



Online Safety Procedures

January 2025

Review date: January 2026

Use of Technology

To include E-safety, Acceptable Use (adult and child)

This should be read in conjunction with the Child Protection/Safeguarding Policy, with particular regard to 'Prevent'.

Introduction

Use of the internet is an important part of the learning process at Evergreen Primary Academy. Whilst the internet offers many benefits and opportunities across the curriculum, its use necessitates the need for clear procedures on how the internet should be used safely. This document aims to set out high-level guidelines to help ensure that children are safe whilst using the internet. In using ICT to enhance the curriculum, all Evergreen Citizens need to be aware of e-safety issues and need to have agreed to how they will use computers and the internet in line with school values.

This requires clarity on what is acceptable use, a focus on e-safety and an understanding of social media with an underlying regard to safeguarding issues, including 'Prevent'.

All members of this community should feel safe and secure in their use of ICT and the internet, for themselves and for others.

What is the aim of the e-safety and acceptable use procedures

Pupils interact with new technologies such as mobile phones, play-stations, I-pads and the internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial, however can occasionally place young people in danger.

As a school, it is part of our duty of care to ensure that we educate our children about the safe use of technology. They need to be aware of potential dangers and problems that they may come across whilst using technology and be able to deal with them in a confident, mature manner. We want to strike a balance between controlling access, setting rules and educating our students for responsible use.

Evergreen Academy believes they can do this by helping our children to be internet confident.

What does an i-confident child look like at Evergreen Academy by the end of year 6?

- They will challenge information presented to them.
- They show an awareness that not all sources on the internet are correct or useful
- They have some awareness of internet scams.
- They understand the importance of a positive online identity.
- They protect their online image by careful vetting of images and text.
- They recognise that information presented online is difficult and sometimes impossible to remove once posted.
- They realise that text without facial expressions and sound context can be misunderstood.
- They understand the importance of tailoring information to the audience.
- They protect each other.
- They report cyber bullying, both when it is happening to them and when they see it happening to someone else.
- They are confident in discovering new things.
- They look for ways to use new technologies to present work, share information and communicate effectively.
- They discover and evaluate new technologies considering the benefits to the child, the disadvantages of the technology and the safety risks.
- They evaluate risks in technology.

- They weigh up possible benefits against likely dangers, particularly applicable for open chat rooms and social networking sites.
- They know how to reduce the risks involved, for example, real friends only, locked profile and don't share passwords or usernames.
- They know what technology can and can't do.

Practical guidelines for safe internet use by teachers

Teachers should evaluate any websites fully before they use them with their pupils. Often this means checking the websites and searching results before the lesson. What may be considered a safe site today might not be tomorrow. Teachers need to pay particular attention to image advertisements as they can change each time the web page is accessed.

How will pupils learn to evaluate internet content?

E-safety should be incorporated across all aspects of the curriculum and integrated into all appropriate lessons. Teachers have a responsibility to educate children on both the dangers and restrictions of the internet during computing and PSHE sessions. This will begin to be introduced across certain units of work and monitored by SLT, Designated Safeguarding Lead and PSHE lead.

Social Networking Sites

Evergreen Primary Academy currently controls access to social networking sites and they are not available through the school internet. However, pupils are advised never to give out personal details of any kind which may identify them, their friends or their location. Parents and pupils will be advised, through the computing and PSHE curriculum, that the use of social networking sites outside school brings a range of dangers to primary school children. Pupils will be encouraged to use safer networking areas. It is important that we recognise the children's current interest in such sites and educate them accordingly on the dangers and legal age limits e.g. The age limit for a child to use Facebook is 13 so primary aged children should not be accessing the site, although the Academy are aware that children under the age of 13 at Evergreen are accessing it.

How will use of the internet be monitored and managed?

At Evergreen Primary Academy our internet connection incorporates a filtering system or "firewall" appropriate to the age of our pupils which screens undesirable sites at a proxy server. However, it is impossible to filter all sites and that is why e-safety education is vital across the curriculum.

As an extra precaution, all teachers have a responsibility to monitor the range of sites used and should pre-plan sites to be used with the children and sites used to download materials onto the network. Any concerns over websites should be reported to the SLT immediately so that they can be passed on to the Cabot ICT team who can deal with these concerns accordingly.

Teachers should only recommend websites to children, particularly for home use, that they have accessed themselves and know are safe to be used by primary aged children. Antivirus software is monitored regularly by the Cabot ICT team and technicians and is installed on all computers throughout the school. Children will be taught to inform a member of staff if they are concerned about the appropriateness of the site.

Acceptable Use

All Evergreen Citizens will be expected to sign an 'Acceptable Use' agreement. Staff, parents and children should read the guidelines and ask for clarification if necessary. Class teachers may need to support some parents, for example, EAL parents, to ensure that they have understood the agreement.

It is expected that everyone

- understands the importance of keeping their password secure by not sharing it with another member of our learning community.
- informs the appropriate person when there is a problem so that it can be resolved
- understands that technology is one of many teaching and learning resources available

These can be found here:

[SEND Our acceptable use agreements.docx](#)

[Acceptable Use Policy EYFS & KS1.docx](#)

[Acceptable Use Policy KS2 v2 5.11.20.docx](#)

Misuse

Should a child not use the computer or the internet appropriately, the class teacher will deal with the incident and talk with parents as appropriate. It is likely that computer will be removed from them, in the first instance. Should there be a safeguarding issue with the way the child uses the internet, staff are expected to refer this to the DSL Emma Wheeldon for action. Consequences will be put in place and parents contacted as necessary.

Useful websites

- The Child Exploitation and Online Protection Centre (www.ceop.police.uk) provide a wide range of supporting materials for children parents and teachers and should be used to increase awareness of current e-safety developments.
- Webonauts (<http://pbskids.org/license/index.html>) provide an online e-safety game for younger children
- Childnet international have several resources to support (<http://www.childnet.com/young-people/primary>)