



Meadgate Primary School

Online Safety and Acceptable Use Agreement

September 2024

1. Introduction

Meadgate Primary School recognises that internet, mobile and digital technologies provide positive opportunities for children and young people to learn, socialise and play, whilst understanding the challenges and risks.

The digital world is an amazing place, but with few rules. It is vast and fast moving and young people's future economic success may be partly dependent on their online skills and reputation. We are, therefore, committed to ensuring that **all** pupils, staff and governors will be supported to use internet, mobile and digital technologies safely. This is part of our safeguarding responsibility. Staff are aware that some pupils may require additional support or teaching, including reminders, prompts and further explanation to reinforce their knowledge and understanding of online safety issues.

We are also committed to ensuring that all those who work with children and young people, including their parents/carers, are informed about the ever-changing risks so that they can take an active part in helping children and young people navigate the online world safely and confidently.

2. Responsibilities

The headteacher and governors have ultimate responsibility to ensure that appropriate online safety policy and practice is embedded and monitored. The named Online Safety Lead in this school is **Ms Kay Meager**.

All breaches of this policy must be reported to **Ms Kay Meager (Head of School) and/or Mr Joseph Figg (Headteacher)**.

All breaches of this policy that may have put a child at risk must also be reported to the Designated Safeguarding Lead, **Mr Joseph Figg (Headteacher)**.

Organisations that are renting space from the school and are a totally separate organisation should have and follow their own online safety policy and acceptable use agreements. However, if the organisation has any access to the school network, cloud-based services and/or equipment then they must adhere to the school's online safety procedures and acceptable use agreements.

If the organisation is operating in school time or when pupils are on site in the care of the school, then the safeguarding of pupils is paramount and the organisation must adhere to the school's online safety procedures and acceptable use agreements.

3. Scope of policy

The policy applies to:

- pupils
- parents/carers
- teaching and support staff
- school governors
- peripatetic teachers/coaches, supply teachers, student teachers
- visitors
- volunteers
- voluntary, statutory or community organisations using the school's facilities

The school also works with partners and other providers to ensure that pupils who receive part of their education off site or who are on a school trip or residential are safe online.

The school provides online safety information for parents/carers, for example, through the website, in newsletters and at events. It is important that parents/carers understand their key role in

supporting their child/ren to behave appropriately and keep themselves safe online.

This policy is intended to protect the interests and safety of the whole school community. It is linked to the following other school policies and documents:

- Safeguarding
- Keeping Children Safe in Education
- GDPR
- Health and safety
- Home-school agreement
- Home learning
- Behaviour
- Anti-bullying
- PSHCE/RSE policies
- Adult Behaviour On School Premises

4. Policy and procedure

The school seeks to ensure that internet, mobile and digital technologies are used effectively and safely, for their intended educational purpose, in ways that will not infringe legal requirements or create unnecessary risk.

The school expects everyone to use internet, mobile and digital technologies responsibly according to the conditions set out in this policy. This policy also includes expectations on appropriate online behaviour and use of technology outside of school for pupils, parents/carers, staff and governors and all other visitors to the school.

Visiting online sites and downloading

- Staff must preview sites, software and apps before their use in school or before recommending them to pupils and parents. If internet research is set for homework and specific sites have been suggested these should have been checked by the teacher.
- When working with pupils who are searching for images this should be done through Google Safe Search or a similar application that provides greater safety than a standard search engine. Images should also be those in the public domain, or subject to appropriate creative commons licenses and therefore not subject to any copyright.

Users must not:

Visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- Indecent images of children actually or apparently under the age of 18, vulnerable people over the age of 18 or images of child abuse (i.e. images of children, digital or cartoons, involved in sexual activity or posed to be sexually provocative)
- Promoting discrimination, or hatred, of any kind in relation to any individual or group from the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, religion or belief, sex, sexual orientation
- Promoting illegal acts including physical or sexual abuse of children or adults, violence, bomb making, drug and alcohol abuse and software piracy

- Use the school's hardware and Wi-Fi facilities for running a private business
- Access or interfere in any way with other users' accounts
- Use software or hardware that has been prohibited by the school

Storage of Images

Photographs and videos provide valuable evidence of pupils' achievement and progress in a variety of contexts and can be used to celebrate the work of the school. In line with GDPR, they are used only with the written consent of parents/carers which is secured in the first instance on a child's entry to the school. Records are kept on file and consent can be changed by parents/carers at any time.

Photographs and images of pupils are only stored on the school's agreed secure networks which include some cloud based services.

Parents/carers should note that there may be some children who are at risk and must not have their image put online and others who do not want their image online. For these reasons parents/carers must follow the school's requirements that if taking pictures of children, for example at school productions and similar events, keep those for their own memories and do not share on social media.

Staff and other adults e.g. volunteers working with pupils, must only use school equipment to record images of pupils whether on or off site.

Use of personal mobile devices (including phones)

The school allows staff, including temporary and peripatetic staff, and visitors to use personal mobile phones and devices with discretion and not while supervising children. Under no circumstance should a member of staff contact a pupil using their personal device.

Parents/carers may only use personal mobile phones and devices in designated areas unless otherwise informed, e.g. for specific events and activities.

As children in Year 6 are beginning to walk to and from school unaided, Year 6 pupils may bring personal mobile devices/phones to school but both the pupil and their parent must have signed the acceptable use policy for mobile phones. On arrival at the school, phones should be handed directly to staff in the office for safe keeping. Under no circumstance should pupils use their personal mobile devices/phones to take images of

- any other pupil
- any member of staff

The school is not responsible for the loss, damage or theft of any personal mobile device that is brought into school.

