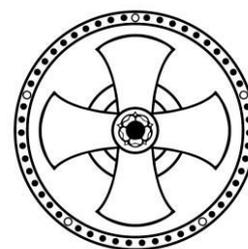




OUR LADY OF LOURDES
CATHOLIC PRIMARY SCHOOL



THE GREEN
ROTTINGDEAN
BRIGHTON BN2 7HA
www.ourladyoflourdesprimaryschool.co.uk

January 4th 2021

Re: Arrangements for Remote Learning and Home Learning from January 5th

Dear Parents and Carers

As promised over the weekend, I'm writing again this morning to clarify the arrangements for the remote learning via Zoom and Home Learning that will happen offline over the next few weeks. I know that many of you, like us, will want some clarity over how long this will last for. The simple answer to this is that I don't know; but in my conversations with staff, I'm asking them to consider that this might well be a lockdown that lasts until the end of January and perhaps longer, depending on the transmission rate of the virus in our area. Of course, our hope is that children can return to school as soon as possible and we can go back to some semblance of normality.

Many thanks to those of you who contacted me so punctually over the weekend to ensure I could appropriately staff the provision for our vulnerable and key worker children. Having done that over the weekend, I'm afraid I'm not in a position to take any further children into this provision and, actually, given the R rate in the village, children are safer at home and are only attending school as a last resort.

We will look to begin the Remote Learning and Off Line Working tomorrow and you can expect correspondence from the following staff around the following subjects:

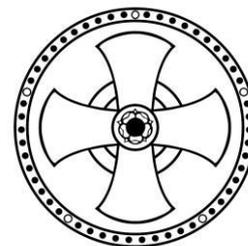
	Staffing	Subjects Expected
Year R	Miss Anscombe	Phonics, Maths and RE. Registers will be taken in the morning and tasks introduced, but, given the age of these children the vast majority of work will be Pinged to be done offline. Daily check ins will allow us to ascertain how this work is progressing.
Year 1	Miss Cordell	Phonics, Maths, RE and Topic. Registers will be taken in the morning and face to face teaching undertaken via Zoom, the codes for which will be PINGED prior to the lessons taking place. Students will also be directed to Oak Academy Lessons to supplement the teacher input. For those students without internet access or having prolonged issues with Zoom, work packs will be available from the School Office, please ring to arrange a collection time.
Year 2	Miss Anscombe and Mrs. Price	To ensure these children receive quality provision, Miss Anscombe will also oversee the on-line teaching of this group, in Miss Worsfold's absence. The work set will include Phonics, Maths, RE and Topic. Registers will be taken in the morning and face to face teaching undertaken via Zoom, the codes for which will be PINGED prior to the lessons taking place. Students will also be directed to Oak Academy Lessons to supplement the teacher input.

Tel (01273) 306980 Fax (01273) 308809 Email admin@lourdes.brighton-hove.sch.uk

Head Teacher: Mr Paul Barber



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		For those students without internet access or having prolonged issues with Zoom, work packs will be available from the School Office, please ring to arrange a collection time.
Year 3	Miss Tubidy	Phonics, Maths, RE and Topic. Registers will be taken in the morning and face to face teaching undertaken via Zoom, the codes for which will be PINGED prior to the lessons taking place. Students will also be directed to Oak Academy Lessons to supplement the teacher input. For those students without internet access or having prolonged issues with Zoom, work packs will be available from the School Office, please ring to arrange a collection time.
Year 4	Mrs Golawska and Mrs Philbrook	Phonics, Maths, RE and Topic. Registers will be taken in the morning and face to face teaching undertaken via Zoom, the codes for which will be PINGED prior to the lessons taking place. Students will also be directed to Oak Academy Lessons to supplement the teacher input. For those students without internet access or having prolonged issues with Zoom, work packs will be available from the School Office, please ring to arrange a collection time.
Year 5	Mrs Nicholson	Phonics, Maths, RE and Topic. Registers will be taken in the morning and face to face teaching undertaken via Zoom, the codes for which will be PINGED prior to the lessons taking place. Students will also be directed to Oak Academy Lessons to supplement the teacher input. For those students without internet access or having prolonged issues with Zoom, work packs will be available from the School Office, please ring to arrange a collection time.
Year 6	Miss Jarman	Phonics, Maths, RE and Topic. Registers will be taken in the morning and face to face teaching undertaken via Zoom, the codes for which will be PINGED prior to the lessons taking place. Students will also be directed to Oak Academy Lessons to supplement the teacher input. For those students without internet access or having prolonged issues with Zoom, work packs will be available from the School Office, please ring to arrange a collection time.

