Online Safety Policy

Vision and Mission

We are a child-centred, inclusive and diverse family with a shared love of learning. Our mission is to provide a caring, nurturing and empowering environment in which all children can learn and thrive. Our children and team have the skills and mindset to:

- think, explore and grow
- celebrate and respect ourselves and the people around us
- be compassionate and have a positive impact on the world

Values

Respect
Unity
Compassion
Growth

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Nadeen School works with students and families as part of its activities. These include:

Purpose:

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
• to develop further use of the 21st Century skills with online learning
• 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, students and young people and anyone involved in Nadeen School's activities.

We believe that:

• children and young people should never experience abuse of any kind
• children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

• the online world provides everyone with many opportunities; however it can also present risks and challenges
• 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 the Nadeen School 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.

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We seek to keep children and young people safe by:

• filtering is provided by our internet provider Batelco, Fortigate Firewall blocks advertising, games and suspicious websites. Our Google for Education Licence also provides layers of protection and restrictions
• appointing an online safety coordinator
• providing clear and specific directions to staff and volunteers on how to behave online through our safeguarding policy for adults
• the school uses Hapara software to monitor student's use of technology
• teachers are strongly encouraged to monitor student's web surfing through Hapara on a 3-week block cycle
• supporting and encouraging students to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
• supporting and encouraging parents and carers to do what they can to keep their children safe online
• developing an online safety agreement for use with young people and their parents or carers
•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
• reviewing and updating the security of our information systems regularly
• ensuring that usernames, logins, email accounts and passwords are used effectively
• ensuring personal information about the adults and children who are involved in our school is held securely and shared only as appropriate
• ensuring that images of students, 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
• providing supervision, support and training for staff and volunteers about online safety
• examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

• having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
• providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
• making sure our response takes the needs of the person experiencing abuse, any bystanders and our school as a whole into account
• reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

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Use of mobile phones

To protect the safety of all students, we do not allow mobile phones to be used in our Primary School section (Early Years to Year 6). For secondary school students (Year 7 to Year 13), permission must be given by parents in writing to the form tutor to allow the student to have the device on site. By giving this permission, the parents take full responsibility for the device when it is on site. The use of the device can <u>only</u> be granted by the teacher in the class or the person directly supervising the students at the time, it should not be used at any other time, should be switched off and out of sight. If a student needs to phone home, they can use the office phone in the first instance and then should ask the teacher who is directly supervising them to use their mobile if this is not possible.

Online Safety and Learning Safely

We follow 21st Century Learning skills and through these promote safety, discussion and awareness through the following points (6 of the 8 skills we promote):

- Collaboration and Communication
- Information Literacy
- Digital Literacy
- Global and Cultural Awareness
- Adaptability and Resilience
- Emotional Intelligence

All of the above may be used at some point during a discussion, awareness day or class activity when covering online safety. We want our students to be safe, to report issues and to learn moving forward.

If the teacher allows the use of the device, the following questions should be asked:

- Is this being used to support or extend my **learning**?
- How is this helping me be a good **social member** of the class?
- Am I being a good **member of the community** and a respectful digital citizen?

Use of Smart Watches

To protect the safety of students, we do not allow smart watches to be used by students in our Primary School section (Early Years to Year 6). For secondary school students (Year 7 to Year 13), permission must be given by parents in writing to the form tutor to allow the student to have the device on site.   During this consent, they must agree to the following expectations (Aligning to the use of a mobile phone):

- No phone calls should be made without prior consent of the member of staff supervising them.
- No photos should be taken without prior consent of the member of staff supervising them.
- No use of apps should occur without prior consent of the member of staff supervising them.

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If the teacher allows the use of the device, the following questions should be asked:

- Is this being used to support or extend my **learning**?
- How is this helping be a **social member** of the class?
- Am I being a good **member of the community** and a respectful digital citizen?

Use of Headphones

The use of Headphones should only be used in conjunction with audio files for videos, editing sound for projects, listening to audio files for research etc. These are not used to listen to music whilst students are working. If students bring in their own headphones, they take full responsibility for this choice and to keep them safe.

Any other digital devices

Any other device (All Year groups) should not be brought into school without contacting the teacher for consent. This includes hard drives, kindles, etc.

As with all electronic devices included above, if these guidelines are not followed, the device will not be allowed on site, it will be reported in writing to the Leadership Team and a meeting with parents will be arranged to discuss the way forward.   We aim for all students to be safe with the use of devices at Nadeen School.

Related policies and procedures:

This policy statement should be read alongside our organisational policies and procedures, including:

• child safeguarding and protection
• computing policy
• anti-bullying policy and procedures
• photography and image sharing guidance.

Roles and responsibilities:

School Governing Body

All policies developed by Nadeen School to ensure the effective leadership of school business are presented to the school governing body for discussion and approval. The policies are formally adopted by the governors for

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implementation by the school management. Policies are reviewed periodically, usually every 2-4 years depending upon the nature of the policy, changes in the school approach or the impact of regulatory change.

Standard operating procedures relating to the effective execution of the policy are developed by the school management and are implemented as part of the standard function of the school and do not require governor ratification.

Review:

Written by:	LM
Reviewed by:	PW
Reviewed on:	July 2023
Indicative Review Date:	July 2024

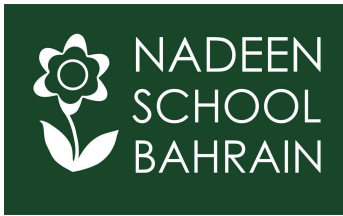All policies will be reviewed as above or as and when needed.

Appendix

Acceptable User Agreement

Dear Parents/Carers,

Please read and discuss this agreement with your child and then sign it, ask your child to sign it, and return it to your child's class teacher. If you have any questions or concerns please speak to your child's teacher or a member of the senior leadership team.

Student agreement:

• I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.

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• I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my class teacher or a member of the senior leadership team.

• I will not send anyone material that could be considered threatening, bullying, offensive or illegal.

• I will not give out any personal information online, such as my name, phone number or address.

• I will not reveal my passwords to anyone.

• I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/or class teacher and I am accompanied by a trusted adult.

• If I am concerned or upset about anything I see on the internet, or any messages that I receive, I know I can talk to my class teacher.

• I understand that my internet use at Nadeen School will be monitored and logged and can be made available to the class teacher and senior leadership team.

• I understand that these rules are designed to keep me safe and that if I choose not to follow them, Nadeen School may contact my parents/carers.

Signatures

We have discussed this online safety agreement and _____ agrees to follow the rules set out above.

Parent/Carer signature.. Date ....

Student signature...Date ....