Reporting incidents, abuse and inappropriate material

There may be occasions in school when either a pupil or an adult receives an offensive, abusive or inappropriate message or accidentally accesses upsetting or abusive material. When such a situation

occurs, the pupil or adult must report the incident immediately to the first available member of senior staff or the head teacher. Where such an incident may lead to significant harm, safeguarding procedures should be followed. The school takes the reporting of such incidents seriously and where judged necessary, Mr Joseph Figg will refer details to social care or the police.

5. Curriculum

Online safety is fully embedded within our curriculum. The school provides a comprehensive age appropriate curriculum for online safety which enables pupils to become informed, safe and responsible. The curriculum is flexible and can respond to any immediate online safety issues and risks as they emerge.

It is necessary for pupils to develop skills of critical awareness, digital resilience and good online citizenship to enable them to use internet, mobile and digital technologies safely and responsibly. Pupils are taught to recognise the creative, collaborative, cultural, economic and educational opportunities provided by the internet, mobile and digital technologies. Curriculum work will also include areas such as:

- Understanding how to use the internet, mobile and digital technologies safely in a balanced and appropriate way to avoid negative impact on wellbeing, e.g. regulated screen time and diverse online activity
- Learning how to develop a positive online reputation and enhance future opportunities e.g. in relationships and employment
- Developing critical thinking skills and the confidence to challenge and question what they see and read in relation to online content e.g. recognising fake news and extremism, understanding commercial manipulation, maintaining an authentic sense of self that is resilient to online pressure, learning how easy it is to lie online (i.e. users may not be who they say they are and may have ulterior motives.) Understanding the dangers of giving out personal details online and the importance of maintaining maximum privacy online
- Thinking carefully before safely and legally sharing images or videos online, considering their appropriateness and understanding the importance of gaining consent before posting photographs of others.
- Understanding the permanency of all online postings and conversations
- Understanding relevant legislation, including copyright, and the importance of respecting other people's information, reputation and images.
- Understanding the importance of online respect and what constitutes cyberbullying, how to avoid it, the impact it has and how to access help.

6. Working in Partnership with Parents/Carers

The school works closely with families to help ensure that children can use internet, mobile and digital technologies safely and responsibly both at home and school. The support of parents/carers is essential to implement the online safety policy effectively and help keep children safe.

It is important that parents/carers understand the crucial role they play in this process. The school seeks to regularly consult and discuss online safety with parents/carers and seeks to promote a wide

understanding of the benefits of new technologies and associated risks. The school provides regular updated online safety information through the online safety page of our website, newsletters and by other means. Parents are encouraged to talk to staff in school if they are unsure how to approach an online safety concern with their children, need advice around appropriate software or support with parental controls.

Parents/carers are asked to read, discuss and co-sign with each child the Acceptable Use Agreement. The Acceptable Use Agreement explains the school's expectations and pupil and parent/carer responsibilities. See Appendix A and B

7. Records, monitoring and review

The school recognises the need to record online safety incidents, via myconcern, and to monitor and review policies and procedures regularly in order to ensure they are effective and that the risks to pupils and staff are minimised.

All breaches of this policy must be reported and all reported incidents will be logged. All staff have the individual responsibility to ensure that incidents have been correctly reported.

The school supports pupils and staff who have been affected by a policy breach. Where there is inappropriate or illegal use of internet, mobile and digital technologies, this will be dealt with under the school's behaviour and disciplinary policies as appropriate. Breaches may also lead to criminal or civil proceedings.

Governors receive termly summary data on recorded online safety incidents, within their safeguarding reports, for monitoring purposes. In addition governors ensure they have sufficient, quality information to enable them to make a judgement about the fitness for purpose of this policy on an regular basis.

Appendix A - Online Safety Agreement Primary Pupils

My online safety agreement KS2

- I know what to do and have identified trusted adults that I can talk to if I have concerns about my safety online or the safety of others.
- I will ask permission before using digital technologies.
- I will keep my password private.
- I will log out when not using digital technologies.
- I will ask permission before taking photos of people and uploading them.
- I will create content for positive reasons.
- I will support my classmates and report negative comments.
- I will check the timer whilst using online platforms understanding that excessive screen time can impact negatively on mental health.
- I know that poor choices will result in my screen time being reduced.
- I know that all games, platforms and software have age restrictions to keep me safe.
- I agree to all the above terms.

Appendix B - Online Safety Agreement Primary Pupils

My online safety agreement KS1

I want to feel safe when I use digital technology. I agree that I will:

Always keep my passwords a secret

Only open pages which my teacher has said are OK

Only work with people I know in real life

Tell my teacher if anything makes me feel scared or uncomfortable

Make sure all messages I send are polite

Show my teacher if I get a nasty message

Not reply to any nasty message or anything which makes me feel uncomfortable

Talk to my teacher or trusted grown up before using anything on the internet

Not tell people about myself online (I will not tell them my name, anything about my home and family and pets)

Not load photographs of myself onto the computer

Understand that anything I do on the computer may be seen by someone else.

Dear Parent/Carer,

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all children to be safe and responsible when using any IT. It is essential that children are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through these online safety rules with your child/ren and talk with them to ensure they understand their importance and what it means for them (and for you). When you have done this, you both need to sign this agreement to say that you agree to follow the rules. Any concerns can be discussed with staff in school.

Please return the signed sections of this form which will be kept on record at the school.

Pupil agreement

Pupil name.....

This agreement is to keep me safe. I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.

Pupil signature.....

Parent(s)/Carer(s) agreement

Parent(s)/Carer(s) name(s).....

I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child/ren. I/we agree to support them in following the terms of this agreement.

I/we also agree not to share school related information or images online or post material that may bring the school or any individual within it into disrepute.

(Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents).

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement.

Parent(s)/Carer(s) agreement

Parent(s)/Carer(s) name(s).....

Parent/carer signature.....

Date