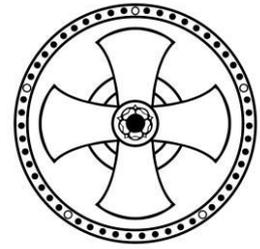
In the case of Year 3,4,5 and 6, students who are in school will join their classes for the remote lessons being supervised by on site members of staff. Reception, Year 1 and 2 will follow similar topics, but will learn off line supported by a bubble of staff, including a qualified Nursery Nurse and Teacher.

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Safeguarding Students On-Line

Teaching and learning on-line does have certain risks associated with it that we need to be aware of. I've attached the relevant guidance for you again so that we ensure that children are kept safe when working via Zoom. Some initial pieces of guidance would be:

1. Please ensure that children are suitably dressed in order to learn; pyjamas and attending Zooms partially clothed should be avoided.
2. Please ensure that children enter the Zoom call muted and remain on mute throughout the introductions of the lessons and register, unmuting themselves to answer their names of course.
3. We need to consider the length of time that children spend on screen during lockdown. Typically, teachers will give lesson introductions and information to the children, then set an independent task, checking in with those that need extra support, please be prepared for this.
4. Please do remain in the vicinity of the child on the Zoom call.

Assemblies will continue with me, these will be:

Year 5 and 6 – Mondays from 9.15 to 9.45am

Year 3 and 4 – Wednesdays from 9.15 to 9.45am

Year R, 1 and 2 – Fridays from 10.00 to 10.30am

During these, we'll take the chance to have liturgies and read the Bible together in addition to thinking about key themes of the week. Children in school will be joining from their bubble rooms. I'll communicate these Zoom codes to you via the school website and PING in advance. These will begin this week, from Wednesday.

Along with myself, the Leadership Team will review these plans on a weekly basis and look to constantly ensure that we support you all in the teaching of children. If there are any issues at all, please do email the school office, or even me directly. As you'll appreciate, the Covid pandemic has not left the staffing of the school unaffected. The provisions we have put in place today are in light of absences to staff and therefore it might be that remote provision does not directly mirror the provision of in-class support. It's also true that these plans will need to be changed in the event of further absences caused by the pandemic. We will do our very best to deal with any disruptions to learning as quickly as possible and communicate any changes to you in good time. For those children attending school, Breakfast Club and afterschool provision will not run this week (ASC is set to begin on Jan 18th and Breakfast Club will resume as soon as it can, for those children attending as vulnerable and key worker children.)

I send my heartfelt thanks for your continued support of us.

With warm wishes,

Paul Barber
Headteacher

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Head Teacher: Mr Paul Barber



Our Lady of Lourdes Catholic Primary School

Remote Learning Policy

October 2020



Our Lady of Lourdes Catholic Primary School

Remote Learning Policy

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1. Aims

This remote learning policy for staff aims to:

- › Ensure consistency in the approach to remote learning for pupils who aren't in school
- › Set out expectations for all members of the school community with regards to remote learning
- › Provide appropriate guidelines for data protection

2. Roles and responsibilities

As we move through the Autumn Term, our provision for remote learning will adapt as new resources are available to us. In the immediate event of lockdown, we would move to communicating with parents via Ping, e-mail and Zoom. This would be undertaken by classroom teachers. In the event of children self-isolating and the school remaining open, our intervention teacher would make contact with children self-isolating to ensure that they don't fall further behind their classmates.

