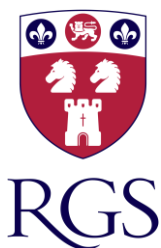




**ONLINE SAFETY
POLICY
JUNIOR SCHOOL**



RGS



ONLINE SAFETY POLICY

Newcastle upon Tyne Royal Grammar School

INTRODUCTION

The nature of technological advance means that the RGS regularly reviews both its provision of IT and its policies regarding safe use. Specific education for students regarding e-safety is incorporated into PSHE lessons and in other age specific formats e.g. Computing lessons in the Junior School. However at the RGS, online safety is a whole school issue and as such will be addressed across the curriculum.

See also:

- Safeguarding policy
- Safeguarding Code of Conduct
- Procedure for reporting a concern about an adult working at the school
- Anti-bullying policy
- Anti-cyber bullying policy
- Behaviour and sanctions policy
- BYOD policy
- Privacy notice
- Acceptable use policies (for staff and students)
- PSHE scheme of work and PDS scheme of work in the Junior School
- E-safety policy
- Computing – Junior School policy
- Junior School mobile phone contract

WHAT IS E-SAFETY?

In today's society, children, young people and adults interact with technologies such as mobile phones, games consoles and the internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial to all, but can occasionally place children, young people and adults in danger.

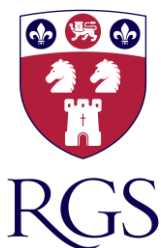
E-safety covers issues relating to children and young people as well as adults and their safe use of the internet, mobile phones and other electronic communications technologies, both in and out of school. It includes education for all members of the school community on risks and responsibilities and is part of the *duty of care* which applies to everyone working with children.

This policy applies to all members of the *school* community (including staff, students, volunteers, parents/carers, visitors, community users) who have access to and are users of school digital technology systems, both in and out of the *School*.

ROLES AND RESPONSIBILITIES

The following section outlines the roles and responsibilities for e-safety of individuals and groups within the School.

Governors are responsible for safety and wellbeing of students as part of their safeguarding duties. Governors receive termly information about e-safety incidents and monitoring reports as part of the safeguarding report.



DESIGNATED SAFEGUARDING LEAD (DSL)

The Pastoral Director is the Designated Safeguarding Lead (DSL) and has overall responsibility for e-safety issues. In conjunction with the Director of IT Services, the Pastoral Director reviews both the strategic and practical management of e-safety in the School on a continuing basis. This includes making sure that staff are aware of their responsibilities to promote safe IT use in their lessons, procedures if they are concerned about IT misuse and how to report an e-safety incident. Staff are given updates regarding e-safety as part of their safeguarding briefings during the year.

The Pastoral Director will keep a record of e-safety incidents and how they were dealt with. The Pastoral Director should ensure that staff and students understand that the technology provides additional means for child protection issues to develop through:

- Sharing of personal data
- Access to illegal/inappropriate materials
- Inappropriate online contact with adults/strangers
- Potential or actual incidents of grooming
- Cyber bullying

The Director of IT Services has responsibility for ensuring that the school's technical infrastructure is secure and is not open to misuse or malicious attack, and that users may only access the networks and devices through a properly enforced password protection policy. Together with the Pastoral Director, the Director of IT Services will ensure filtering is fit for purpose. With this in mind, the Director of IT Services and his staff, are also required to keep up to date with e-safety technical information in order to carry out their e-safety role effectively and inform and update others as relevant.

It is accepted that, from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs and discrimination) that would normally result in internet searches being blocked. In such situations, staff can request that those sites are temporarily removed from the filtered list for the period of study. Any request to do so will need to be cleared with the Pastoral Director or Head of the Junior School.

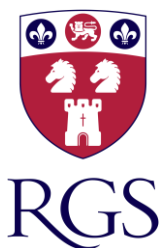
Teaching and support staff are responsible for ensuring they have an up-to-date awareness of e-safety matters, the current school e-safety policy and practices, and that they have read, understood and signed the Staff acceptable use policy/agreement (AUP) and the Safeguarding Code of Conduct. They must report any suspected misuse or problem to the Pastoral Director or Headmaster. They should also promote good e-safety practices in the classroom, for example, during research and in the use of software.

