



# Dovecot Primary School

*Learning together, growing together*

## Online Safety Policy including Acceptable use policy 2024- 2025

### Responsibilities:

K Barr - Head Teacher

S. Wilson - Computing Lead

Reviewed: December 2024

To be reviewed: December 2025

### 1. Introduction

At Dovecot Primary School we understand the responsibility we have to educate our pupils on online safety issues; teaching them appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

### Equality

Dovecot Primary is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### Inclusion

Every member of our school community - pupils, parents, staff and visitors regardless of their working pattern have a right to feel safe and included. We are an inclusive school and every child, whatever their individual abilities or needs, is equally valued and welcome here. This policy provides inclusive practice.

Dovecot Primary School has a whole school approach to the safe use of

Computing and creating this safe learning environment includes three main elements:

- an effective range of technological tools
- policies and procedures, with clear roles and responsibilities
- a comprehensive online safety programme for pupils, staff and parents.

This policy has been contributed to by the whole of Dovecot Primary School and ratified by the governors.

This policy is to be read in conjunction with all other policies particularly: Behaviour Policy, Safeguarding Policy and Child Protection Policy, Code of Conduct policy, and Equal Opportunities Policy.

This policy also aims to support and develop links between parent, school and community and improve relationships between home and school, which empowers families to become proactive in their children's education.

## 2. Roles and Responsibilities

It is the role of all staff members to keep abreast of current issues and guidance. All teachers are responsible for promoting and supporting safe behaviours in their classrooms and follow school Online Safety procedures.

Staff are reminded/updated about Online Safety regularly and new staff receive information on Dovecot Primary School's acceptable use policy as part of their induction

- We endeavour to embed Online Safety messages across the curriculum whenever the internet and/or related technologies are used.
- The Online Safety policy will be shared with new staff, including the acceptable use policy as part of their induction.
- Online Safety posters will be prominently displayed.

## 3. Curriculum

Computing and online resources are increasingly used across the curriculum. We believe it is essential for Online Safety guidance to be given to the pupils on a regular and meaningful basis. We continually look for new ways to promote Online Safety.

- We provide opportunities within a range of curriculum areas to teach about Online Safety.
- Educating pupils on the dangers of technologies that may be encountered outside school is done informally, when opportunities arise and as part of

the curriculum.

- Pupils are taught about copyright and respecting other people's information, images, etc. through discussion, modelling, and activities as part of the Computing curriculum.
- Pupils are aware of the impact of online bullying and know how to seek help if they are affected by these issues. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies.
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the Computing curriculum.

See Extract below Keeping Children Safe in Education (September 2023)

24. All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and other risks online as well as face to face. In many cases abuse and other risks will take place concurrently both online and offline.

Children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography to those who do not want to receive such content.

135. It is essential that children are safeguarded from potentially harmful and inappropriate online material. An effective whole school and college approach to online safety empowers a school or college to protect and educate pupils, students, and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.

136. The breadth of issues classified within online safety is considerable and ever evolving, but can be categorised into four areas of risk: content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism. contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes. conduct: online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying, and commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

137. Governing bodies and proprietors should ensure online safety is a running and interrelated theme whilst devising and implementing their whole school or college approach to safeguarding and related policies and procedures. This will include considering how online safety is reflected as required in all relevant policies and considering online safety whilst planning the curriculum, any teacher training, the role and responsibilities of the designated safeguarding lead (and deputies) and any parental engagement

### 3. Managing Internet Access

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education as well as a potential risk to young people.

Students will have supervised access to Internet resources through the school's fixed and mobile internet technology. Staff will preview any recommended sites before use. Our internet access is filtered using LGFL and their strict monitoring and filtering software.

Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required. If staff or pupils discover an unsuitable site, the screen must be switched off/closed and the incident reported immediately so the site can be blocked.

It is the responsibility of Dovecot Primary School, by delegation to the network manager, to ensure that anti-virus protection is installed and kept up-to-date on all school machines.

### 4. Security and Data Protection

Dovecot Primary School and all staff members comply with the Data Protection Act 1998. Personal data will be recorded, processed, transferred and made available according to the act. Password security is essential for staff, particularly as they are able to access and use pupil data. Staff have secure passwords which are not shared with anyone. All users read and sign an Acceptable Use Agreement to demonstrate that they have understood this.

### GDPR

Dovecot Primary knows how important staff, Parent and children's information is, and take all appropriate measures to make sure it is kept safe and secure, processed lawfully and fairly and only shared with people that the law allows us to.

Our GDPR officer is a member of the LCC. The data protection officers are Chris Walsh or Michael Jones at [dpo@liverpool.gov.uk](mailto:dpo@liverpool.gov.uk).

### 6. Online Safety Complaints/Incidents

At Dovecot Primary School we take all precautions to ensure Online Safety at all times. However, due to the international scale and linked nature of internet

content, the availability of mobile technologies and the speed of change, it may mean that unsuitable material may briefly appear on a computer or mobile device. Dovecot Primary School cannot accept liability for material accessed or any consequences of this. Complaints should be made to the Headteacher. Incidents should be logged and the flowchart for managing an Online Safety incident is to be followed. It is important that Dovecot Primary School works in partnership with pupils and parents to educate them about Cyber bullying and children, staff and families need to know what to do if they or anyone they know are a victim of Cyberbullying. All bullying incidents should be recorded and investigated.

## **7. Social media, personal publishing and Photography**

Pupils and parents are advised that the use of social media is inappropriate for primary aged children.

Staff are asked to be vigilant and professional in their use of social media in their personal time and to update security settings to prevent pupils from accessing personal information. The Governors of Dovecot Primary School have advised staff that it is inappropriate to discuss any school-based issues on social media and this may lead to disciplinary action.

Dovecot Primary School do not allow the photography of staff and children in the school grounds or on school trips or educational visits without the relevant permission.

Any pupils who bring a mobile phone to school must hand it into their teacher in the morning switched off and can collect it at the end of the day. If this is not adhered to mobile phones may be confiscated.

Staff mobile phones are not to be used in the classroom, or around school unless at lunchtime in the staff room. Staff mobile phones are not to be used to upload children's photographs on school trips, residential stays or at other time. Class I-pads will be made available for these purposes.

As part of Dovecot Primary School's Safer Recruitment and shortlisting process, an online search will be carried out as part of the due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which school might want to explore with the applicant at interview.



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## Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct

Computing and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of Computing. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher or a member of the Safeguarding team.

- i. I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- ii. I will comply with the Computing system security and not disclose any passwords provided to me by the school or other related authorities.
- iii. I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- iv. I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- v. I will only use the approved, secure email system(s) for any school business.
- vi. I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- vii. I will not use or install any hardware (including USB sticks) or software without permission. All staff to use Shared Drive to store and share information were possible.
- viii. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- ix. Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head teacher.
- x. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request by the Head teacher.
- xi. I will respect copyright and intellectual property rights.
- xii. I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- xiii. I will support and promote the school's Online Safety policy and help pupils to be safe and responsible in their use of Computing and

related technologies.

- xiv. I will ensure that only children whose parents have given permission for them to use the Internet and Computing technology are enabled to do so at school.
- xv. I will ensure I do not film or photograph staff or children without the relevant permission, and I will only use school equipment.
- xvi. I will not use my mobile phone in the classroom, at educational visits, trips or around the school when children are present.

I agree to follow this code of conduct and to support the safe use of Computing throughout the school

Signature..... Date .....

Full Name..... (printed)

Job title: .....