St. Augustine's
Catholic Primary School

"Hand in hand, we listen to God's call, we learn from God's word and we share God's love through service."

Online Safety Policy 2023

Review: Annually

Head Teachers signature:
Governor's signature:

This policy should be read alongside St Augustine's Catholic Primary School's policies and procedures on child protection and safeguarding.

The purpose of this policy is to:
- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices including smart watches
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy applies to all staff, children, governors and anyone involved in St Augustine Catholic Primary School's activities.

Legal framework
This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of the key legislation and guidance are available on:
- online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- child protection learning.nspcc.org.uk/child-protection-system

We believe that:
- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:
- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using St Augustine's network and devices
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

We will seek to keep children and young people safe by:

- appointing an online safety coordinator; Celia Monaghan
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others including through our Computing curriculum
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents/carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person
- reviewing and updating the security of our information systems regularly
- ensuring that usernames, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organization
- ensuring personal mobile devices are not used in school by children, staff do not use mobile devices around the school and smart watches have photo permissions disabled and staff are aware of policy guidelines for mobile devices and smart watches

If online abuse occurs, we will respond to it by:
- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual
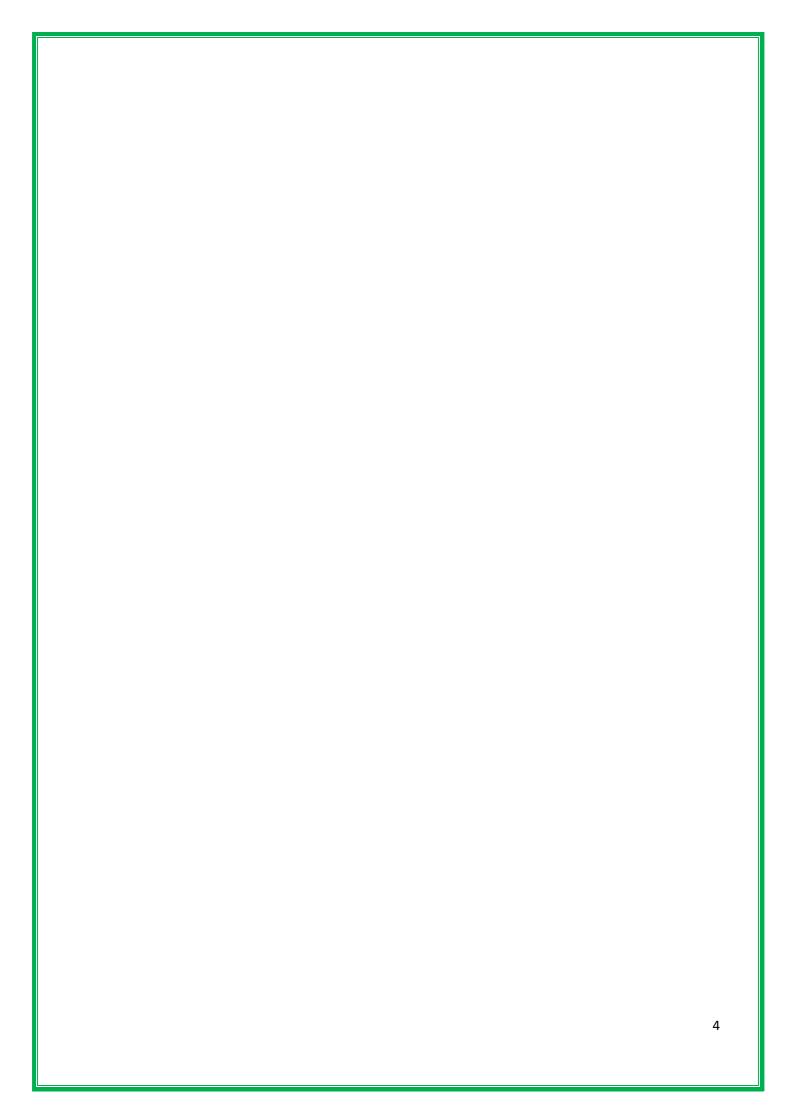exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order

to ensure that any problems have been resolved in the long term.

Related policies and procedures
This policy should be read alongside our organisational policies and procedures, including:

- Child protection and Safeguarding Policy; including procedures for responding to concerns about a child or young person's wellbeing; dealing with allegations of abuse made against a child or young person; managing allegations against staff and volunteers
- Code of conduct for staff
- Anti-bullying policy and procedures
- Photography and image sharing guidance

Remote Learning agreement

Teachers and pupils will continue to access lessons and resources online on a daily basis through Google Classroom, (Meet), Zoom or Tapestry.

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Pupil expectation/code of conduct for remote learning
Rules regarding technology

- I will only use school technology for school purposes as directed by my teacher or teaching assistant.
- I will only take part in 'live' streaming if an adult knows that I am doing it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Google Meet and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.

- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent/carer.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at School.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I will not share any school content on social media platforms
- I understand that when using Google Classroom and other applications provided by the school that my 'use' can be monitored and logged and can be made available to my staff.
- If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any pupil who missed the live conferencing.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied and my parent will be contacted.

When participating in an audio or video conference on Google Meet, or any other video conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when in school. This includes:

- Be on time for your interactive session
- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers

- Provide feedback to teachers about your experiences and any relevant suggestions when asked
- Video conference from an environment that is quiet, safe, public and free from distractions.
- Please avoid using a bedroom for video conferencing.
- You MUST NOT record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so.

Parents/Carers

- We understand that parents/carers are likely to be in the same room when their children are accessing learning. During any live sessions we ask that parents/carers do not join
the lesson or interrupt unless invited to do so.
- Where parents/carers are in the same room, all the expectations of conduct and dress apply also to the parents.
- Please ensure that there are parental controls on and devices your son/daughter is   using. For help with this please see here.
https://www.nspcc.org.uk/keepingchildrensafe/onlinesafety/parental-controls/

General Rules and Guidelines

1. It is strongly recommended that you follow the school timetable as far as possible.
2. Please complete tasks as they are set for each lesson. Teachers will aim to be available at the times when they would normally be teaching you in order to answer questions. This will be through Google Classroom.
By clicking the zoom or meet invite, you are agreeing to abide by the code of conduct for participating in live streamed sessions.