Students are responsible for using the digital technology systems in school in accordance with the *Student acceptable use policy*. In addition, students will be taught to understand issues surrounding bullying, plagiarism, use of digital imagery and social media in and outside of school. This is usually, but not exclusively, delivered as part of the PSHE curriculum and IT lessons (in the Junior School). Reflection on specific incidents as part of form time and in informal conversations with students and parents is also an important part of promoting a whole school approach to e-safety.

STUDENTS

The School is committed to educating its students as responsible digital citizens, prepared to embrace the developing technological world with skill and awareness for their own safety. To this end, students are given guidance so they are responsible for using the school computing systems in accordance with Rules for responsible use of iPads, computers and the internet (*Acceptable use policy*), which they will be expected to sign before being given access to school systems. In addition;

- They have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.



- They understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- They are expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices.
- They should also know and understand school policies on the taking/use of images and on cyber bullying.
- They understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's E-safety policy covers their actions out of school, if related to their membership of the school.

Each year, the students observe Internet Safety Day which takes place in February.

PARENTS/CARERS

Parents/carers play a crucial role in ensuring their children understand the need to use the internet/mobile devices in an appropriate way. The School looks for opportunities to help parents understand these issues through parents' evenings, newsletters, letters, the website and information about national and local e-safety campaigns. The School encourages parents to share concerns they have about their child's online life, for example, gaming and using social media as part of good pastoral care. Every year, the Junior School hosts a dedicated e-safety parents' evening in the autumn term. Those unable to attend will be sent the information as part of the Junior School bulletin and through email. As a part of the digital schools membership, parents receive regular online safety updates via the RGS website, as well as parental guides and the Vodafone digital parenting magazine (issued once a year in the autumn term). In addition, parents can access free parenting courses via this website.

Every year, Junior School parents receive a *Programme of study for computing* which explains the e-safety topics being covered throughout the Junior School. This understanding is then built upon in PSHE lessons in the Junior School and in lessons in the Senior School.

Parents and carers are encouraged to support the School in promoting good online safety practice and to follow guidelines on the appropriate use of:

- Digital and video images taken at school events;
- Access to the parents' sections of the website;
- Their children's personal devices in the School.

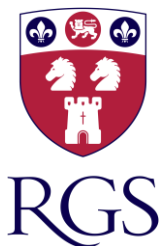
COMMUNITY USERS, VOLUNTEERS & SUPPLY STAFF

Users who access school computing systems/website as part of the extended school provision, as a volunteer or supply staff, will be expected to sign the agreement regarding use of IT Resources by visitors before being provided with access to school systems.

WHY IS E-SAFETY IMPORTANT

While regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in online safety/digital literacy is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the School to recognise and avoid online safety risks and build their resilience.

The School uses a number of approaches to support the school community to stay safe online.



DIGITAL SCHOOLS MEMBERSHIP



As part of our ongoing commitment to keeping children safe; promoting digital resilience and keeping the whole school community regularly informed of the latest developments in online safety, the RGS is a Digital Schools Member. This membership provides: regularly updated online safety messages (accessed via the RGS website); free parental magazines (Vodafone Digital Parenting); free parental guides and courses (anytime, anywhere); curriculum resources and advice. It is constantly updated to reflect the ever changing digital world.

360 DEGREE SAFE ONLINE SAFETY SELF REVIEW TOOL



As a school we use the 360 degree safe an online, interactive self-review tool which allows schools to review their online safety policy and practice, to ensure that we constantly review our online safety provision for the whole community.

SWGFL DIGITAL LITERACY & CITIZENSHIP

At RGS, we use a variety of schemes to help teach students digital literacy and citizenship skills. SWGFL schemes of learning are based on Common Sense Media's digital literacy and citizenship curriculum, which empowers learners to think critically, behave safely, and participate responsibly in our digital world. These 21st-century skills are essential for children and young people to harness the full potential of technology for learning.

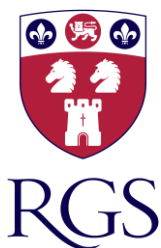
EDUCATION FOR A CONNECTED WORLD A FRAMEWORK TO EQUIP CHILDREN & YOUNG PEOPLE FOR A DIGITAL LIFE

Education for a Connected World is a tool which enables the development of teaching and learning as well as guidance to support children and young people to live knowledgeably, responsibly and safely in a digital world.

