

## **Online Safety (e-teaching) statement**

### ➤ **Online learning and safeguarding**

The school recognises the importance of teaching pupils about online safety, the potential dangers of the internet and their responsibilities when using communication technology.

As part of the school's commitment to the principles outlined in 'Keeping children safe in education 2023', the school will:

- Offer a safe online environment through filtered internet access.
- Ensure the filtering systems in place will prevent pupils from accessing terrorist and extremist materials, in accordance with the school's Online Safety Policy and the Prevent duty.
- Take care to ensure the use of filtering and monitoring does not cause "over blocking", which may lead to unreasonable restrictions on what pupils can be taught.
- Run assemblies on a regular basis about the potential dangers of the internet and how to stay safe online.
- Teach pupils about internet safety and cyberbullying during PSHE lessons.

Pupils and staff who use the school's ICT facilities inappropriately will be reported to the Heads, and the DSL where appropriate.

The ICT technician will keep internet filters and other safeguarding controls up-to-date, to avoid misuse and protect pupils.

Ultimately the role of teaching pupils to navigate the online world safely and responsibly plays a central role in the way computing is delivered and the way in which lessons are planned.

It is therefore clear that there is a solid understanding across the school that the teaching of online safety permeates everything we do as it is clear that children are directly or indirectly affected by the undeniable presence of technology in their lives, whether it be at school or at home.

Strictly in line with KCSIE 2023 and Safeguarding procedures, the school is acutely aware of the fact that harm to a child can be facilitated through the use of technology. It therefore understands the importance of prevention through rigorous safety measures like the necessary filters and monitoring systems that are in place in order to safeguard pupils.

The school also ensures that staff remain well informed and alert through training and regular reminders. Workshops for staff and parents are also put in place annually.

➤ **Online safety curriculum aims**

The school aims to ensure that keeping pupils safe online through different means like education, information, listening and observing, becomes the preoccupation of every member of staff and not just those directly involved with the teaching of computing.

The deliberate teaching of online safety will cover a range of topics but through repetition will lead pupils to have the tools to understand and know:

- The importance of looking after your ‘digital footprint’
- How to become a responsible digital citizen
- How to keep themselves safe online
- How to keep personal information private (e.g. setting passwords)
- How to use websites and discern between true and false information
- How to spot stereotypes
- How to ask for help when seeing or experiencing something upsetting
- How to manage their time online in a balanced and healthy way
- What cyberbullying is
- What plagiarism is
- What the ‘**SMART**’ acronym means:

**S** – **SHARE** responsibly

**M** – **MEET** – friends online, should be friends offline

**A** – **ASK** for help

**R** – **RESPECT** others

**T** – **THINK** critically & **TRUST** your instincts/protect your privacy

➤ **ROLES and RESPONSIBILITIES**

**The IT Manager will be responsible for:**

- Maintaining and keeping ICT equipment in good working order.
- Dealing with any reports of broken, damaged or faulty equipment.
- Ensuring the school's Data and Cyber-security Breach Prevention and Management Plan is adhered to.
- Carrying out checks on all computers once per term.
- Adjusting access rights and security privileges in the interest of the school's data, information, network and computers.
- Monitoring the computer logs on the school's network and reporting inappropriate use to the headteacher.
- Disabling the user accounts of staff and pupils who do not follow school policies, at the request of the headteacher.
- Assisting staff with authorised use of ICT facilities, if required.
- Assisting the headteacher in all matters requiring reconfiguration of security and access rights, and all matters relating to this policy.
- Accessing files and data to solve problems for a user, with their authorisation – if an investigation is required by the headteacher, authorisation from the user is not required.
- As all pupils have been issued with individual email addresses on Google Workspace, allowing them to log in and access home learning through Google Classroom, the IT manager manage and monitor Google Classroom accounts of pupils.

**Pupils will be responsible for:**

- Using the school's ICT facilities appropriately.
- Being aware of the school's rules around the use of ICT equipment during lessons.
- Understanding how the use of ICT improves learning.

**Parents will be responsible for encouraging ICT skills and safe ICT use at home.**

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The rules of the computer room will be displayed around the classroom, and both staff and pupils will be expected to familiarise themselves with, and adhere to, these rules.

Reviewed September 2023