

# SUNNYSIDE ACADEMY

## Digital Citizenship Safeguarding Policy

### 1. Introduction

The purpose of this policy is to ensure that all staff, parents, governors and children understand and agree the school's approach to digital safety. The policy relates to other policies including ICT curriculum, Acceptable Use, Anti Bullying, Child Protection and Health and Safety.

At Sunnyside we believe we can educate, support and guide our pupils to becoming modern citizens in an ever changing and technological world. We do this through:

- \* Offering a varied and embedded, modern curriculum experience to all pupils.
- \* Creating a secure and warm environment where all children are encouraged to speak out, challenge views or opinions and explore others values in a constructive and learned way.
- \* Promoting Modern British Values and encouraging pupils to recognise and evidence their own moral and social achievements along with those of their peers.
- \* Offering every child the opportunity to seek out and gain support from staff on a one to one basis.
- \* Encouraging children to 'Be Brave' and challenge their peers over behaviour they do not feel is appropriate.
- \* Fostering an environment that encourages positive communication where children feel heard, valued and expect actions should they encounter an issue.

We believe all of these things provide our pupils with the knowledge to make positive decisions while online and offers the facility to explore or seek sanction should they chose not to make positive decisions or become the victim of harm while using modern technology.

### 2. Writing and reviewing

The school's person with responsibility for Digital Citizenship is the Family Liaison Officer under the direction of the Headteacher. The Family Liaison Officer will also work closely with the IT Coordinator and the IT Technician in regards to digital safety. The Digital Citizenship Policy and its implementation will be reviewed annually.

### 3. Teaching and learning

Why Internet use is important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils

Internet use will enhance learning

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Pupils will be taught how to evaluate Internet content

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

### **3. Managing Internet Access Information system security**

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.

Both by the IT Technician, IT Coordinator - in conjunction with the Head Teacher and Stockton ICT unit.

### **4. E-mail content and the school web site**

- Pupils may not use email in the school, unless directly supervised as part of a taught lesson or experience.
- The contact details on the Web site should be the school address, email and telephone number. Staff or pupils' personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **5. Publishing pupil's images and work**

- Photographs that include pupils will be selected carefully and in accordance with parent's express written consent.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

Please refer to the whole school spreadsheet 'Consent for Photographs.' This can be found on Staff Shared/ Photo Consent. Written consent can be found in the paper Consent for Photographs folder held by the Family Liaison Officer.

### **6. Social networking and personal publishing**

The school will deny access to social networking sites however; will still offer the opportunity for appropriate discussion and advice around positive use of these sites throughout lesson time, annual Digital Citizenship training and assemblies.

### **7. Managing filtering**

- The school will work with the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator

### **8. Managing emerging technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. We will always endeavour to bring the most up to date technologies to our teaching.
- Mobile phones will not be used within lesson time however; it is necessary from time to time for a parent to request their child bring a mobile phone to school. In these instances the parent should contact the class teacher to discuss, the device will then be passed to the class teacher and kept in a locked space for the day it is required. This happens rarely and is usually associated with KS2 children who may be subject to an unusual

situation. E.g. walking home to a different address than usual. **It is not appropriate for pupils to routinely bring mobile phones to school in the interest of safeguarding.**

