

BEECH HILL COMMUNITY PRIMARY SCHOOL

Online Safety Policy

Reviewed by: M McCarthy
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RATIONALE

New technologies inspire children to be creative, communicate and learn. However, while the internet is a great resource, it is important that children and young people are protected from the risks they may encounter. Beech Hill Community Primary School endeavours to highlight both the benefits and risks of using technology and provides safeguarding and education for users enabling them to control their online experience. We believe that the key to developing safe and responsible behaviours online, not only for pupils but everyone within our school community, lies in effective education.

We know that the internet and other technologies are embedded in our pupils' lives, not just in our school but outside as well, and we believe we have a duty to help prepare our pupils to safely benefit from the opportunities the internet brings. We celebrate and promote e-safety through a planned programme of assemblies and whole-school activities, including promoting Safer Internet Day each year. We discuss, remind or raise relevant e-safety messages with pupils routinely wherever suitable opportunities arise during all lessons; including the need to protect personal information, consider the consequences their actions may have on others, the need to check the accuracy and validity of information they use and the need to respect and acknowledge ownership of digital materials. Any internet use is carefully planned to ensure that it is age appropriate and supports the learning objective for specific curriculum areas.

The breadth of issues classified within online safety is considerable, but they can be categorised into four 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.
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

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

TEACHING AND LEARNING

Pupils are taught how to use a range of age-appropriate online tools in a safe and effective way. To this end we will:

- Celebrate and promote e-Safety through a planned programme of assemblies and whole-school activities, including promoting Safer Internet Day each year.
- Discuss, remind or raise relevant e-Safety messages with pupils routinely wherever suitable opportunities arise during all lessons; including the need to protect personal information, consider the consequences their actions may have

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on others, the need to check the accuracy and validity of information they use and the need to respect and acknowledge ownership of digital materials

- Remind pupils about their responsibilities through an Acceptable Use Policy which every pupil will sign and be displayed throughout the school.
- Model safe and responsible behaviour in their own use of technology during lessons.
- Teach pupils how to search for information and to evaluate the content of websites for accuracy when using them in any curriculum area.
- Guide pupils to use age appropriate search engines when searching the internet for information.
- Monitor all use and pupils will be reminded of what to do if they come across unsuitable content.
- Teach pupils about the impact of online bullying and how to seek help if they are affected by any form of online bullying.
- Ensure pupils are aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent or carer, teacher or trusted staff member, or an organisation such as Childline or CEOPS report abuse button.

STAFF TRAINING

Our staff members receive regular information and training regarding online safety issues, as well as updates as and when new issues arise. As part of the induction process all staff receive information and guidance on the online safety policy, the school's Acceptable Use Policy, e-security and reporting procedures. All staff are made aware of individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community. All staff will incorporate online safety activities and awareness within their curriculum areas.

MANAGING ICT SYSTEMS AND ACCESS

The school decides which users should and should not have internet access and the appropriate level of access and supervision they should receive. All users sign an Acceptable Use Policy (AUP) provided by the school, appropriate to their age and type of access. Users will be made aware that they must take responsibility for their use and behaviour while using the school IT system and that such activity will be monitored and checked.

In EYFS, children use devices after staff have logged in, they do not have individual usernames and passwords. At Key Stage 1, pupils will access the network using an individual username and a password which the teacher supervises. At Key Stage 2, pupils will have an individual user account with an appropriate password which will be kept secure, in line with the pupil Acceptable Use Policy. They will ensure that they log out after each session. All internet access will be undertaken alongside a member of staff or, if working independently, a member of staff will supervise at all times. Members of staff will access the internet using an individual ID and password, which they will keep secure. They will ensure that they log out after each session and not allow pupils to access the internet through their ID or password. They will abide by the school AUP at all times.