It focuses specifically on eight different aspects of online education:

- Self-image and identity
- Online relationships
- Online reputation
- Online bullying
- Managing online information
- Health, wellbeing and lifestyle
- Privacy and security
- Copyright and ownership

The framework aims to support and broaden the provision of online safety education, so that



it is empowering, builds resilience and effects positive culture change. The objectives promote the development of safe and appropriate long term behaviours and supports educators in shaping the culture within their setting and beyond.

WHY IS INTERNET USE IMPORTANT?

The rapid developments in electronic communications are having many effects on society.

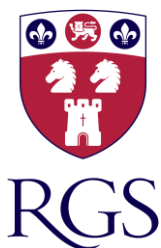
- Internet use is part of the statutory curriculum and is a necessary tool for learning.
- The internet is a part of everyday life for education, business and social interaction.
- The School has a duty to provide students with quality internet access as part of their learning experience.
- Students use the internet widely outside school and need to learn how to evaluate internet information and to take care of their own safety and security.
- The purpose of internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management functions.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.

HOW DOES INTERNET USE BENEFIT EDUCATION?

A number of studies and government projects have identified the educational benefits to be gained through the appropriate use of the internet including increased student attainment.

Benefits of using the internet in education include:

- Access to worldwide educational resources including museums and art galleries;
- Inclusion in the National Education Network which connects all UK schools;
- Educational and cultural exchanges between students worldwide;
- Vocational, social and leisure use in libraries, clubs and at home;
- Access to experts in many fields for students and staff;
- Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- Collaboration across networks of schools, support services and professional associations;
- Improved access to technical support including remote management of networks and automatic system updates;
- Exchange of curriculum and administration data with Northumberland County Council and DfE;
- Access to learning wherever and whenever convenient.



APPENDIX A

HOW CAN THE INTERNET USE ENHANCED LEARNING?

The school's internet access is designed to enhance and extend education.

- Students are taught what internet use is acceptable and what is not, and given clear objectives for internet use.
- The school ensures that the copying and subsequent use of internet-derived materials by staff and students complies with copyright law.
- Access levels to the internet is reviewed to reflect the curriculum requirements and the age and ability of students.
- Staff should guide students to online activities that will support the learning outcomes planned for the students' age and ability.
- Students are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Students are taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

HOW WILL STUDENTS LEARN HOW TO EVALUATE INTERNET CONTENT?

- Students are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. This is taught as part of the discrete digital literacy and citizenship lessons within computing lessons, as well as part of certain computing lessons throughout the year.
- Students use age-appropriate tools to research internet content.
- The evaluation of online materials is a part of teaching and learning in every subject and is viewed as a whole-school requirement across the curriculum.

HOW WILL CYBERBULLYING BE MANAGED?

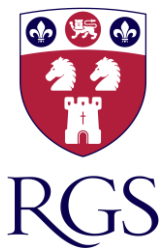
Cyberbullying can be defined as: *"The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone"* DCSF 2007.

Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policies on anti-bullying and anti-cyberbullying.

There are clear procedures in place to support anyone in the school community affected by cyberbullying.

Junior School students are taught what cyberbullying means and how to report it. DfE and Childnet resources and guidance are used to give students practical advice and guidance on cyberbullying: www.digizen.org/cyberbullying.

Students start in Year 3 by looking at the adventures of Kara, Winston and the Smart Crew, and are introduced to the SMART rules, which reinforce simple rules that they must abide by in order to keep themselves safe online. These SMART rules posters are displayed in all rooms around the Junior School and are referred to throughout the year and throughout the year groups. The rules are displayed in each student's planner. These resources are used in



both computing and PHSE lessons.

In addition, discrete lessons dedicated to cyberbullying are taught throughout the Junior School using the SWGFL Digital Literacy and Citizenship lesson plans.

Year 3: Screen out the mean

Year 4: The Power of Words

Year 5: Digital Citizenship Pledge

Year 6: What's Cyberbullying?

