Heathwood Lower School

Primary Child-friendly Online Safety Policy

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Signed by:

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Feeling safe and happy at school

At Heathwood Lower School, we want you to feel looked after, safe and happy in school, at home and when you're online.

Internet safety is a big part of keeping you safe. We have special rules, lessons and people who can help if something online worries you.

Computers, tablets and phones help us learn, play and talk to friends and family. But sometimes people can use them in ways that aren't kind or safe. That's why we'll teach you how to protect yourself online and what to do if you feel unsure, worried or upset.

We help children by:

- Teaching you what online safety means.
- Showing you what to do if you feel worried or scared.
- Making sure you know who you can talk to.

If you don't understand something, just ask. There's always someone who can help.

Online safety is a whole school issue, not something that is simply the responsibility of the Computing subject leader. As such, the whole school has a responsibility to promote it. We have online safety rules that we use at school and that we promote at home. These are in the form of an internet home school agreement and form the essentials of our online safety policy. Within this agreement, children, teachers and parents have responsibilities to ensure the safety of all in our setting. It is expected that each party follow the arrangements in the home school internet agreement to ensure that our children are kept safe online. This agreement is in Appendix 1 attached.



What does online safety mean?

Online safety means learning how to use the internet, games, and technology safely and kindly.

It's about protecting you while you're online and helping you make good choices when you use apps, games, videos, or websites. We'll teach you how to tell when something online might not be true or real.

Our school follows the rules in a document called 'Keeping children safe in education' to help everyone stay safe online.

If you ever see, hear or read something online that upsets you or makes you feel uncomfortable, tell an adult at school or at home. We can help make it right and keep you safe.

Follow the **SMART** rules to keep safe online:

Follow the SMART rules to keep safe online:

S - SAFE: Keep personal information private (like your full name, address or school).

M - MEETING: Never meet anyone you only know online.

A - ACCEPTING: Don't open messages or files from people you don't know.

R - RELIABLE: Not everything you read or see online is true.

T - TELL: Tell an adult you trust if something online worries you.



Online dangers

The internet is full of fun things, like chatting, games, learning and videos, but there are also dangers to be aware of.

Some examples include:

- Cyberbullying, which is when people send unkind or scary messages or images.
- Strangers pretending to be someone they're not.
- Websites or videos that show things that aren't suitable for children.
- 'Viruses' that can harm computers or steal information.
- People who try to get your personal details.
- False or unkind information designed to trick or upset you (this is sometimes called 'misinformation').
- People who try to get you to do or believe something mean or unsafe (this can be part of 'radicalisation').
- Online games, chats or livestreams where others behave in ways that are not kind or safe.

Using AI safely

Sometimes websites, games or apps use something called artificial intelligence (AI). AI can do things like chat, draw pictures or answer questions.

AI can be fun and helpful, but it can also make mistakes or show you things that aren't true. Always check with an adult if something an AI shows you feels strange, unkind or confusing.

Online behaviour and kindness

When you're online, be as kind as you would be face-to-face. Think before you post, share or comment.

Ask yourself: "Would I say this in real life?" If the answer's no, don't say it online either. Being kind online helps make the internet a safe and happy place for everyone.



Cyberbullying

Cyberbullying includes any kind of bullying which takes place online; cyberbullies send insulting messages over the internet and sometimes share secret information online to hurt someone's feelings.

Cyberbullying happens when someone uses technology to be unkind. It can include:

- Sending mean, scary or upsetting messages or pictures.
- Sharing private or embarrassing photos or videos.
- Pretending to be someone else online to cause trouble.
- Posting nasty comments or rumours.

Cyberbullying is never okay. If you see it happen, or it happens to you, tell an adult you trust. Our school will deal with it quickly and help keep everyone safe.

Cyberbullying is sometimes done by a group of people 'ganging up' on someone – if you ever see someone being cyberbullied, never join in and always tell a grown-up you trust.

A cyberbully could be anyone, like one of your friends, a brother or sister, or even an adult. It's really important that you tell someone if you think you or someone is being a cyberbully



Sharing pictures and messages

Sometimes people online might ask you to send or look at pictures or messages that show private parts of your or somebody else's body. This is never okay.

It's against the law to share these kinds of pictures, even if you take them yourself.

If anyone asks you to do these things, don't do it. Tell an adult you trust straight away. You will never be in trouble for telling the truth or asking for help.

It's against the law to have naked pictures or videos (sometimes called 'nudes') of someone who's under the age of 18, even if you're not the person sending them, and even if you took the photos or videos of yourself.



