MANOR PARK SCHOOL AND NURSERY

ONLINE SAFETY POLICY

The Online Safety Policy in respect of Manor Park Primary School has been discussed and adopted by the Governing Body

Last updated: May 2023
To be reviewed: May 2026

PERSON RESPONSIBLE FOR POLICY:	Simon Cotterill/ Laura Power
APPROVED:	
SIGNED:	
TO BE REVIEWED:	May 2026

<div align="center">

MANOR PARK SCHOOL & NURSERY

ONLINE SAFETY POLICY

</div>

Areas Covered by Policy
Roles and Responsibilities
Physical Safety
Network Safety
Internet Safety
E-mail Safety
Cross curricular links
Use of Digital Images
Cyber-Bullying
Mobile Phones
Copyright
Data Protection Act
Online Safety Rules

Purpose

Technology, including the Internet and other digital and information technologies are powerful tools which have become integral to the lives of children and young people in today's society. These tools open up new opportunities for everyone; helping teachers and pupils learn from each other, stimulating discussion, promoting creativity and promoting effective learning.

The purpose of this Online Safety policy is to ensure safe and appropriate use by all members of our school community, including: the Headteacher, governors, senior leaders and classroom teachers, trainees, support staff, parents, members of the community and the children themselves.

We believe our children have an entitlement to use the Internet and related communications technologies appropriately and safely whilst understanding that the use of these new technologies can also put them at risk within school and at home. Although our children are young some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content,
- Unauthorised access to/loss of/sharing of personal information,
- The risk of being subject to grooming by those with whom they make contact on the Internet,
- The sharing/distribution of personal images without an individual's consent or knowledge,
- Inappropriate communication/contact with others, including strangers,
- Cyber-bullying,
- Access to unsuitable video/Internet games,

- An inability to evaluate the quality, accuracy and relevance of information on the Internet,
- Plagiarism and copyright infringement,
- Illegal downloading of music or video files,
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Due to the scale and nature of the Internet, it is impossible to eliminate these risks completely. Therefore we provide guidance for our children on how to use the Internet safely and responsibly in school and at home and also to provide them with a strategy for dealing with anything they find upsetting, confusing or inappropriate.

Roles and Responsibilities

The following section outlines the roles and responsibilities for Online Safety of individuals and groups within the school:

Governors

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy.

Headteacher

The Headteacher is responsible for ensuring the:-

- safety (including Online Safety) of members of the school community,
- staff and governors receive suitable CPD to enable them to carry out their Online Safety roles and to train other colleagues,
- Designated Senior Lead (DSL) for Safeguarding, including Child Protection, is aware of the procedures to be followed in the event of a serious Online Safety allegation being made against a member of staff.

Teaching and Support Staff

At Manor Park School and Nursery teachers and support staff are responsible for ensuring that:-

- they have an up-to-date awareness of Online Safety matters and of the current school Online Safety policy and practices,
- they report any suspected misuse or problem to the Headteacher for investigation/action,
- they communicate with children on a professional level and only using official school systems,
- Online Safety issues are embedded in all aspects of the curriculum and other school activities,
- children have an understanding of and follow the school Online Safety and acceptable use rules,
- children have a developing understanding of using the Internet safely and responsibly, including the use and sharing of digital images,
- they monitor ICT activity in lessons and, where applicable, extra curricular and extended school activities,
- they are aware of Online Safety issues related to the use of mobile phones, cameras, other hand held devices and portable media and that they follow current school policies with regard to these devices,
- in lessons where Internet use is pre-planned children are guided to sites checked as suitable for their use and instructed on how to deal with any unsuitable material that is found in Internet searches.
-

Children

At our school we ensure that our children:-

- learn how to use the Internet safely and responsibly,
- report anything they find upsetting or inappropriate to their teacher or supervising adult,
- do not bring mobile phones or other handheld digital devices into school unless given permission for a specific purpose by the Headteacher.

Parents/Carers

We recognise that Parents/Carers play a crucial role in ensuring that their children understand the need to use the Internet/mobile devices in an appropriate way. Therefore we take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, the school's website and through the notification of information about national/local Online Safety campaigns and literature.

Curriculum

The teaching of Online Safety is an essential part of our school's Online Safety provision. This is provided in the following ways:-

- Online Safety guidance is taught regularly in a range of lessons including ICT and PHSE and is regularly revisited as appropriate - this covers both the use of appropriate and safe ICT and new technologies,
- Rules for use of ICT systems/the Internet are posted in all rooms and referred to in all teaching areas where the children have access to the Internet,
- Children are taught (in all curriculum areas) how to use information accessed on the Internet and to be critically aware of it.

Key: Normal text gives contexts and information
Italic text indicates teaching given to pupils
Bold texts indicate key expectation to ensure positive and safe use

Physical Safety
- All electrical equipment in the school is tested annually to ensure that it is safe to use. *Pupils are taught about the dangers of electricity as part of the science and PSHE curriculum.* **We expect pupils to behave appropriately near electrical sockets and appliances.**
- Workstations are cleaned and sanitised regularly. *Pupils are taught to avoid taking food and liquids anywhere near the computers.* **We expect all users to refrain from eating and drinking when working at a computer.**
- Health and safety guidance states that it is not healthy to sit at a computer for too long without breaks. *Pupils are taught correct posture for sitting at a computer and that sitting for too long at a computer can be unhealthy.* **We expect all users to take responsibility for their own physical well-being by adopting good practices.**
- Computers and other ICT equipment can be easily damaged. *Pupils are taught the correct way to use ICT equipment.* **We expect pupils to respect ICT equipment and take care when handling and using.**
- **Digital Leaders trained to report any breakages to computing lead.**

