Glaitness School Online Safety Policy - January 2023

This policy is necessarily one of the most dynamic areas for policy as technology changes so rapidly.

We would encourage all members of the school community to read it and feedback thoughts and concerns to any of the leadership team, so that the policy remains current and relevant.

The online world provides everyone with many opportunities; however it can also present risks and challenges. At Glaitness School we believe

- we have a duty to ensure that all children, young people 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 Glaitness's network and devices
- 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
- 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.

The purpose of this policy statement 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
- 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 statement applies to all staff, volunteers, children and young people and anyone involved in Glaitness's activities.

Legal framework
This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland

SLT will ;	In schools staff will ensure;	Pupils will ensure;	Parents and carers will ensure;
- identify a member of staff to act as online safety co-ordinator. - provide clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults - signpost up-to-date safety advice for families, learners and staff• - ensure personal information about the adults and children who are involved in our organisation is held in accordance with current legislation - 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 or young person - review and update the security of our information systems regularly - ensure that user names, logins, email accounts and passwords are used effectively - ensure 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 - examine and risk assess any social media platforms and new technologies	- internet enabled devices are only used under adult supervision. - personal internet enabled devices (including smart watches) are held by staff during the school day. - internet enabled devices are not available for recreational use (eg indoor playtimes) - 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, within school to the Head Teacher, including online-bullying, in response to a pupil or parent disclosure - online-safety issues are embedded in all aspects of the curriculum and other school activities - pupils understand and follow the school Pupil Internet Use Agreement - screens are visible in class during research activities using the internet - pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found - if inappropriate material is found, pupils are to inform the supervisor and switch off immediately - the histories of devices are checked regularly	- they understand the importance of adopting good online-safety practice when using digital technologies out of school and realise that the school's Online-Safety Policy covers their actions out of school too. - if it is necessary to have a personal internet enabled device (including smart watches) in school then they are left with the class teacher or office staff during the school day. - they know who to speak to, or how to report any type of abuse, misuse or access to inappropriate materials when using ICT, and the importance of doing so - they know and understand school policies on online-bullying - they have signed and understood the Pupil Internet User Agreement.	- they have read and explained the Pupils/Parent agreement and consent form, to their child - their children have signed the Pupil Internet User Agreement to accept responsibility for safe on-line use at school

Online-Safety Curriculum

At Glaitness Primary School we firmly believe that we are responsible for educating our pupils, parents and staff in understanding online-safety, and taking a responsible approach to make safe and informed choices.

We will provide and reinforce key e-safety messages in the following ways;

- a planned e-safety programme as part of ICT, Jigsaw, RHSP and other lessons
- a planned programme of class and whole school assemblies
- teaching pupils to be aware of the accuracy of information they access on line, and checking this against other sources
- encouraging pupils to adopt safe and responsible use of ICT when using the internet within and outside school, including their use of social media sites
- facilitate parents online-safety events and training when available

Assessing Risks

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of internet content it is not possible to fully guarantee that unsuitable material will never appear on a computer connected to the school network. The school does not accept liability for any material accessed, or any consequences of internet access. The school will regularly review online activity in school to ensure that the Online-Safety Policy is adequate and working appropriately and effectively.

Responding to Incidents of Misuse

It is believed that all members of our Glaitness Primary School community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

- incidents of internet misuse will be dealt with by the Head Teacher or Depute
- incidents of a child protection nature must be dealt with in accordance with school child protection procedures
- we will make sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner. These will be recorded and monitored as part of this policy.

+ More ways to help you protect children

Take our online safety course
nspcc.org.uk/kcso

Sign up for our weekly current awareness email newsletter
nspcc.org.uk/caspar

See information and resources for voluntary and community organisations
nspcc.org.uk/vcs

Related Policies

- Anti -Bullying Policy
- Child Protection Policy