



# Maryland Primary School & Children's Centre

## Online – Safety Protocol

The internet has brought up unintended child protection issues so we at Maryland School have an Online-Safety Policy to ensure all staff work in the context of protecting our pupils in the digital environment

<b>HT/SLT</b>	The HT is trained on online-safety by Capita and NPW. Training is cascaded to staff. Online-safety is included in new SEF sect 4.7, SDP and in Staff Handbook.
<b>Governors</b>	The Online-safety policy is reviewed by Curriculum Subcommittee. The school policy is based on the LGfL (London Grid for Learning) and NPW policies for schools. The lead professional for Safeguarding (Headteacher) is accountable for Online-safety but all staff are responsible for the safe use of ICT with their pupils on a day to day basis.
<b>Staff</b>	All staff are required to read and implement the Online-safety policy. They must sign an Online-Safety Agreement. The ICT postholder will address any technical issues and assist the HT throughout the year. The ICT suites will display posters & reminders using positive, child-friendly language. Includes all staff. Warnings about Social networking and chatrooms/twitter-type sites. Use strong passwords. Raise awareness of the issue in school, through ICT lessons and assembly. Not assume children know legalities/prohibitions from home, e.g. they may see older siblings downloading illegally.
<b>Volunteers</b>	Volunteers must sign online-safety agreement before being given access to technology.
<b>Parents</b>	The Home-School Agreement will include a statement about online-safety for parents to sign and they will be given a guidance sheet about how to keep their children safe on the internet. Newsletter updates and reminders. Short talks at 'Meet the Teacher' evening, website, online-safety evening for parents arranged by community police or NPW.
<b>Pupils</b>	Children will be taught about online-safety at appropriate places across the curriculum and learn the 12 rules for responsible ICT use. Regular, gentle reminders. Rules of 'Netiquette'. Use the 'thinkyouknow' website, Childnet. Understand cyberbullying. School mobile phone rules. Confidence to report cyberbullying to an adult.
<b>Technician</b>	School based technician will report any concerns on online -safety to the HT that he may discover during his work at Maryland School.
<b>Extended Services</b>	Private providers and visitors must comply with the Online-Safety Policy. Parents using training facilities must sign an online-safety agreement.

Review date: April 2017 \_\_\_\_\_ Protocols

Review date: \_\_ April 2018 \_\_\_\_\_