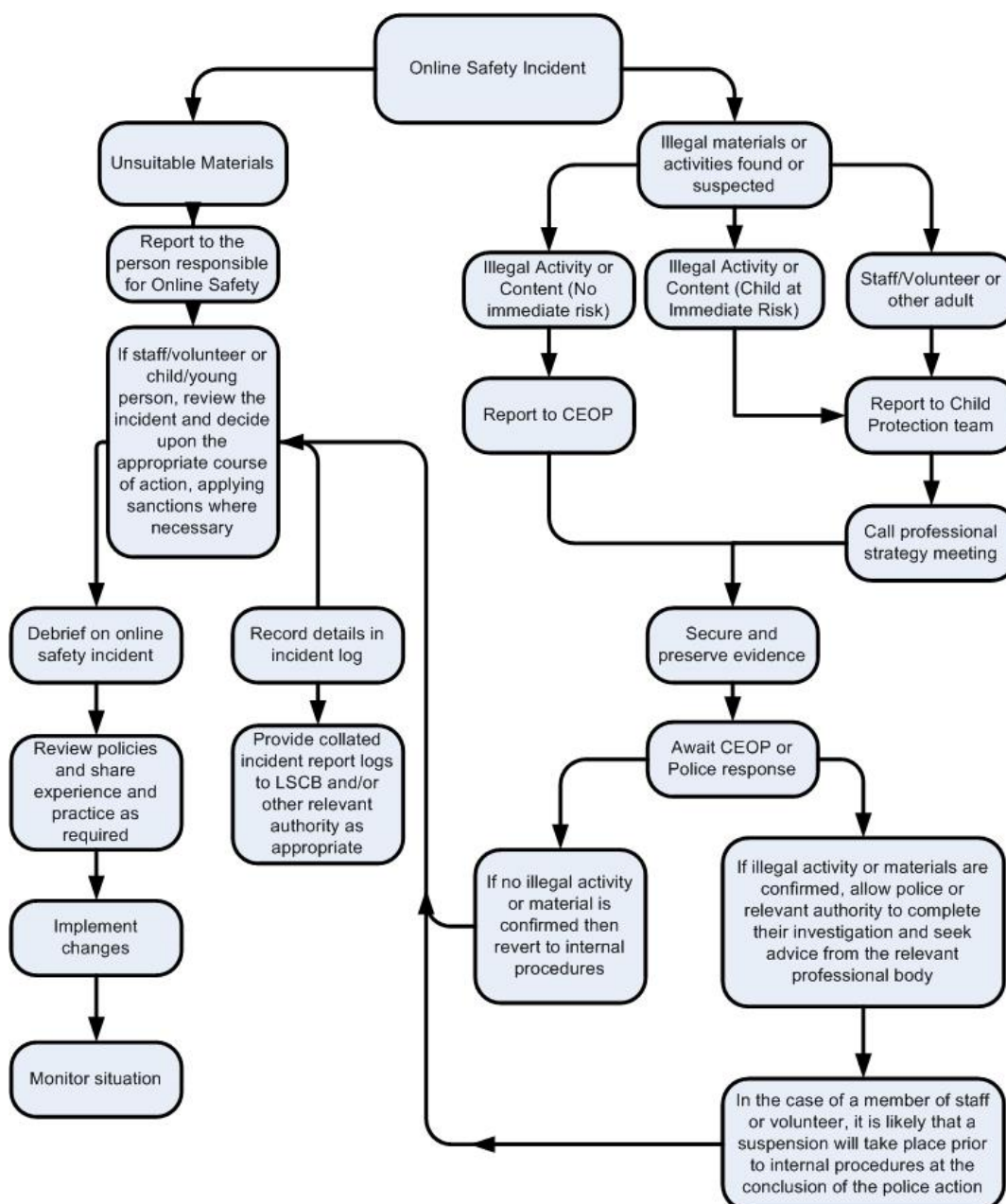
In the Senior School, PSHE lessons continue to build on the anti-bullying message and further opportunities in assemblies and presentations help to embed the message.

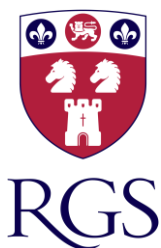
APPENDIX B

RESPONDING TO INCIDENTS OF MISUSE

ILLEGAL INCIDENTS

If there is any suspicion that the website(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.





