DUNNINGTON CE PRIMARY SCHOOL

Acceptable Use, Online Safety and Mobile Phone Procedures

Date of Policy: November 2023

Date of Review: March 2026

Member(s) of staff responsible: Caroline Hancy

Governor(s) responsible: Premises and Policy

Signature of Chair of Governors:

Date:

Evaluating Internet Content

In a perfect world, inappropriate material would not be visible to pupils using the Internet, but this is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils should be taught what to do it they experience material that they find distasteful, uncomfortable or threatening.

Attached are the 'Acceptable Use' agreements for all children and the 'Parent/Carer and Child Online Access Agreements'. These are to support establishing safe practices at home and to give guidance on how we will be addressing Online Safety measures in school.

In school, children will be:
- Expected to follow the Acceptable Use Agreement whilst at school.
- Taught the importance of adopting good Online Safety practice when using digital technologies out of school.
- Taught the need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.

Social Networking
- Social networking sites (such as, Facebook, Instagram, Snapchat/TikTok) provide facilities to chat and exchange information online. This online world is very different from the real one with the temptation to say and do things beyond usual face-t-face contact.
- Use of social networking sites in the school, is not allowed and will be blocked/filtered.
- Pupils will be advised never to give out personal details of any kind that may identify themselves, other pupils, their school/location. This will also include not using personal photographs and videos.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- Pupils will be encouraged to only interact with known friends, family and staff over the Internet and deny access to others (if allowed home access).
- Parents, pupils and staff will be advised of the dangers of discussing pupils, staff or the school on social networking sites. The governors will consider taking legal action, where appropriate, to protect pupils and staff against cyber-bulling and defamatory comments.

Mobile Phones

Many new mobile phones have access to the Internet and picture and video messaging. Whilst these are the more advanced features, they present opportunities for unrestricted access to the Internet and sharing of images. There are risks of mobile bullying, or inappropriate contact.
- The sending of abusive or inappropriate text messages is forbidden.
- On trips staff mobile are used for emergency only.

- Staff should always use the school phone to contact parents, unless in an emergency on a school trip.
- Students and visitors are not permitted to access or use their mobile phones within the classroom. All visitors and volunteers should ensure that their phones are turned off and stored safely away during the teaching day.
- Staff are only permitted to use their mobiles phones to authenticate email log ins briefly at times where pupils are present. All staff should ensure that their phones are turned off and stored safely at all other times during the teaching day.
- Parents cannot use mobile phones on school trips to take pictures of the children.
- Staff may only use their mobile phones in the staffroom/school office during the school day (i.e. when the children are on the school premises).

Digital/Video Cameras/Photographs
Pictures, videos and sounds are not directly connected to the Internet but images are easily transferred.
- Pupils will not use digital cameras or video equipment at school unless specifically authorised by staff.
- Publishing of images, video and sound will follow the policy set out by Dunnington School.
- Parents and carers are permitted to take photos/videos of their own children in school events. They are requested not to share photos/videos from school events on social networking sites if other pupils appear in the background.
- The Headteacher or a nominee will inform parent(s)/guardian(s) and others present at school events that photographs/videos may be taken on the basis that they re for private retention and not for publication in any manner.
- Staff should always use a school camera t capture images and should not use their personal devices.
- Photos taken by the school are subject to the Data Protection Act.

Published Content and the School Website
The school website is a valuable source of information for parents and potential parents.

- Contact details on the website will be the school address, email and telephone number.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and Freedom of Information Act.
- Staff and pupils' personal information will not be published.
- Photographs and videos that include pupils will be selected carefully.
- Pupils' names will not be used in association with photographs.
- Consent from parents will be obtained before photographs of pupils are published on the school website.
- Parents should only upload pictures of their own child/children onto social networking sites.
- The Governing body may ban the use of photographic equipment by any parent who does not follow the school policy.

Further Resources
We have found these websites useful for Online Safety advice and information.

http://www.thinkuknow.co.uk/	Set up by the Police with lots of information for parents and staff including a place to report abuse.
http://www.childnet-int.org/	Non-profit organization working with others to 'help make the Internet a great and safe place for children'.