

# Safely using digital devices and social media

## A guide for pupils and parents & carers

This document collects together all the policies which are used to promote, teach and safeguard when using electronic devices (such as smart watches, mobile phones and tablets) and social media apps for all pupils at Bourne Alliance MAT. This also includes the acceptable use policy for parents and carers which sets out how parents and carers should communicate with the school.

Please use the contents page overleaf to find relevant information to share with your child and to read how the school kindly asks for your support. Please take the time to read this policy and support us to help your child/ren.

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Dear Parents and Carers

All pupils use technology as an essential part of learning, as required by the National Curriculum, as well as on occasions where a child may be not able to attend school due to long term illnesses.

Whilst we recognise the essential and important contribution, there are potential risks involved when using technology and therefore have developed our **Online safety** policy (on the Trust website) as part of the schools safeguarding measures.

The Trust takes our responsibility towards your child's online safety very seriously and as such we ensure that pupils are educated about safe use of technology and take all reasonable precautions to ensure that they are as safe as possible when using school equipment. In order to support the school in developing your child's knowledge and understanding about online safety, we request that you read the information in this guide with your child and abide by this to help keep everyone safe.

The information is in 2 sections, depending on the age and understanding of your child, so please share the appropriate section with your child and discuss it together. Hopefully, you will also find this information provides you with an opportunity for conversations between you and your child about safe and appropriate use of technology, both at school and at home.

Please support the Trust and schools' approach to online safety by role modelling safe and positive online behaviour at home, including appropriately using online channels to communicate with the school and other parents. Please discuss online safety with your child/ren whenever they access technology at home. Our children live in a digital world and we must all work together to consistently teach our children about being safe and showing appropriate digital behaviours.

The Trust and school websites have more information about the Trust approach to online safety as well as to access useful links to support both you and your child keep safe online at home. You may want to visit [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents) and [www.childnet.com/kia/parents](http://www.childnet.com/kia/parents) for more information about keeping children safe online.

Should you wish to discuss the matter further, please do not hesitate to contact your child's Teacher.

Yours faithfully

Mrs D Browning

Bourne Alliance Academy Trust CEO

# A guide for children – being safe online

Your parents/carers will talk this through with you to help you stay safe online.

## EYFS and Key Stage 1 (years R to 2)













- I will ask an adult before I can use a computer or device
- I only use the internet when an adult is with me
- I only click on links and buttons online when I know what they do
- I only send messages online which are kind and friendly and will not make someone feel sad
- I know that sending an unkind message online is the same as **saying** something unkind to someone
- I always tell an adult if something online makes me feel unhappy or worried
- I know that some people on the internet are not who they say they are, and some people can be unkind
- I won't share my name, where I live, age and passwords with anyone other than my family and I will tell an adult if someone asks me
- I won't look for or show other people things to make them upset

 I           .














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 I  always  tell an  adult if something  online makes  me  feel  unhappy



  
or worried.










 I  know that  some  people on the  internet  are not  who  they  say

 they are,  and  some  people can be  unkind.

 I  will not  share  my  name,  where  I  live,  my  age or  my

 passwords  with  anyone  other  than  my  family  and  I  will  tell an  adult

 if someone  asks  me.

 I  will not  look for or  show  other  people  things to make  them  upset.

## Key Stage 2 (years 3-6)

### Safe at home and at school

- I only send messages which are polite, friendly and not intended to make someone feel unhappy. I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online
- I will only post or share pictures or videos on the internet if they are appropriate, and if I have been given permission by the person who is in them. This includes apps I use in school or apps I use at home such as messaging apps or games
- If I get unpleasant, rude or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to
- I only talk with and open messages from people I know
- I will only click on links if I know they are safe
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to a safe and trusted adult
- I will not share my school name, my own address, age, telephone number or pictures of myself with anyone I talk to online without permission from a trusted adult
- If I am using a webcam I will make sure that the background is blurred and I know the person I am talking to is from school, a personal friend or my family

### Trust

- I know that not everything or everyone online is honest or truthful
- I will check content on other sources such as websites or games I want to play with a trusted adult
- I always credit the person or source that created any work, image or text I use

### Responsible

- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed
- I know that being responsible online also means that I follow these rules when I am gaming or using social media apps
- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to an adult.
- I use school computers for school work, unless I have permission otherwise
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device
- I will be responsible with any device I am using, by taking care of it and not eating or drinking when using it
- I will not access or change other people's files or information. I will always check before I download anything. I know that information on the internet may not be reliable and it sometimes needs checking
- I will only change the settings on a computer at school if I have permission

### Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it
- I know that my teachers will check how I am accessing my school work and any apps I am asked to use when I am learning from home
- I know that I am not allowed on personal email, social networking sites or instant messaging

in school

- I know that if I break the rules, then I may not be able to use the internet at school
- I know that my use of school devices and internet access will be monitored
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online

## Tell

- If I am aware of anyone being unsafe with technology, I will report it to a teacher
- I always talk to a safe/trusted adult if I'm not sure about something or if something happens that makes me feel worried or frightened when online playing games, using websites or other apps
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away

## Bringing mobile phones, tablets or wearable technology to school

### Mobile phones

We know that some older children walk to school and therefore bring a mobile phone in case of emergencies. In this instance, your phone must then be switched off and handed to your teacher on the door, or at the start of the school day. The phone will then be kept in the school office or locked in the classroom cupboard until the end of the school day.

Pupil mobile phones cannot be taken on school trips. The adults on the trip have a mobile phone to use in case of emergency. No mobile phones can be taken on residential visits/overnight stays in school. Should parents need to be contacted, the adults will do this through the school office.

If you are found to be using a device, or in possession of a device whilst at school or on a trip, this will be taken by a school adult and held safely until the end of the day when it will be handed to your parent.

### Device security

The schools take bullying, unkind or mocking language, discrimination and harassment very seriously, whether this is face to face, or online. To prevent other children accessing a personal device, you must use a pin or password which you only share with your parents/carers.

### Smart watches aka wearable technology

Smart watches can be worn at school ONLY if they do not connect to the internet and are unable to take photos. Any device not meeting these criteria will be taken by the teacher, held securely and then returned to the parent or carer at the end of the day. Anyone who is causing a distraction with their wearable technology during lesson time will have it confiscated and held securely until the end of the day. Any smart watch MUST be removed for PE and sports clubs/activities.

### Photos & social media app use on own devices in school

You are not allowed to take photos or video footage with a mobile, tablet or smart watch, or accessing social media apps whilst on the school site. If this is seen, reported or shared, this is taken very seriously and will be tackled in line with the school's behaviour policy and may lead to an online safety plan. The phone/device will be removed and returned only to your parent or carer. Any photos or video of other children will be removed by the child in front of your parent with supervision by the member of staff.

## Using school devices safely

Whilst at school, you will have access to devices such as i-pads, tablets and laptops to help with your learning. The school systems have filtering setup on them to prevent access to inappropriate websites to help keep you safe online.

- Your teachers will continue to teach you and remind you of safe online behaviour and how to report something which makes you uncomfortable.
- You can only use these devices when given permission by your class teachers
- You must not use the devices to search for anything which you have not been given permission to by your class teachers.
- Your teachers will check during the lesson or whilst you are using the devices, to be sure that you are showing safe online behaviour.
- If you choose to search for inappropriate or unsafe websites, your teachers will use the behaviour policy to decide how to deal with this choice and make sure that your parents/carers are informed of this
- Your Head Teacher in school receives an instant report if you attempt to access inappropriate content and a full report each week showing which websites have been used in school which allows the school to be certain we are doing all we can to help keep you safe online
- If you see one of your friends or someone in your class accessing or searching websites or content which they have not been asked to by your teacher, you should tell an adult in the classroom. This helps to keep everyone in your class safe

## A guide for parents & carers

This guide sets out our Acceptable Use Policy regarding digital devices and social media for our pupils and families. Please read this guide through as it also contains helpful information about online safety to help keep your child safe whilst using any digital devices and social media/apps at home.

### Use of mobile phones by parents whilst on the school site

We kindly ask parents and carers to adhere to this policy if they are on the school site during the school day.

- Please do not take pictures or recordings of pupils, unless it's a public event (such as a school fair) and please keep any photographs or recordings for personal use only
- Do not post pictures or videos including other children on social media since not all children have parental permissions to have their images/names shared on social media.
- Should you need to use your mobile phone or smart watch to make/receive a call or message – please do this away from any children such as in the main reception area
- Please use the school office as the first point of contact should you need to get in touch with a member of staff about your child during the day

### Parents using online channels to communicate with the school and each other

Online channels are an important way for parents/carers to communicate with, or about, our school. The Trust uses the following channels:

