

Redfield Edge Primary School



Online Safety Policy Summary for Parents

Date reviewed	October 2023	Next review	October 2023
Policy type	Non-statutory	Review frequency	Annually
Responsibility	Full Governing Body		
Signed (Chair of FGB)	Name (Chair of FGB) David Taylor	Signed (Head Teacher) <i>L Robinson</i>	Name (Head Teacher) Lisa Robinson
Ratified by FGB on	Signed (Chair of Governors) <i>D Taylor</i>	Name (Chair of Governor) David Taylor	

Redfield Edge Primary School - Online Safety Policy

Summary for Parents

Our Online safety policy has been developed in line with South Gloucestershire Council.

Scope of the Policy - This policy applies to **all** members of the school community (including volunteers, parents/carers, visitors and community users) who have access to or use school ICT systems inside and outside school.

Parental Roles and Responsibilities

- Read the school guidance about online safety in the newsletter and on the website and take appropriate action if required to keep their child safe.
- Endorse (by signature) the Pupil Acceptable Use Policy
- Ensure that their child / children follow appropriate acceptable use rules at home
- Discuss online safety issues with their child / children and monitor their home use of ICT systems (including mobile phones and games devices) and the internet
- Access the school website / online platform in accordance with the relevant school Acceptable Use Policy.
- Keep up to date with issues through school updates and attendance at events
- Ensure they follow the school policy on taking digital and video images at school events
- Ensure their children following rules on appropriate use of children's' own devices in school
- Report any online safety issues that could impact on safeguarding of any children or learning in school so that the school can put in place appropriate measures and use these to inform any changes to teaching

Monitoring - The school will regularly check that pupils and staff are clear about how to report incidents and respond to them appropriately and effectively. Regular checks will ensure that the school is always presented accurately and professionally.

Training and Awareness Raising - All staff and governors understand their responsibilities through regular training. New staff receive training as part of their induction.

Teaching and Learning - Online safety is now a statutory part of the programme of study for all key stages. We believe it is crucial to educate children about how to behave responsibly online and how to keep themselves and others safe. Children and young people need the help and support of the school and parents to recognise and avoid online safety risks. Online safety is regularly reinforced in verbal communications during lessons and posters in the computing suite and classrooms.

Education – parents / carers and the community - Parents and carers have an essential role in educating their children and monitoring their behaviour online.

Education – staff, governors and volunteers - All staff and governors receive regular online safety training so they understand the risks and their responsibilities. Volunteers are made aware of school online safety guidelines and sign to state they understand them.

Password Access to Systems - All users, including pupils, access the network via an individual log in, which is password protected.

Internet Provider and Filtering - The school internet service is provided by Integra, South Glos Council, and this includes a filtering service to limit access to unacceptable material for all users.

Use of Digital Images and Video - Ease of access to technologies which take digital images and video has many benefits for learning. Taking and sharing images and video are much easier and, if not managed, this could increase the potential risk of misuse and has the potential to be used for cyberbullying. The school informs and educates users about the risks associated with digital images. The the Use of Images Policy, which has a page for parental permissions, also contains more information.

Mobile Technologies and Social Media - These include tablets or computers that access the school's wireless network. The primary use of these in school is to support learning, teaching and management.

Mobile Phones in School

Mobile phones are only permitted for pupils in year 6. These are locked away in a safe at the beginning of the school day and distributed to pupils at the end of the school day. Pupils are not permitted to use mobile phones on the playground before or after school.

Data Protection - Personal Data is defined as any data which relate to a living individual who can be identified from the data. Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.

Transfer of Data - We ensure that data is stored in accordance with the requirements laid down by the Information Commissioner's Office and within the EU. This also applies to cloud storage used.

Reporting and Recording - There are clear reporting mechanisms in place for online safety incidents and all staff are regularly reminded of these and fully aware of their responsibilities to follow up any reported issues. Pupils are encouraged to report any incidents to an adult whether it relates to themselves or a friend. The police will be contacted if necessary. Any reported incidents are logged in the online safety log and followed up in accordance with the relevant policy depending on the issue.

Note: This summary is for guidance only. Any issues relating to Online Safety will be covered by the full On Line Safety Policy.

REDFIELD EDGE PRIMARY SCHOOL

PERMISSION FOR USE OF IMAGES

Please read the policy on the back of this form, then sign and return the form to the school office.

Whilst my child is at Redfield Edge Primary School I give permission for images of my child to be used as follows:

Please tick:

- ☐ to be used in school to enhance learning and for training purposes
to provide information to other pupils and parents in school in print
for information and promotional purposes in print or video/film
- ☐ for use on the School's website *
- ☐ school photos (class, team and individual)

Examples of regular/annual events where images may be taken are as follows:

- photos of learning/achievements in school
- videos of learning/achievements in school and on school trips/camp
- class albums
- individual photos (as sold to parents in the autumn term)
- class photos (as sold to parents in the summer term)
- newspaper articles/school magazine
- other special events – e.g. Special days such as World Book Day, fundraising/charity days, school concerts, nativity plays, assemblies, Church visits, sports day, school trips, PTA events, with visitors to school (e.g. sports, theatrical, environmental)

Parents should also note that many parents like to take videos/photos of school events as a family record (e.g. Nativity Plays, Concerts, Assemblies and Sports days). If any parent has any concerns with this and wishes their child not to be included, they should speak to the Headteacher.

Signed:.....Parent/Guardian.....date

The images(s) will be kept in accordance with The Data Protection Act 1998 and other laws. This consent is valid until your child leaves our school. The image(s) will not be used after this date without your further consent. The images(s) will not be published with your full name or other contact details.

Redfield Edge Primary School
Parent / Carer & Pupil E-Safety and Acceptable Use of the internet
Home / School Agreement

Permission Form

Pupil's Name

Parents / Carer's Name

- As the parent / carer of the above student, I/we give permission for my/our son / daughter to have access to the internet and to ICT systems at Redfield Edge Primary School.
- I/we know that my/our son/daughter has, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.
- I/we understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I/we understand that my/our son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the E-Safety and Acceptable Use of the internet Policy
- I/we agree to abide by the E-Safety and Acceptable use of the internet policy and will promote internet safety in the home.

Signed (parent/carers) : Date:

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