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MANAGING FILTERING

The school's IT managers will work to ensure systems to protect pupils are reviewed and improved. If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-safeguarding Coordinator and IT Managers. All internet activity is logged by *Senso Monitored Safeguarding Solutions* which is monitored regularly by Benchmark – our Network Service Technicians. These logs may be monitored by authorised staff at any time without prior notice. Any material that the school believes is illegal must be reported to appropriate agencies such as IWF (internet watch foundation) or CEOP

Assessing risks

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the school network. The school cannot accept liability for any material accessed, or any consequences resulting from internet use. The school will audit IT use on an annual basis to establish if the e-safeguarding policy is adequate and that the implementation of the e-safeguarding policy is appropriate and effective. Any material that the school believes is illegal must be reported to appropriate agencies such as IWF (internet watch foundation) or CEOPS

MANAGING DIGITAL AND VIDEO IMAGES

Photographs should only be taken using school cameras or other school devices. I-pads used to take photographs **must** be password protected. Staff are not permitted to take photos or videos of children on personal devices. All digital and video images of children should be securely stored and disposed of when appropriate.

MANAGING EMERGING TECHNOLOGIES

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. Students that walk home alone are allowed to have mobile phones which are stored securely by class teachers during the school day. Use of mobile phones by students is strictly prohibited on school grounds. Inappropriate use of social media will be recorded on CPOMS and/or SIMS where appropriate. This also applies to use outside of school. The school will provide assistance to parents who request support in dealing with their child's inappropriate internet use.

E-MAIL

Staff and pupils should only use approved email accounts allocated to them by the school and should be aware that any use of the school email system will be monitored and checked. Staff should not use personal email accounts for professional purposes, especially to exchange any school related information or documents or to email parents/carers. Sensitive information must not be sent by staff via anything other than secure e-mail systems (EGRESS). Staff should not send emails to pupils. Pupils are encouraged to immediately tell a teacher or trusted adult if they receive any inappropriate or offensive emails. Irrespectively of how pupils or staff access their school email (from home or within school), school policies still apply. Chain messages are not permitted or forwarded on to other school owned email addresses.

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SOCIAL NETWORKING

Staff will not post content or participate in any conversations which will be detrimental to the image of the school. Members of staff who hold an account should be conscious of professional expectations and confidentiality if they have parents as 'friends'. Any posts that bring the school into disrepute or tarnish the reputation of the school may result in disciplinary action or dismissal. Staff **must not** have pupils as 'friends' on social media. School social media sites are password protected and class Dojo accounts are private. Any school social media presence must be approved by the SLT.

Digital communication is an area that is developing rapidly with new and emerging technologies, devices are becoming more mobile and information sharing communication is becoming more sophisticated. It is important that whilst the school recognises the potential advantages these devices can offer, there are clear and enforceable rules for their use in school, particularly when they give access to the internet and allow pictures and information to be remotely posted to a website.

Social media is a fact of modern life, and as a school, we accept that many parents, staff and pupils will use it. However, as stated in the acceptable use policies which all members of the school community sign, we expect everybody to behave in a positive manner, engaging respectfully with the school and each other on social media, in the same way as they would face to face.

Pupils will be taught the legal and moral implications of posting photos and personal information from mobile phones to public websites etc. and how the data protection and privacy laws apply.

Year 5 and 6 pupils are allowed to have a personal mobile phone or other such device in school if they travel to school alone. They are expected to hand in phones to staff on arrival at school and are expected to follow the same "On Site, Out Of Sight" policy that applies to staff and visitors.

CYBER BULLYING

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of 1 person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and encourage them to do so, including where they are a witness rather than the victim. Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

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The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

AUTHORISING INTERNET ACCESS

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school IT resource. (See Appendix 2 Agreement for Long Term Loan of Laptop and Acceptable Use Agreement)
- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- At Foundation Stage and Key Stage 1, access to the Internet will be with supervised access to specific, adult previewed on-line materials. Children's use of IT at Foundation Stage and KS1 is under supervision of class teacher/adult. Access at home will be parental responsibility.
- At Key Stage 2, access to the Internet/ Google Classroom will be under supervision of class teacher/adult. Access at home will be parental responsibility.
- Parents will be asked to sign and return a consent form. (See Appendix 1 - Acceptable Use Code of Conduct)

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to GDPR

Links to other policies and national guidance

The following school policies and procedures should also be referred to

- Safeguarding Policy
- Whistleblowing policy
- Behaviour Policy
- Guidance on Safer Working Practice
- Staff code of conduct
- GDPR regulations
- Keeping Children Safe in Education DfE September 2019
- Teaching Online Safety in Schools DfE June 2019
- Working together to Safeguard Children

Appendix 1: Acceptable Use Policy – Staff

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This agreement is designed to keep you safe whilst using school technology and to prevent you from doing anything that could endanger others, or the software used to deliver the service.