Who to talk to

If you're worried about something, you can talk to an adult at school. This could be your teacher or any member of staff. **If you need to talk, we'll always listen.**

At home

You can talk to your parents or carers about how to stay safe online. They can help you with privacy settings, check your games, and help if you see something upsetting.

Remember, you can always walk away or close the game, app or computer programme if something online makes you feel worried, upset or confused.

Tell someone you trust if something makes you feel like this. You won't be in trouble for asking for their help.

At school

Staff at school have training to protect children.

It's really important to get help if you're worried or unhappy about something online, and we'll do our best to spot if there's a problem.

We will always make time to listen and talk if you need us, please remember:

- You are important to us.
- It's never your fault if someone is upsetting you.
- There is always someone that can help you.
- You will not be in trouble.

It's important that you tell someone you trust if someone is:

- Cyberbullying you.
- Saying things to you online that make you feel upset or uncomfortable.
- Sending unkind messages on the internet or to your phone.
- Asking you to do things that you are uncomfortable with.

Important members of staff

DSL stands for Designated Safeguarding Lead. In every school there's always somebody who has special training to keep you safe. That's their job, so it's really important they know all the facts. All teachers and other staff members have to tell the DSL if they're worried about you.

The DSL may have other job titles, like safeguarding officer or safeguarding manager.

Teachers and other staff members also have training on how to keep you safe. It's the most important part of their job.

Here's a list of the people at school you can speak to if you're worried or need help:

- Jackie Wright Designated Safeguarding Lead
- Paul Dicker Deputy Designated Safeguarding Lead
- Talia Romaine Deputy Designated Safeguarding Lead

If you wish to seek further help, you can call or visit:

- Childline on 0800 11 11 or visit www.childline.org.uk
- NSPCC on 0800 800 5000 or visit www.nspcc.org.uk
- Kidscape on 020 7730 3300 or visit www.kidscape.org.uk
- Youth Access on 020 8772 9900 or visit www.youthaccess.org.uk

Let's make Heathwood Lower School a happy place!

Appendix 1 - Home School Agreement (in each child's School Diary)

As Teachers, we ensure that:

- We closely monitor and scrutinise what pupils are accessing on the Internet, including checking the history of pages.
- Computer monitor screens are readily visible for the teacher, so they can monitor what the pupils are accessing.
- Pupils have clear guidelines for the content of e-mail messages, sending and receiving procedures.
- Pupils only use the Internet when supervised by a teacher or adult.
- Pupils are taught skills and techniques to enable efficient and effective use of the Internet.
- Pupils have a clearly defined focus for using the Internet and e-mail.
- If offensive materials are found, the screen should be switched off, any printed materials confiscated and offensive URLs will be given to the IT Co-ordinator who will report it to the Internet Service Provider.
- Virus protection is essential, as viruses can be downloaded accidentally from the Internet. Pupils bringing work from home, on a memory stick, could also infect the computer – some viruses will format your hard disc!
- The recommended ISP will check sites visited by schools.

As a parent, I understand the implications of online safety and I accept responsibility for setting standards for my child to follow whilst using the internet. I also understand the importance of monitoring my child's access and use of the internet.
Tell your child/ren….

- To always let you know immediately if they see something they don't like or upsets them online.
- To never give out their name, address or any other personal information to anyone whilst online.
- To never agree to meet face to face with someone they meet online.
- To never send a picture of themselves to anyone online.
- To never enter a site that charges for access.
- To never open an attachment when they are unsure of the sender.
- To be aware of internet 'stranger danger'. Ensure that they are aware that not everybody is who they say they are.
- About the dangers online and how to respond if they see inappropriate material.

Child agreement
At home and at school ...
I only use the Internet when supervised by a teacher or adult.
I will only use activities that a teacher or adult has told or allowed me to use.
I will take care of the computers and other equipment.
I will ask for help from a teacher or other adult if I am not sure what to do.
I never tell anyone I meet on the Internet my home address, my telephone number or my school's name, unless my teacher specifically gives me permission.
I never send anyone my picture without permission from my teacher/parents/carer.
If I am given a password I will never pass it on to anyone, even my best friend.
I never arrange to meet anyone.
I never respond to nasty, suggestive or rude emails or postings. I always report any I see to my teacher.
I always tell my teacher if I see bad language or other things that upset me while I'm online.
I am always myself and do not pretend to be anyone or anything I am not.

I know that my teacher and the Internet service provider will check the sites I have visited.
I understand that I will not be able to use the Internet if I deliberately misuse it.
I understand that information on the Internet may not always be reliable and sources may need checking. Web sites may be sponsored by advertisers.