APPENDIX C

JUNIOR SCHOOL DOCUMENTS

RULES FOR RESPONSIBLE USE OF iPADS, COMPUTERS AND THE INTERNET ***Acceptable use agreement for students***

The School has iPads, computers and internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will use only my own login and password when using a computer;
- I will use the computers only for schoolwork and homework;
- I will not bring USB Flash drives (memory sticks, pen drives etc) into school without permission;
- I will ask permission from a member of staff before using the internet;
- I will only email people a teacher has approved;
- The messages I send will be polite and sensible;
- I will not give my home address or phone number;
- To help protect other students and myself, I will tell a teacher if I see anything I am unhappy with or I receive a message I do not like;
- I understand that the School can check my computer files and the internet sites I visit.
- I will take great care with all computing equipment.

iPAD SPECIFIC RULES

- I will not access other people's files on the iPads;
- I will always hold the iPad with two hands;
- I will always keep food and drink away from the iPads;
- I will remember to turn off my iPad screen when the teacher is talking;
- I will only use the apps my teacher has given me permission to use.

Parent/carer's permission

I give permission for use of computers, iPads and access to the internet on the terms set out in the above rules.

Signed: _____

Print name: _____

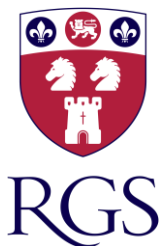
Student's agreement

I agree to follow the Rules for responsible use of computers and the internet

Signed: _____

Print name & class: _____

The above agreement can be found in each student's student planner.



RULES FOR BLOGGING

Blogging is great fun, and an amazing way to share our ideas and what we're learning with other people. But to make sure that Our Blog is fun AND safe, we need to **FOLLOW THE BBG (BASIC BLOG GUIDELINES)**:

- **ONLY USE FIRST NAMES** when blogging or commenting. All student work will also be referred to by first names only.
- **DO NOT PROVIDE ANY PERSONAL DETAILS** in a post or comment, such as address or family information.
- Parents and others related to students should also refrain from using full names. Please just use first names, or maybe just go with *Steven's Mum*, or *Lucy's Grandad*!
- **ALWAYS WRITE IN FULL SENTENCES**, think about spelling and punctuation.
- **SHOULD THE AWESOME ABILITY TO WRITE OUR OWN BLOG POSTS BE ABUSED**, or the BBGs not be followed in any way, **WE WILL HAVE TO TAKE AWAY THOSE PRIVILEGES**. But I'm sure that won't have to happen!
- Remember to **COMMENT ON OTHER PEOPLE'S POSTS**. See commenting guidelines for how to do this, and to get ideas on good commenting protocol.
- Our blog is a public space, with other people looking at our work, so **ALWAYS BE PROUD OF WHAT YOU'VE WRITTEN OR COMMENTED**.

Parent/carer's permission

I give permission for my child to write blogs for the school website as set out in the above rules.

Signed: _____

Print name: _____

Student's agreement

I agree to follow the Rules for Blogging

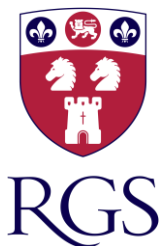
Signed: _____

Print name: _____

Class: _____



The poster above can be found in all the Junior School planners and is located in all classrooms (similar version in senior school).



MOBILE PHONE CONTRACT – JUNIOR SCHOOL

The use of mobile phones is part of our daily lives and it is appreciated that students might have the need to bring mobile phones to school with them. However, it is important that, whilst in school, phones are used sensitively and in accordance with the following rules:

The student agrees that:

1. As soon as I arrive in school, I will switch off my phone and hand it in to the designated place in my classroom;
2. I can only use my phone during the school day to contact my parents/guardians and to do so I will request permission from my teacher;
3. If I do use my phone (with permission), it will be switched off and returned to the designated area as soon as I have finished my call;
4. At the end of the school day (3.30pm), or at the conclusion of an after-school club (with the teacher's permission), I can contact parents to update my travel arrangements but I will not contact other students (when not in use, my phone will be in my pocket);
5. I will not play with my phone in late room or anywhere else in school (this includes using the phone as a camera);
6. I must not lend my phone to anybody else in school;
7. My phone can only be taken on school trips and sporting fixtures at the discretion of the teacher leading the trip. If permitted to take my phone, I know I must follow rules 1 to 4 and 6 above.