"Users"

refers to all of the registered users of the Service. They include students, teachers, parents, other school staff and administrators.

1. I will only use my own username or password to log on to the Service.
2. I will keep my Service username and password secret.
3. I will not give personal details (like my home address or mobile phone number), or the personal details of any other person, to anyone by using the Service.
4. I will not use
5. I will only download, use or upload material when I have been given the owner's permission.
6. I will only view, download, store, distribute or upload material that is lawful, and appropriate for other users. If I am not sure about this, or come across any potentially offensive materials, I will inform the school's learning platform administrator.
7. I will always respect the privacy of other users.
8. I will avoid any acts of vandalism on or to the Service. This includes, but is not limited to, uploading or creating computer viruses and mischievously deleting or altering data from its place of storage.
9. I will be polite and appreciate that other users might have different views to my own. I understand that the use of strong language, swearing or aggressive behaviour is not permitted.
10. I will use any discussion forums for exchanging information and constructive debate only.
11. I will report any incident that breaches this Acceptable Use Policy immediately to the school's learning platform Administrator.
12. I will only use the tools provided by the Service for the purpose for which they are intended. In particular I will not use them to gain the logon details for other users or for creating defamatory material.

Please read this agreement carefully. By logging on to the Service you are agreeing to be bound by the conditions above, and by those described in the RM Kaleidos Learning Platform terms and conditions, which can be found at www.rm.com/klptsandcs.

Note that all images produced by the application are the intellectual property of RM or one of its partners. Symbols used in the Amethyst theme are copyright protected by Widgit Software.

I agree to abide by the terms of the RM Kaleidos Learning Platform Acceptable Use policy

Staff Name

Staff Signature:

Date:

Appendix 2: Agreement for Long Term Loan of Laptop and Acceptable Use

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Employee Name: _____
Laptop Name _____
Username (Logon) _____
Laptop Model: _____
Laptop Serial No: _____
Additional
equipment loaned to
member of staff : _____
Date Loaned _____

General

- The above equipment is agreed as a long term loan to the named member of staff whilst in the service of this school. As part of this agreement the member of staff undertakes to make best endeavours to keep the equipment in good condition and safe. The above equipment must be returned to the school when they leave the school's employment.
- The laptop is loaned for the sole, exclusive use of the member of staff for professional purposes.
- The laptop must be kept in school during the school day and kept secure at all times.
- Laptops taken off the school premises must be secured with an encryption key.
- The Head teacher/ICT Manager can ask for your laptop at any time so that software can be installed/changed in accordance with school policy.
- The Head teacher/ICT Manager or Internal Audit may also request your laptop at any time in order to monitor usage
Except with prior explicit written permission from the Headteacher and ICT Manager, resources must not be used for school related commercial purposes or monetary gain.
- It is recommended that you change your password on a regular basis. You are prohibited from disclosing your password to any individuals. You must safeguard your user area and its contents, and will be responsible for any misuse. You may not search for, access, copy, or use passwords belonging to other people.
- It is your responsibility to ensure that all data on the laptop is regularly and adequately backed up in accordance with school policy. Please note that the use of unencrypted USB portable devices is not allowed. You should see the ICT Manager for further advice.
- Additional hardware and software may not be installed on to the laptop without the written permission of the Headteacher and ICT Manager.
- The laptop is loaned to the member of staff for professional purposes and as such additional hardware, software and device drivers should only be installed by the school's ICT Manager or the school's approved agent in accordance with the appropriate licence.
- You should check with your ICT Manager or the school's approved agent that appropriate anti-virus software has been installed on your laptop and that it is regularly updated.

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- You may not copy any software from the laptop to any other machine outside of school's control.
- Pre-installed software must not be removed or the laptop reconfigured in any way.

