



Online Safety Policy

School Mission Statement and Values

Our mission at St Elizabeth's Catholic Primary School is to educate our children to reach their full potential in the context of a Catholic community in which each individual shares, or is in sympathy with, the teachings of the Catholic Church and the Christian way of life.

Our core values of **equality, excellence, kindness, forgiveness, perseverance, friendship, courage, service and respect** were chosen by our pupils to be the overriding principles to which the whole school aspires, together with our golden rule, "Love one another as I have loved you" (John 13:34).

We seek to make St Elizabeth's School a secure, happy and inclusive environment that is a place:

- of the highest quality teaching and learning;
- of compassion, co-operation and reconciliation;
- where each child is seen and appreciated as a unique individual;
- in which every child's talents are developed and their needs met;
- where mistakes are learning opportunities;
- in which each child is empowered to keep themselves safe and healthy;
- where endeavour and excellence are encouraged and celebrated;
- in which cultural diversity is respected and valued;
- where we worship together, share our Christian witness, draw strength from our local parishes and serve our wider community.

This policy was adopted by the Standards and Curriculum Committee: January 2019

Policy to be reviewed: November 2022

St. Elizabeth's Catholic Primary School

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Online Safety for Pupils

At St. Elizabeth's the education of pupils in online safety is an essential part of the school's safeguarding provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Online safety is given priority in Anti-Bullying Week in the Autumn Term and in Health and Safety Week in the Spring Term, however online safety continues to be an area of focus in all areas of the curriculum and all staff are responsible for reinforcing online safety messages whenever appropriate.

All pupils discuss and sign the **Acceptable Use Agreement** (see the Appendix 1) each year which outlines acceptable computer/internet use in school.

The online safety curriculum is broad, relevant and provides progression, with opportunities for creative activities in the following areas.

Reception pupils will learn:

- The importance of only sharing information about ourselves with people whom we know.
- To recognize the difference between real and imaginary experiences, by using a camera / video and role play.
- To identify trusted people, at home and at school, who can help when using ICT.
- When and how it is appropriate to seek help.
- That they must always have permission before using computers and electronic devices.

Year 1 pupils will learn:

- That one must use a password to access the school network and that passwords must be kept private.
- That they must never go onto an Internet site without an adult's permission.
- That they must tell an adult if they hear or see something rude, or silly or naughty on the internet. Know which adults they should tell at home and at school.
- How to return to the home page of a website.

Year 2 pupils will learn:

- That one must use a password to access the school network and that passwords must be kept private.
- That websites sometimes include 'pop ups' that take one away from the main site and these may be advertising and they should not click on these.
- How to return to the home page of a website.
- That they must tell an adult if they see something rude, 'silly' or something that makes them uncomfortable on the internet. Know which adults they should tell at home and at school.

Year 3 pupils will revise all of the above and will learn:

- What having a digital footprint means.
- What information it is ok and not ok to share online.
- Ways in which they can build a positive digital footprint.

(Resource - Be Internet Legends Scheme of Work - 'Think Before You Share')

Year 4 pupils will revise all of the above and will learn:

- To critically evaluate what they see online.
- About different online scams and what 'phishing' means.
- How social media can mislead and misrepresent.
- How to get support for someone who is worried about anything online.

(Resource – Be Internet legends Scheme of Work 'Check It's For Real')

Year 5 pupils will revise all of the above and will learn:

- Why it is important to keep personal information private online.
- How to use safety tools and privacy settings to protect personal information.
- How to find and ask for help if someone feels unsafe online.

(Resource – Be Internet legends – ‘Protect Your Stuff’)

Year 6 pupils will revise all of the above and will learn:

- How to build positive and healthy online relationships and friendships.
- How to respond to hurtful online behaviour in ways that keep them safe and healthy.
- How to identify sources of support that can help friends and peers if they are experiencing hurtful behaviour online.

(Resource – Be Internet Legends – ‘Respect Each Other’)

Online safety for Parents

At St. Elizabeth’s we recognise that parents have a vital role in the education of their children and in the monitoring / regulation of the children’s on-line behaviours. The school seeks to work in partnership with parents/carers to provide information and awareness through:

- Letters, newsletters and the school web site
- Online safety sessions for parents
- High profile events / campaigns e.g. Safer Internet Day, Anti-Bullying Week etc.
- Reference to the relevant web sites (see appendix 2 for further links / resources)

Online Safety Training for Staff / Volunteers and Governors

The training of staff and governors in online safety is a vital part of the school's safeguarding provision. The school ensures that staff/governors are well-informed about online safety issues in the following ways:

- The attendance of the Designated Safeguarding Lead (DSL) at LSCB network briefings and the dissemination of information resulting from these to all staff by e-mail or in staff meetings/ Governors' meetings.
- The attendance of ICT co-ordinator at termly Local Authority (LA) briefings and the dissemination of information resulting from these to all staff by e-mail or in staff meetings/ Governors' meetings.
- Attendance at e-safety events for parents/carers
- PSHE staff meetings in preparation for Health and Safety Week and Anti-Bullying Week
- The Staff Handbook and Staff Code of Conduct e-safety section which is updated annually
- Advice from the Achieving for Children online officer – Peter Cowley.
peter.cowley@achievingforchildren.com

Technical – infrastructure / equipment, filtering and monitoring

The school has a managed ICT service provided by London Grid for Learning (LGFL) using services from Click-on-it. Internet access is filtered for all users and all internet use is logged and monitored.

Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data and these are tested regularly.

Access to YouTube is by staff login only. Children are unable to access YouTube at school.

Appendix 1

Pupil Acceptable Use Policy Agreement Template

This is how we stay safe when we use computers:

I will ask a staff member if I want to use a computer, iPad or connected device of any sort. I will not use a computer or iPad without adult permission.

I will only use activities that a staff member has told or allowed me to use.

I will take care of the computer and other equipment.

I will ask for help from a staff member if I am not sure what to do or if I think I have done something wrong.

I will tell a staff member if I see something that upsets me on the screen.

I will not share any personal details when using the computer or iPad. This includes: my name, my address, my age, my school name, my telephone number, details of my family

I will not give my username and password to other users

I know that if I break the rules I might not be allowed to use a computer or iPad.

Signed (child):.....

Class.....

Appendix 2

Useful Online safety addresses

<http://www.vodafone.com/content/parents.html>

www.childnet.com

<http://ceop.police.uk>

www.thinkuknow.co.uk

https://beinternetlegends.withgoogle.com/en_uk