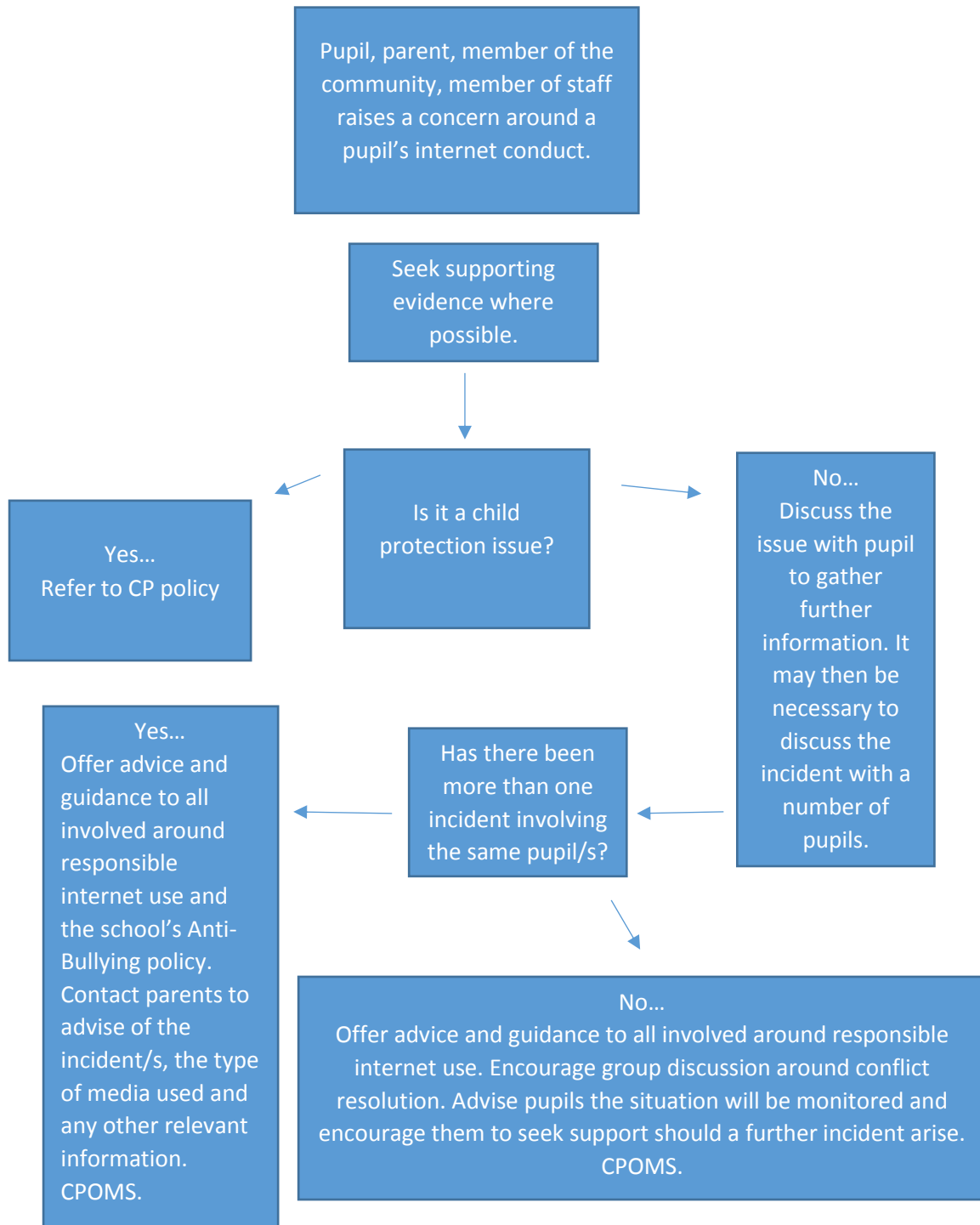
#### **9. Assessing risks**

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access but will always endeavour to support children and their families by referring to appropriate agencies should a pupil be exposed to inappropriate material. Actions following an incident such as this will be discussed with the Local Authority, the pupil and their family where appropriate.

#### **10. Handling e-safety complaints**

- The Family Liaison Officer will deal with complaints of pupil Internet misuse.
- Any complaint about staff internet misuse must be referred directly to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school Child Protection Policy.

**Handling complaints of pupil internet misuse:**



### **11. Introducing the Digital Citizenship policy to pupils**

- Digital Citizenship rules will be discussed with the pupils at the start of each year.
- E-safety posters will be displayed as a desktop wallpaper for all pupils when accessing the computers.
- Pupils are informed that network and Internet use is monitored and appropriately followed up.
- The children receive specific Digital Citizenship lessons annually and are encouraged to be positive citizens by making positive contributions throughout daily lessons and interactions with members of staff around school.
- Digital Citizenship is embedded into the school's curriculum and referred to almost daily with the use of technologies.

### **12. Staff and the Digital Citizenship policy**

- All staff will have access to the School Digital Citizenship Policy and its importance explained.
- Staff will receive training appropriate to their responsibilities around internet safety issues and modern technologies.
- Staff should be aware that Internet traffic could be monitored.
- Discretion and professional conduct is essential.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.

### **13. Enlisting parents' support**

- Parents' attention will be drawn to the School Digital Citizenship Policy in newsletters, via the school website and through conversations.
- Parents will be provided with a free Vodaphone Digital Parenting magazine termly.
- Parents will be encouraged to attend termly Digital Citizenship workshops to showcase the children's digital work both educationally and through extended school activities and to offer advice around potential risks while children are online.
- Letter to be sent home at the beginning of each year around Digital Citizenship and what it means in relation to the curriculum.

If using the internet at home:

- Pupils will be advised what constitutes safe personal information for example using their own name on a social media site, and what would not be safe personal information for example their location, school, address, contact telephone numbers etc. We do not believe pupils will follow advice not to use their own name when accessing social media sites so teach them how to do this safely while explaining the risks so children are able to recognise worrying factors and risk assess their own situation while accessing the internet.
- Pupils are made aware of how they can report abuse and who they can report abuse to.
- Pupils will be taught the reasons why personal photos should not be posted on any social networking sites without considering how the photo could be used now or in the future. They will also be advised of their digital footprint and how deleting derogatory or harmful comments does not remove them completely from the internet.
- Pupils will be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications however, we again have realistic expectations of the children and understand at times they will communicate with unknown individuals. We offer advice on what would constitute a concern during these communications, how to recognise our own worry and what to do should we find ourselves in an uncomfortable or potentially harmful situation.
- Pupils will be encouraged to be positive digital citizens while accessing the internet. In context this means

we encourage positive feedback and comments, a difference of opinion and how this can be explored in a reflective manner, critical thinking and challenge around what they may view while accessing the internet and the belief that the internet is a wonderful tool of resource and education.

We are aware that not all pupils will follow our advice and guidance while accessing the internet and understand a pupil who abuses the internet in order to discriminate, belittle or bully another child will likely require additional pastoral support in order to build their self-esteem, confidence and tolerance towards others. This will be offered as it is identified.

We also understand our additional responsibilities toward our high percentage of pupils with an identified Special Educational Needs and how this can make them potentially more vulnerable while accessing the internet. Annual Digital Citizenship lessons are differentiated to the needs and stages of development of the children as with lessons, while still providing appropriate information based on what the children state they are accessing at home.

Academic Year	Designated leads	Nominated Safeguarding Governor
15/16	Andrew Dunn – Headteacher, Nicola Anderson – Family Liaison Officer	Mrs Wendy Atkinson

Review Date	Changes Made	Ratification by Governors
September 16		

**Date written:** July 15

**Author:** Nicola Anderson

**Date adopted by Governors:**

**Review Date:** September 2016