2.1 Teachers

When providing remote learning, teachers must be available between the times that their bubbles would ordinarily be in session.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. When providing remote learning, teachers are responsible for:

- › Setting work
 - Work should be set for their classes, including differentiated work for those children that need support, or added challenge.
 - We would set work in English, Maths and RE, using Oak Academy for foundation areas.
 - The work would be introduced during the Zoom Call to the class in the morning, where a register would be taken.
 - The work should be uploaded to the class page of the website and follow the timetable for the week.
 - Staff would be expected to attend school, meaning that all would have access to IT and the wi-fi. This would also limit safeguarding concerns.
- › Providing feedback on work
 - In the case of Google Classroom, feedback can be provided in the same way that this is given in class. In the case of Zoom, we'd look to use questioning and answering to ensure that

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feedback was verbal. Written feedback on work would focus on RE, English and Maths and undertaken by parents submitting work from their children.

- › Keeping in touch with pupils who aren't in school and their parents
 - If the whole bubble, or school is locked down, teachers would ensure the contact with all children through Zoom calls. Follow up phone calls would also be used for children whose absence had not been recorded.
 - Parental e-mails would not be answered outside a teacher's normal working hours.
 - Teacher's would pass any concerns or complaints to a member of the SLT, safeguarding concerns would be logged in the usual way through C-POMs.
- › Attending virtual meetings with staff, parents and pupils
 - Teachers should ensure that when working virtually, they dress as if they are attending school.
 - We would not recommend that teachers attended virtual meetings with parents from their own home or a public space, but used their classroom space instead.

If teachers are working in school teaching classes that are in session, they should liaise with the Intervention Teacher to ensure that contact is made with the absent children and work set in this way. The class teacher is to tell the Intervention teacher what work is most appropriate.

2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available for the duration of their normal working hours.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure. When assisting with remote learning, teaching assistants are responsible for:

Supporting class teachers with preparing the differentiated learning resources for the children that require and are to be led by their class teacher in what resources to prioritise.

2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for:

- › Considering whether any aspects of the subject curriculum need to change to accommodate remote learning
- › Working with teachers teaching their subject remotely to make sure all work set is appropriate and consistent
- › Working with other subject leads and senior leaders to make sure work set remotely across all subjects is appropriate and consistent, and deadlines are being set an appropriate distance away from each other
- › Monitoring the remote work set by teachers in their subject – explain how they'll do this, such as through regular meetings with teachers or by reviewing work set
- › Alerting teachers to resources they can use to teach their subject remotely

2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- › Co-ordinating the remote learning approach across the school
- › Monitoring the effectiveness of remote learning through auditing parents and sampling on line learning resources

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- › Monitoring the security of remote learning systems, including data protection and safeguarding considerations
- › Monitoring the feedback being given by the class teachers with a view to share good practice

2.5 Designated safeguarding lead

The DSL is responsible for ensuring that the safeguarding policy and those aspects of it relating to remote learning, online safety and staff conduct are adhered to.

2.6 Pupils and parents

Staff can expect pupils learning remotely to:

- › Be contactable during the school day – although consider they may not always be in front of a device the entire time
- › Complete work to the deadline set by teachers
- › Seek help if they need it, from teachers or teaching assistants
- › Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

Insert details, such as:

- › Make the school aware if their child is sick or otherwise can't complete work
- › Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- › Be respectful when making any complaints or concerns known to staff

2.7 Governing board

The governing board is responsible for:

- › Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- › Ensuring that staff are certain that remote learning systems are appropriately secure, for both data protection and safeguarding reasons

3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the class teacher in the first instance. If the concern is more generic, parents and carers are welcome to contact the Headteacher

4. Data protection

4.1 Accessing personal data

When accessing personal data for remote learning purposes, all staff members will:

- › Access the information from within school in a safe place (their classroom or office)
- › Use a school based device, rather than a personal computer or handset.

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4.2 Processing personal data

Staff members may need to collect and/or share personal data such as e-mail addresses as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- › Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- › Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends
- › Installing antivirus and anti-spyware software
- › Keeping operating systems up to date – always install the latest updates

5. Safeguarding

The Safeguarding Policy for 2020 has been updated and has an added addendum relating to Covid-19. It can be found on the website.

6. Monitoring arrangements

This policy will be reviewed termly by the Headteacher as part of our continued review of our Covid -19 response.

