



# Maryland Primary School & Children's Centre

## Online Safety Protocol

<b>Senior staff</b>	Senior leaders and DSLs are regularly trained on Online Safety. Training is cascaded to staff. Online Safety is included in the safeguarding policy.
<b>Governors</b>	The Online Safety policy is reviewed by Curriculum Subcommittee as part of the safeguarding and anti-bullying policies. Internet filter checks termly.
<b>Staff</b>	All staff are required to: <ul style="list-style-type: none"> <li>• read and implement the Online Safety policy.</li> <li>• sign an Online Safety Agreement.</li> <li>• report technical issues to the ICT postholder and senior leaders</li> <li>• teach the children about the dangers of social networking</li> <li>• use strong passwords</li> <li>• whistleblow where necessary</li> </ul>
<b>Volunteers</b>	Volunteers must sign Online Safety Agreement before being given access to technology.
<b>Parents</b>	Parents will be supported by: <ul style="list-style-type: none"> <li>• The Home-School Agreement including a statement about Online Safety</li> <li>• Signposting to online safety support via the school website</li> <li>• Newsletter updates and reminders.</li> <li>• Online Safety evening</li> </ul>
<b>Pupils</b>	Children will be taught about Online Safety through: <ul style="list-style-type: none"> <li>• the curriculum</li> <li>• Class contracts</li> <li>• 12 rules for responsible ICT use. Regular, gentle reminders. Rules of 'Netiquette'. Use the 'thinkyouknow' website, Childnet. Understand cyber-bullying</li> <li>• Learning the school mobile phone rules</li> <li>• knowing how to report cyber-bullying to an adult</li> <li>• the help walls</li> </ul>
<b>Technician</b>	School based technician will report any concerns on Online Safety to senior leaders that he may discover during his work at Maryland school.
<b>Extended Services</b>	The Children's Centre, Private providers and visitors must comply with the Online Safety policy. Parents using training facilities must sign the Online Safety agreement.