NB: Messages from parents to students during the school day (8.30-3.45pm) are best directed to the school secretaries, Miss Amanda Noble or Miss Alison Gravely on 0191 281 8955, who will then pass them quickly on to the relevant class teachers and children.

By signing this contract, I agree to abide by the points above.

Student's name:

Class:

Signed:

Date:

Parent's signature:

My child currently does not bring a mobile into school, however, if this should change, we agree to the points above.

K. Wall (Pastoral Care)



LETTER TO PARENTS

Dear Parent/Carer,

Welcome to the new academic year. Your child is about to embark on an exciting new stage in their education and we are very much looking forward to working with, and teaching them, this year.

Having moved into a higher year group, they have been made aware that this will involve an increased level of learning, responsibility and participation. We will be calling on them to undertake extra work at home, much of which will be internet based.

You will be aware that the internet hosts many exciting opportunities for education. The online world is a wonderful place for young people to explore, with unprecedented opportunities for learning and creativity, but just like the real world there are risks and dangers they should be aware of and which we should all act to protect them from. As a school, we encourage the use of technology as an important part of our students' development but always want them to spend their time online safely. As a parent/carer you can play a significant part in ensuring this.

Just a few simple steps by you can help keep them safe and give young people the awareness to know what to do if they feel uncomfortable about anything they encounter while on the internet.

If you do not wish for your child to be able to access any inappropriate content online, please ensure that their computers, laptops and other devices with internet access are all fitted with parental controls.

You can find free downloadable versions online or you can contact your internet service provider (such as BT, Talk Talk, Sky, Virgin) for more information.

As a **MINIMUM**, please set parental controls on your search engines, YouTube account and the mobile phone your child uses.

One of the most popular search engines in the world is Google. You can visit Google's informative safety centre for *simple* step by step guides - www.google.com/familysafety/tools

Here are a few options available to you; they truly are simple to set, promise.

Visit the Google home page - www.google.co.uk and click on the *search setting* tab in the top right hand corner.



Scroll down the page and change the filtering options to suit your family's needs. Make sure you lock the safe search; otherwise these settings can easily be changed without your knowledge.

SafeSearch Filtering [Google's SafeSearch](#) blocks web pages containing explicit sexual content from appearing in search results.

- Use strict filtering (Filter both explicit text and explicit images)
- Use moderate filtering (Filter explicit images only - default behavior)
- Do not filter my search results

[Lock SafeSearch](#) this will apply strict filtering to all searches from this computer using Internet Explorer. [Learn more](#)

You can also set this on your child's smart phone;

SafeSearch on your phone

SafeSearch is accessible on your mobile device by using the browser to access the Google homepage. Choose settings located at the bottom of the screen and you'll see the option to select Strict, Moderate or to turn SafeSearch off completely.



Please be aware that no filter is 100% accurate. CEOP advice that you talk to your child about the sites they use. Why don't you discuss:

- Their favourite online sites
- What they enjoy most, the fun aspects of being online?
- What they think can go wrong?
- How would they react if things got out of control?
- Let them know that you understand that situations happen online and that seeing *adult* material can make them feel uncomfortable. Make sure they know that you are there to help.

Visit The Child Exploitation and Online Protection Centre (CEOP) parents' information website for more information www.thinkuknow.co.uk/parents

Please remember if you are concerned that an adult has made inappropriate contact with your child you can report this directly to CEOP, either by visiting the site www.ceop.police.uk/safety-centre or clicking the button:

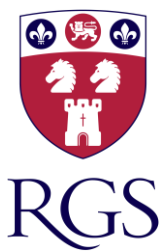


Look out for CEOP's future parent and carers updates.

KEY SAFETY RULES USED IN THE JUNIOR SCHOOL

Childnet SMART rules have been written especially for young people to remind them how to be careful online. Please spend time looking through them and discussing them with your child. A copy of these rules can be found in your child's student planner.





CONTACT DETAILS

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or communications@rgs.newcastle.sch.uk

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