to support teaching and learning, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, Cornist Park has identified the need to embrace the use of digital technology in order to equip our learners with the digital competencies to access lifelong learning and enhance their employment opportunities in the future. At Cornist Park, learners will learn to be conscientious digital citizens who will be able to think critically and contribute positively. They will be prepared for and ready to encounter the positive and negative aspects of being a digital citizen and will develop strategies and tools to aid them as they become independent consumers and producers. It is an ever changing world when it comes to technology and life online, so it is vital that we try to keep up.

Roles and Responsibilities:

Online safety is an important aspect of strategic leadership within the school, the Digital Leader, Headteacher and Senior Leadership Team (SLT) have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The Digital Leader is responsible for coordinating online safety at Cornist Park and keeping all staff updated. All Governors have an understanding of the issues at the school in relation to local and national guidelines and advice. **Cornist Park has appointed a member of the Governing Body to take lead responsibility for online safety via the role of online safety Governor who will liaise with the school Digital Lead.**

Online Safety and staff

- All staff receive regular updated information and training on online safety issues when required from the Digital Leader and/or outside agencies
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of online safety and know the reporting procedure for any concerns
- All staff have agreed to and signed the school's acceptable use agreement. (See Staff Digital Acceptable Use Agreement)
- All members of staff are made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or school into disrepute, or if something is felt to have undermined confidence in their professional abilities (Please also see Social Networking Policy)



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Online safety and learners:

- All learners must agree to a **Pupil Code of Conduct**
- Delivery of digital citizenship is a cross-curricular responsibility as part of the Digital Competence Framework. In addition, specific citizenship lessons (Digital Citizen lessons and resources from Hwb, ProjectEvolve and Google Internet Legends) will be taught by all staff each half term
- The new Digital Hero programme has replaced the defunct e-Cadets and will be established across the school to raise the awareness of digital citizenship via peer collaboration and pupil voice via assemblies, delivering lessons and drop in sessions including sharing and informing foundation phase pupils as well as KS2, families and the wider community.
- Safer Internet Day and its theme is embraced every year to excite and inform learners to be as safe as possible when using technology and being online.

Online Safety and parents/carers

- Parents/carers are required to make a decision as to whether they consent to images of their child being taken and used online e.g. on the school website, YouTube, Vimeo, Seesaw, Twitter etc.
- The school website contains useful information and links posted by the Digital Leader and the Digital Heroes to support online learning and online safety to inform and update parents
- **All pupils must have a signed GDPR consent form from a parent/guardian in order to gain access to a number of online resources and websites useful to school life, e.g. HwB, G-Suite and Purple Mash**

Community use of the internet

External organisations using the school's digital facilities must adhere to the online safety policy.

Cyberbullying management

Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details and procedures are set out in the school's anti-bullying and behaviour policy as well as our social network policy. **This is also supported and referenced in the Pupil Code of Conduct.**

Managing Internet Access

Email

Email is an essential means of communication for both staff and learners. Cornist Park believes that learners should be taught how to use email positively and responsibly.



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- Learners may only use the email account linked to their Google Drive, Hwb or Purple Mash account
- Staff will only use official school provided email accounts to communicate with learners and parents/carers including via Seesaw

Published content and the school website

The contact details on the website are the school address, email and telephone number. Staff or learners' personal information will not be published. The Headteacher and Digital Leader will take overall editorial responsibility and ensure that the content is accurate and appropriate.

Publishing learner's images and work

- Images or videos that include learners will be selected and used appropriately
- Due to GDPR regulations, consent must be sought from parents/carers before learner's photographs can be published online. This consent is considered valid for the entire period that the learner attends this school. Parents/carers may withdraw permission, in writing, at any time
- Learners' full names will not be used anywhere on the Cornist Park website, or any other online accounts used by the school e.g. Twitter

Photographs taken by parents/carers for personal use

In the event of parents/carers wanting to take photographs for their own personal use, the school will advise that photographs/videos taken are of their own children only. Photos/videos that include images of other children must not be shared online unless permission has been granted from the parents of the other children.

Social networking and personal publishing - More information on this can be found in our Social Networking Policy.

- The school will block access to certain social networking sites to learners
- Learners and parents will be advised that the use of many social network sites outside school is inappropriate for primary aged pupils. However, we accept that many learners will still use them and we will teach them skills to keep safe whilst using these sites
- Staff wishing to use social media tools with students as part of the curriculum will risk assess the website/s before use
- Learners are asked to report any incidents of cyberbullying to staff or an eCadet (who will then report to staff). All incidents are logged electronically (CPOMS)
- School staff are strongly advised NOT to add past or present pupils as 'friends' if they use these sites
- Concerns regarding learners' use of social networking, social media and personal publishing sites (in or out of school) will be raised with their parents/carers, particularly when concerning students' underage use of sites



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Managing video calls e.g. Skype