7. Links with other policies

This policy is linked to our:

- › Behaviour policy
- › Child protection policy and coronavirus addendum to our child protection policy
- › Data protection policy and privacy notices
- › ICT and internet acceptable use policy
- › Online safety policy



Our Lady of Lourdes Catholic Primary School

Online Safety Policy

October 2020



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Online Safety Policy

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1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

2. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#) and [cyber-bullying: advice for headteachers and school staff](#)
- [Relationships and sex education](#)
- [Searching, screening and confiscation](#)

It also refers to the Department's guidance on [protecting children from radicalisation](#).

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It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

3. Roles and responsibilities

3.1 The governing board

The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The governing board will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The governor who oversees online safety is Helen Snow, as part of her role as Safeguarding Governor

All governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet.

3.2 The headteacher

The headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The designated safeguarding lead

Details of the school's DSL deputies are set out in our child protection and safeguarding policy as well relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headteacher, ICT manager and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing board

This list is not intended to be exhaustive.

3.4 The ICT Support Team – School's IT

We work with an external team who support us with our IT, they are responsible for:

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- › Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- › Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- › Conducting a full security check and monitoring the school's ICT systems on a periodic basis
- › Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- › Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- › Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- › Maintaining an understanding of this policy
- › Implementing this policy consistently
- › Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2)
- › Working with the DSL to ensure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- › Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.6 Parents

Parents are expected to:

- › Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- › Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendices 1 and 2)

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- › What are the issues? - [UK Safer Internet Centre](#)
- › Hot topics - [Childnet International](#)
- › Parent factsheet - [Childnet International](#)

3.7 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 3).

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4. Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum:

The text below is taken from the [National Curriculum computing programmes of study](#).

From Summer 2021 **all** schools will have to teach:

- › [Relationships education and health education](#) in primary schools
- › [Relationships and sex education and health education](#) in secondary schools

This new requirement includes aspects about online safety.

In **Key Stage 1**, pupils will be taught to:

- › Use technology safely and respectfully, keeping personal information private
- › Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage 2** will be taught to:

- › Use technology safely, respectfully and responsibly
- › Recognise acceptable and unacceptable behaviour
- › Identify a range of ways to report concerns about content and contact

By the **end of primary school**, pupils will know:

- › *That people sometimes behave differently online, including by pretending to be someone they are not.*
- › *That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous*
- › *The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them*
- › *How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met*
- › *How information and data is shared and used online*
- › *How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know*

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

5. Educating parents about online safety

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents.

Online safety will also be covered during parents' evenings.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

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6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their groups, and the issue will be addressed in assemblies.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

The school will also send information on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

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Any searching of pupils will be carried out in line with the DfE's latest guidance on [screening, searching and confiscation](#).

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1-3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1, 2 and 3.

8. Pupils using mobile devices in school

Pupils may bring mobile devices into school, but are not permitted to use whilst at school. We understand that children may need them in order to keep them safe on their way to and from school. Once they arrive, the phone will be given to the class teacher

9. Staff using work devices outside school

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 3.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the IT team.

Work devices must be used solely for work activities.

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our policies on behaviour. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

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The DSL and deputies will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 5.

This policy will be reviewed every year by the Headteacher. At every review, the policy will be shared with the governing board.

13. Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use policy

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Online Safety Policy

Appendices of Exemplar Documents:

Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

Adapt this agreement to reflect your school's approach, in line with any changes you made to this policy

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - I click on a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- I will be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends.
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

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Appendix 2: KS2, KS3 and KS4 acceptable use agreement (pupils and parents/carers)

Adapt this agreement to reflect your school's approach, in line with any changes you made to this policy

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

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Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)

Adapt this agreement to reflect your school's approach, in line with any changes you make to this policy.

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/governor/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/governor/volunteer/visitor):

Date:

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Appendix 4: online safety training needs – self audit for staff

Adapt this form to suit your needs

ONLINE SAFETY TRAINING NEEDS AUDIT	
Name of staff member/volunteer:	Date:
Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

Appendix 5: online safety incident report log

ONLINE SAFETY INCIDENT LOG				
Date	Where the incident took place	Description of the incident	Action taken	Name and signature of staff member recording the incident