Insurance

- The laptop and associated equipment listed is on the school's asset register and is covered under the school's insurance. This insurance covers the use of the laptop at the teacher's home. The insurance does not cover damage/loss in transit between the school and the member of staff's home. The laptop must not be left unattended in your vehicle at any time.

Repair and maintenance

- The laptop and associated equipment listed will be repaired by the supplier for the warranty period and then by the school's normal repair arrangements but the member of staff is responsible for transporting the equipment to and from school for repair.

Care for the equipment

- The member of staff agrees to take all reasonable care of the equipment including carrying out normal software or hardware maintenance activities, such as cleaning the equipment, monitoring faults and errors, reporting errors in writing as soon as possible to the ICT Manager/designated member of staff in school.

Acceptable use.

IT IS NOT ACCEPTABLE to use a school computer for any of the following whether at home or on school premises.

- Accessing, displaying, downloading or printing of any offensive, obscene, pornographic or indecent images, data or other media files.
- Accessing social networking, file sharing and similar sites
- Accessing personal online accounts
- Participating in chain letters or registering in chat rooms.
- Posting information that may disparage, harass or cause offence to others on the basis of gender, race, age, disability, religion, sexual orientation, political affiliation or national origin.
- Publishing statements that are defamatory or information that is false or misleading concerning the school.
- Publishing confidential or proprietary information of the school on unsecured Internet sites such as Bulletin Boards or disseminating such information that might compromise its confidentiality.
- Downloading, using or distributing software or executable programs from the Internet

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- The transmission or downloading of anything other than copyright free material, including media files.
- Use of the Internet in any way which may bring the school into disrepute.

In addition to the above, staff should also note the following:-

- Your laptop computer must only be used for school related professional activity. It is not for personal use and must not be used by anyone else including family members or students.
- Files containing personal data relating to staff or students should not be held on the hard disk of your laptop or other portable computer. Where this is impractical then encryption, which renders the data unreadable without the decryption key, should be installed by the ICT Manager or the school's approved agent. A note of the encryption password must be kept securely in school
- You may not access or copy directories, programs, files, data or documents which do not belong to you unless you have prior permission from the owner.
- Pupils' work that is required for moderation and similar purposes must not be held exclusively on your laptop or other portable computer. The originals or copies must be held on the school's curriculum network.
- For your future reference, this policy will be installed on your laptop and a short cut added to the desktop. The policy must not be deleted.
- If your laptop is lost or stolen you must inform the Headteacher immediately.

Agreement of parties

The school agrees to the long term loan of the equipment to the named teacher.

IT Manager Signature _____

Headteacher Signature _____

I acknowledge that I have read and understood the above terms and conditions under which this laptop computer has been loaned to me. I accept that a breach of the Acceptable Use of this equipment may lead to disciplinary action, up to and including dismissal. I also accept that a charge may be levied against me if I do not comply with this policy and, as a consequence, repairs need to be made to the laptop.

Teacher Signature _____

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Date _____

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BEECH HILL INTERNET ACCESS STUDENT CODE OF CONDUCT

This agreement must be signed by all pupils and their parents

1	I will only use the internet as part of my education and I will only access information that helps me with my learning.
2	I will obey all classroom rules when I am using any device or computer.
3	I will not give out personal information such as my address, telephone number, the name and location of my school, my parents' work address or telephone numbers without permission from my parents.
4	I will immediately tell a trusted adult if I find anything online that upsets me, worries me or makes me feel uncomfortable.
5	I will not send any unkind, hurtful or untrue messages to other people or about other people.
6	I will not answer messages from anybody I do not know. If I receive a message from a stranger, I will tell an adult straight away.

FOR STUDENTS WITH INTERNET ACCESS AT HOME:

I will talk with my parents so that we can set up rules for Internet access at home. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other sites without their permission.

I understand that if I break any of these rules I may be banned from using the computers at school and home access to school-provided sites like Google Classroom, TT Rockstars, and Reading Plus will be prevented for a period of time that my teacher and my parents decide is appropriate.

Signed _____(Pupil)

_____(Parent/Carer)