- All video call equipment in the classroom must be switched off when not in use
- Video calls will always be supervised by a member of staff
- Dialogue will be established with other participants before taking part in a video call. If it is a non school site, staff will check that the material being delivered is appropriate for the class

Live lessons/Video Conferencing

Staff:

- Attend sessions on time and prior to pupils attending (ensure the lobby function is enabled)
- Ensure another member of staff is online with you prior to pupils joining. Also make sure another member of staff is aware of your session.
- If there is any issue with connection then the class must be notified via SeeSaw.
- Carefully consider your background and use a background filter (if appropriate) - Using your classroom is recommended with consideration of any background noise.
- Wear appropriate clothing
- Be sure to conduct any of the sessions only during your normal working days and hours
- Share a weekly timetable with colleagues and families to avoid live online sibling time clashes, ensure the best possible internet connection and to make everyone aware of when they should be online
- Only use the approved platforms - in this case, *Google Meets*
- Staff ensure they understand how to mute the microphone and turn off the camera at a minimum

Further details can be found in the Staff Online Acceptable Use policy/agreement. For parents and pupils, please refer to the Parental and Pupil Digital Acceptable Use and Code of Conduct.

Managing emerging technologies:

- Emerging technologies will be examined for educational benefit and an informal risk assessment will be carried out before use in school is permitted
- Staff are expected to use cloud based storage to avoid loss of personal data related to staff or learners. (See data protection policy)

Mobile phones and wearable technology

Mobile phones continue in popularity right across year groups. These devices and their built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses due to their connectivity to the internet (4/5G enabled). They can also be posted anywhere on the internet including social network sites. There is a potential for mobile phones to be misused in schools. They can



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become an instrument of bullying or harassment directed against pupils or/and teachers. For this reason, learners are strongly advised NOT to bring personal mobile devices/phones to school. We understand there may be a safety concern for pupils who walk home etc so any phones that are brought into school are handed in to the class teacher and kept until the end of the day. Staff are not liable if phones are lost, stolen or damaged.

For similar reasons, technology such as personal iPads, tablets, Chromebooks or laptops are not permitted to be brought into or used in school without permission from the school.

We have also determined that the use of Smart Watches is not appropriate in school due to risks of loss and damage and of misuse in the same way as mobile phones or tablets.

Information system security

- School ICT systems capacity and security will be reviewed regularly
- Virus protection will be managed by Flintshire County Council (FCC)
- Security strategies will be discussed with FCC and MCC Digital
- Personal data taken off site must be secure, saved in the cloud, devices must be password protected
- Files held on the school's network are subject to checks by members of the SLT

Managing filtering

- FCC provides a web filtering service for all Chromebooks, desktop computers, laptops and Foundation Phase iPads through Smoothwall. Filtering follows Welsh Government guidelines. Lightspeed (via MCC) provides a web filter for all iPads and MacBook Airls, until an alternative via Hwb is made available. Both filtering systems will block all sites considered inappropriate.
- Changes to the school filtering policy will be risk assessed by the Headteacher and Digital Lead
- All breaches of filtering will be reported to the Digital Lead and the Headteacher if necessary. Staff and learners are aware of this procedure
- The Digital Lead will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable. We will work with FCC, MCC and the internet service provider to ensure systems are effective to protect learners

Protecting personal data

See Data Protection and GDPR Policy

Password Security

Staff are provided with an individual network and Flintshire County Council login username and password which can be accessed from all laptops and desktop computers. Staff and



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learners also have individual GSuite and Purple Mash accounts. Learners are not allowed to deliberately access online materials or files on the school network, of their peers, teachers or others. Staff are aware of their individual responsibilities to protect the security and confidentiality of the school network. Administrator passwords are controlled by FCC on networks accessed via desktops and laptops. For all other systems administrator passwords are controlled by the Digital Leader. Further information please refer to the Staff Online Acceptable Use policy/agreement.

Handling online safety complaints

Complaints of internet misuse will be reported to the Digital Leader and/or Headteacher. All incidents will be logged electronically. Complaints of safeguarding must be dealt with in accordance with school safeguarding procedures. Pupils and parents complaints procedure can be viewed on the school website at www.cornistparkcp.co.uk

Monitoring and review

This policy, supported by the school's Acceptable Use Agreements/Code of Conducts, is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies including those for ICT/Digital Learning, Home-school agreements, Behaviour, Safeguarding, and PSHE policies including Anti-bullying. Our online safety policy has been written by Anwen Edwards, Digital Leader, building on advice from professional outside agencies and Welsh Government guidance, and has been agreed by the SLT, staff and approved by the Governing Body.

This policy is implemented on a day-to-day basis by all school staff and is monitored by the Digital Leader. The adherence of this policy is the collective responsibility of the staff.

This policy was updated in October 2022 by Anwen Edwards and shared with staff via Google Team Drive. The date for the next policy review is **October/ November 2022** or sooner if required.

Policy approved by Head Teacher: Date:.....

Policy approved by the Governing Body: (Chair of Governors) Date: