

## Online Safety - Pupils

Last Revision Date	August 2017
This policy is reviewed by	Deputy Head/Head of Computing
Group	Pastoral/Academic
ISI Reference	
Next Review Date	August 2018

Tick which category this document refers to:

ISI requirement to be made available	
ISI requirement to be on website	
Internal staff only	
Internal students only	
Internal staff and students	
Statutory requirement to have on website (non ISI)	

<b>Key Contacts:</b>	
<b>Designated Safeguarding Lead (DSL):</b>	Julia Sutherland
<b>Designated Safeguarding Deputy:</b>	Karin Green
<b>Lead Governor for Child Protection:</b>	Chris Sutton
<b>Lead Governor for Prevent:</b>	Philippa Hoyle
<b>West Sussex Children’s Services - Multi-Agency Safeguarding Hub (MASH):</b>	Tel: 01403 229900 (Out of Hours – 0330 222 6664) <a href="mailto:MASH@westsussex.gcsx.gov.uk">MASH@westsussex.gcsx.gov.uk</a>
<b>Sussex Police Prevent Team</b>	Tel: 101 Ext. 531355 <a href="mailto:prevent@sussex.pnn.police.uk">prevent@sussex.pnn.police.uk</a>
<b>Local Authority Designated Officer (LADO):</b>	0330 222 3339 (Please refer to MASH first)

## Online Safety - Pupils

**All staff need to be aware of the issues related to Online Safety and should guide the children in their use of technology.**

All Online Safety issues should be reported to Julia Sutherland or to Chris Calvey (Headmaster) in her absence. An incident log will be kept of all online safety issues and action taken.

As a school, we have clear boundaries for all children (and staff) when using technology. Staff and Pupils (Years 3 - 8) sign an “acceptable use” form at the beginning of each academic year.

With regards to pupils, any misuse of IT equipment or deviation from acceptable use will be dealt with in line with the School behaviour policy and, if bullying is involved, the School anti-bullying policy. (With regards to staff, see Online Safety - Staff Acceptable Use of Technology)

### Curriculum

Online Safety is embedded into the curriculum and covered in detail in the ICT and Learning for Life (L4L) curricula. Pupils are taught about:

- safe use of the internet and technology
- keeping their personal information safe
- keeping themselves safe and alerted to the dangers of peer on peer abuse, with issues such as sexting discussed (as appropriate)
- the impact of Cyberbullying and advised to seek help if they have been affected by any online bullying.
- copyright and plagiarism (as appropriate)
- reliability and accuracy of information; for example, not everything online is true; they learn searching skills and how to evaluate material
- the laws surrounding some of the Online Safety issues (as appropriate).

### Mobile devices

At Great Walstead a pupil may bring in a laptop/netbook/tablet, if agreed by the Director of Learning Development or in some circumstances the Head of Computing. In order to bring such devices into school a pupil will have read and signed an “acceptable use” form. These forms are retained by the Director of Learning Development.

A basic e-reader may also be used once the necessary form has been completed and returned to the Head of Computing.

At no time are users allowed to access the internet via their personal devices. Mobile phones and other devices, such as an iPod Touch, are not allowed in school, although some form of mobile device may be allowed when going on a school trip – at the leader's discretion.

In the event of such a device being brought into school without permission, a member of staff will

- Ask the student to hand it into the school office for safe keeping.
- Arrange for the student's parents to be telephoned asking them to collect it at the end of the day, or tell the student to collect it to take it home.

Under normal circumstances staff will not access any of the devices brought into school.

### **Peer on Peer Abuse**

In today's society children have the ability to be in contact with their peers 24/7. While most of the time this communication is harmless there is the possibility of peer on peer abuse. Peer on peer abuse can be both emotional (cyberbullying) and sexual in nature, although there may be no sexual contact (sexting). Children can be abused by their peers because of their looks, their beliefs or their perceived sexual orientation (these are just a few examples). This type of abuse is extremely harmful to the child and cannot be dismissed as banter or part of growing up.

### **Sexting**

In recent years there has been a worrying increase in inappropriate images being circulated via mobile phones and internet-enabled devices. Young people are encouraged or harassed into sending sexual images of themselves or may be curious and exploring their own sexuality. The images are usually sent using apps such as SnapChat, but they could be sent via other means or uploaded.

If a teacher has been made aware of this happening or made aware of inappropriate images on a device that has been brought into school:

- They should immediately inform the Designated Safeguarding Lead (DSL) or in their absence the deputy
- The device, if in the teacher's possession, should be handed to the DSL (or in his absence the deputy) and secured
- MASH (the Multi Agency Safeguarding Hub) will be informed and guide further action

- It may be necessary to access and examine the device; this will be done by a member of the same sex with a member of the safeguarding team present.
- It may be necessary to inform the police and, if so, they will guide further action
- Any conduct possibly involving an adult will always be referred to the police immediately
- Parents will be informed and any device holding the images may be accessed with a parent present, when discussing the matter (unless the police or MASH indicates otherwise).
- The images will not be forwarded, saved or printed out
- The images will be deleted once the issue has been dealt with (usually on the advice of the police or MASH).
- Copies of the images will need to be traced so that all copies are deleted
- A record of all incidents of sexting will be kept in the safeguarding file

Any child that has been depicted in inappropriate images and any children who sent or received them will need to have time to discuss the issues (possibly with outside counsellors) and they will also need to be made aware of safe and responsible use of technology.

If a child is at risk of significant harm a referral should be made to MASH by the DSL without delay.

It is a criminal offence to send inappropriate images of a child (anyone under the age of 18), and children and their parents will need to be made fully aware of the law.

### **Pornography**

An increasing number of young people have watched pornography online. Some may have been coerced into doing so by their peers or others they associate with, others may simply stumble across it. As a school we need to remain vigilant to comments about pornography or changes in behaviour and language.

Any reference to pornography or concerns about a child must be passed on to the DSL so that appropriate action can be taken.

If a child is at risk of significant harm a referral should be made to MASH by the DSL without delay.

## Cyberbullying

Most Great Walstead students are under 13 and therefore too young to use social media sites. Those children who are 13, and who may have access to such sites, are not permitted to access them at school. Despite the age restriction applicable to these sites, there are still likely to be issues arising as many children are known to have access to these sites in their home environments.

As stated mobile phones are not permitted in school. Out of school many pupils have use of mobile phones and communication between pupils is normal.

If a pupil or parent makes a bullying accusation about another member of the School community it will be investigated in line with the anti-bullying policy. However, it is necessary that written evidence (computer printout) or visual evidence (shown to staff member) is provided. If this evidence has not been provided the School will do all it can to support the “victim”, but will not be able to take further action until they are in receipt of the evidence.

In the event of evidence, action will be taken in line with the School’s anti-bullying policy and the parents of all parties will be informed. Depending on the type and severity of the evidence, the School may hand the matter over to the police and seek advice on the appropriate course of action. Cyberbullying is a crime and children and their parents will be made aware of this.

All forms of Cyberbullying are taken seriously. In the event of Cyberbullying:

- The parents of all parties will be informed and may be asked to bring in the device or copies of transcripts so that the School can investigate what has occurred
- The victim will receive support.
- Once bullies have been identified, steps will be taken to help them change their behaviour in line with the School’s anti-bullying policy.
- In some instances, a criminal act may be being committed, as there are laws against harassment and threatening or malicious communication. In these circumstances the police will be informed and will advise the School about what action to take.
- All Cyberbullying accusations will be logged and actions taken will be noted.

If a child is at risk of significant harm a referral should be made to MASH by the DSL without delay.

## Radicalisation

All staff are made aware of the Prevent duty through the online Channel Awareness Module. This module makes staff aware of factors that can make people vulnerable to radicalisation and how to identify people at risk from being drawn into terrorism. Staff will look to identify children who may be vulnerable to radicalisation, and know what to do if they are identified. At the same time staff will promote British values and provide a safe environment for all children in our care.

The School views radicalisation as a Safeguarding issue and, as such, the DSL would be informed, in order to contact MASH or the local Police Prevent Team on 101 – Ext. 531355 to discuss concerns or email [prevent@sussex.pnn.police.uk](mailto:prevent@sussex.pnn.police.uk). If there are any questions about Prevent, including if a referral is appropriate, the Local Channel Panel Chair, Beverly Knight, can also be contacted on 0330 222 4223 or 0789 458 9071 or email [Beverly.knight@westsussex.gov.uk](mailto:Beverly.knight@westsussex.gov.uk)

The Department for Education [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk) has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264).

If the concerns are serious and a child's life is in immediate danger, or we believe that they may be imminently planning to travel to destinations such as Syria or Iraq, 999 will be called or the confidential Anti-Terrorist Hotline on 0800 789 321.

## Education

To try to prevent the possibility of such incidents happening, discussions will be held with all of the older students about the safe use of Social Media through the ICT curriculum and Learning for Life sessions, including:

- Their 'digital footprint'
- Asking for permission before uploading images/videos of friends
- Privacy setting
- Protecting personal information
- Issues and the law related to Cyberbullying, Harassment and Sexting
- The fact that not everything they read is accurate and some sites may have a very biased/radical point of view.

## Internet and World Wide Web

Students are allowed to access the World Wide Web at school, if they have permission from the adult who is supervising. The School has all the necessary guards in place to make sure the sites are filtered – this includes filtering extremist sites. Despite this, very

occasionally unwanted material is accessed. If this happens the following action should be taken:

- Staff should note the URL (web address) so we can add it to the list of banned websites and close down the page.
- If it is not appropriate to spend time writing down the URL, make a note of which computer and who was on it at what time, so we can trace the problem.
- Staff should inform Julia Sutherland immediately, who will pass on details to the IT Help Desk, so that Kelly Pugh or Philip Anscombe can take appropriate action. This may include blocking the site or turning off the internet connection while the issue is investigated.
- Julia Sutherland will inform the Form Teacher and Head of Section of the circumstances so they can support the student as necessary.
- Parents will be informed as necessary either by the member of staff taking the lesson or the Form Teacher/Head of Section.

If a child intentionally searches for inappropriate material, action will be taken. The nature of the sanction will depend on the severity of what has occurred and will be guided by the School's Behaviour policy. Parents will be informed by the member of staff taking the lesson or the Form Teacher or Head of Section.

### **Key link policies**

- Child Protection – Safeguarding and Welfare of pupils
- Online Safety – Staff Acceptable use of Technology
- Staff Code of Conduct
- Dignity at Work
- Whistleblowing
- Equal Opportunities
- SEN policy
- Behaviour policy
- Anti-bullying policy

## Using Technology Safely - Pupils

I will .....

- Log in to the School network using my personal login
- Ask my teacher if I want to use the internet
- Only write things that are kind about my friends, my teachers or the School
- Not send unkind messages to anyone
- Never upload anything (picture, video or audio file) without being asked to do so by a teacher
- Remember to check more than one website when doing my school work, and make sure that I say which sites I have used.
- Avoid copying pictures if they are copyright protected © and avoid copying the written word. I will read what it says and put it into my own words.
- Only take images on a camera, tablet or laptop if I have asked my teacher and try to remember to delete the images at the end of the lesson.
- Not digitally manipulate any image of any other student unless permission has been given by the pupil concerned and the teacher in charge. At no time, will I use manipulated photos to make fun of anyone.

I understand that.....

- I should keep my personal information safe
- Someone I meet online is not a real friend, however long I have been chatting to them
- I should not open emails and instant messages from someone I don't know, as they could contain a virus or nasty message or picture

I know that .....

- I should be careful about the sites I access and make sure they are appropriate
- I can take screen shots of any unkind messages to use as evidence
- It is important I tell an adult that I trust, like my Mum or Dad, Grandparents, or my teachers if someone is being unkind to me or if I receive messages that make me feel worried.

Keep safe and have fun

*All School internet access is filtered and supervised, but you should be aware that on rare occasions you might find inappropriate material. If you do, you should immediately tell a teacher. The School will do all it can to try to prevent this happening, and will inform your parents if there is cause for concern.*

I have read the “Using Technology Safely - Pupils” document and will use the computers and devices sensibly.

- Full Name \_\_\_\_\_
- Form \_\_\_\_\_
- Signature \_\_\_\_\_
- Parent’s signature \_\_\_\_\_
- Date \_\_\_\_\_