Network Safety
- All users log on using a username and password. *Pupils are taught that they should only access the network using that particular log in.* **We expect all users to only logon using an appropriate username.**
- Access to other user's personal folder is not restricted by the network. *Pupils are taught not to access another user's work without permission.* **We expect pupils to respect the privacy of all other users and to make no attempt to access or interfere with another user's work.**
- On the network there are "shared resource" areas where many different groups of users can save work so that it is available to others. *Pupils are taught how to access and save to these shared resource areas.* **We expect pupils to respect the contributions of others, not to delete or alter others' work and to ensure that they only save work to shared areas with permission.**
- Printing can be sent from all classes. *Pupils are taught to only print when necessary to save resources for financial and environmental reasons.* **We expect pupils to only print out work when directed by staff to do so.**
- The network software does not prevent changes being made to computer settings. *Pupils are taught that making changes may prevent the computer from working properly.* **We expect all users to make no attempt to alter the way the computer is set up.**
- Only the network administrators are permitted to install software on to computers. *Pupils are taught that the network or an application may not function properly if programmes are installed.* **We expect all users to make no attempt to load or download any programme onto the network.**

Internet Safety

- When using a network workstation all access to the Internet is protected by a number of different filters. These filters are designed to prevent accidental or deliberate access to unsuitable materials. However, no system is 100% safe and we expect users to behave responsibly. *Pupils are taught that the Internet contains many websites that are useful but that there are also websites that are unpleasant, offensive, not child-friendly or can damage your computer.* **We expect pupils to make no attempt to access a website that they know to be unsuitable for children and/or containing offensive language, images, games or other media.**
- Pupils accessing the Internet at home are subject to the controls placed upon them by their parents. However, any home use of the Internet made in connection with the school or school activities; any of its staff, pupils and governors or any partnership organisation will be subject to this policy and any breach dealt with as if the event took place at school. **We expect all members of our school community to behave as positive ambassadors of the school in all school related activities made through the Internet.**
- The school website contains school policies, newsletters and other information. **We expect all persons accessing the school web site to treat the content with respect and make no attempt to reproduce, use or alter any part in any way with malicious intent. No part can be reproduced for commercial reasons without written permission from the school.**

Email Safety

- Some pupils will have their own webmail accounts at home. As these are independent of the school they do not necessarily come with the safeguards that we set for email usage. Therefore we do not permit the use of personalised email accounts by pupils at school or at home for school purposes. *Pupils are taught that using a personalised webmail account in school or for school use is not permitted.* **We expect pupils to use school issued email accounts only.**

Digital Images

- Digital still and video cameras are used for recording special events as well as being essential tools for everyday learning experiences across the curriculum. As part of pupil induction, parents are asked to sign a consent form for images of their children to be used for school purposes. Some images celebrating the work of pupils involved in everyday and special event activities may be selected to be shown on the school website. On the website we never state a child's full name with their image. **The school will happily remove any image of a child on the school website at their parent's request.**
- Digital images may be shared with partner schools and organisations as part of collaborative learning projects. This can include live video conferencing. All such use is monitored and supervised by staff. *Pupils are taught to seek permission before copying, moving, deleting or sending any images taken within school.* **We expect all pupils to seek permission from staff before sharing images outside of the school environment.**

Cyber-Bullying

- The school takes bullying very seriously and has robust procedures for identifying and dealing with it. Cyber-bullying is the use of any communication medium to offend, threaten, exclude or deride another person or their friends, family, gender, race, culture, ability, disability, age or religion. *Pupils are taught about bullying as part of the PSHE curriculum*. **We expect all members of our community to communicate with each other with respect and courtesy. Bullying of any type will not be tolerated by the school and will be dealt with under the procedures within the Whole School Policy on Behaviour, including bullying.**

Mobile Phones

- Pupils are not permitted to have mobile phones upon their person in school. We recognise that our oldest pupils may walk on their own to and from school and parents may wish them to have a mobile phone for emergencies. However, we discourage this on security grounds as they are easily lost, damaged or stolen. *Pupils are taught that they shouldn't have a mobile phone on their person in school and that any phone*

brought in must be handed to the office for the duration of the day. **We expect pupils not to carry a mobile phone in school.**

Copyright

- Though there are lots of free to use resources on the Internet, the majority of image, sound and music files are covered by copyright laws. Some can be used for educational reasons without permission provided that the source is stated and that they are not made available outside the school. Some cannot be used under any circumstances, this is particularly so for music but can apply to other types of file e.g. photographic images. Care therefore needs to be taken with multi-media work which incorporates anything downloaded from the Internet or any other published source that it is not uploaded onto the school's website or broadcast through any other technology. *Pupils are taught that the people who put their work on the Internet may not always want people to copy or use their work and that they should check whether they have permission.* **We expect all users to respect copyright laws.**
- It is important to know what work is original and when chunks of text have been copied from other sources such as the Internet. *Pupils are taught that they should not present the work of others as their own work. Older pupils are taught about copyright and how to extract or paraphrase information.* **We expect all pupils to make it clear what is their own work and what is quoted from other sources.**

Data Protection Act

The Data Protection Act 1998 gives you the right to access information held about you or your child by the school. The school has the right to charge for supplying this information. Further information on the Data Protection Act can be obtained from the Department of Constitutional Affairs – www.justice.gov.uk

Glossary of terms

Email   Text based messages sent through the Internet
Internet   A global network of computers which allow efficient communication from any point to any point
Network   A group of computers linked together and often managed by a server
Server   A computer that controls access to a network of computers and usually stores data for all users
Webmail   Email service which is held on a secure website and can be accessed anywhere on the Internet

Policy Written – May 23

Agreed by:

Governor _____

Headteacher _____

Date _____

Review – May 26