- Our official Facebook page for each school
- Microsoft Teams to interact with children with remote education
- Twitter
- Arbor to communicate with parents and carers
- Medical Tracker to share information about accidents or medication administration
- Class DoJo
- Tapestry (year R)
- Behaviour for Learning (Aspire only)

Like communication in person, when communicating online, please can we ask that you are

- Respectful towards members of staff, and the school, at all times
- If you have a concern you wish to discuss with the class teacher, please make an appointment to come and talk to them.
- Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure

### Parent groups on social media

Parents/carers have also set up independent channels to help them stay on top of what's happening in their child's class. For example, Whatsapp class groups. The school does not engage in these groups, however we kindly ask that when communicating on these with other parents about the school that you are:

- Respectful of other parents/carers and children
- That you do not use private groups, the school's Facebook page, or personal social media to complain about or criticise the school or members of staff (either by name or through implication). This is not constructive and the school can't improve or address issues if they aren't raised in an appropriate way.
- That you do not use private groups, the school's Facebook page, personal social media or direct messaging to complain about, or try to resolve, a behaviour issue involving other pupils. We ask that you contact the school and speak to the appropriate member of staff so the school

can address this

- That you do not use private groups, school Facebook page or personal social media (such as class WhatsApp groups or direct messaging) to complain about or criticise a pupil in the class. You must not name pupils since this is a safeguarding risk. We ask that you contact the school and speak to the appropriate member of staff so the school can address this
- Upload or share photos or videos on social media of any child other than your own, unless you have the permission of the other children's parents/carers
- You do not contact parents of other children directly to complain about their child regarding concerns/issues/conflict in school. (online or in person). Please come into the school and share your concern to enable us to help you and resolve any issues between children

### Communicating with teachers

Should you need to contact your child's teacher, please contact the school office in the first instance. They will be able to arrange a time for you to speak to the teacher.

Bobbing/Iwade: Staff can communicate with parents via their class email address, but they only access this account during the school day to support their workload and work-life balance.

### Pupils bringing mobile phones, smart watches or tablets to school

There are times when it is appropriate for children to bring their own devices into school. This may be for apps to support learning or for safety (such as walking to school). Our schools reserve the right to refuse pupils permission to bring in a device where this is not appropriate.

- Where permission is granted, parents/carers must be aware that the school cannot take responsibility for replacing a device which is lost, broken or has data lost.
- The school will not be responsible for PAT testing any devices bought into school with a charger
- The school must be notified as soon as possible of any loss, or theft of a personal device that has been used to access school systems, and these incidents will be logged with the DPO.
- Personal devices used to access school systems must enable automatic updates for security patches from the supplier. Applications installed on the device must also be subject to regular security updates, be supported by the supplier and licensed.
- The school will provide a network connection to the device only when this is needed to support learning, such as an app used in class
- The school does not permit the downloading of apps or other software whilst connected to the school network and the school is not responsible for the content of any downloads onto the user's own device whilst using the school's network.
- The school accepts no liability for any loss of data or damage to personal devices resulting from use of the school's network
- The school reserves the right to use technology that detects and monitors the use of personal devices, which are connected to or logged on to our network or IT systems. The use of such technology is for the purpose of ensuring the security of its IT systems and school information.
- The information that the school may monitor includes (but is not limited to) the addresses of websites visited, the timing and duration of visits to websites, information entered into online forms, information uploaded to or downloaded from websites and school IT systems, the content of emails sent via the network, and peer-to-peer traffic transmitted via the network.
- If any device is agreed to be brought into school (for the day or to remain in school) a disclaimer must be signed by parent/carers first. Additionally the class team will check the device to ensure no photos or videos have been captured before the device is sent home. Should images or videos be identified, this will be dealt with in line with the behaviour policy and may result in the device no longer being allowed in school.
- A disclaimer notice will be issued by the school for any digital device being held by the school (during the day or remaining in school) which must be signed by the parent/carer before the

device can be bought into school.

### Mobile phones

The use of mobile phones is prevalent; 53% of young people aged 5-16 years own a mobile phone by the age of 7 years, with 90% by the age of 11.

The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our **anti-bullying, cyberbullying** and **behaviour policies**.

Mobile phones are not permitted in school unless the child walks to or from school on their own. If this is the case, the phone must be switched off and handed to the School Office (Aspire) or the teacher either on the door in the morning or their class teacher at the beginning of the day. The phone will be kept in the school office and collected by the child at the end of the school day.

Should Parents/Carers need to contact pupils in an emergency, or vice versa, this should be done following the usual school procedures via the school offices.

In addition, mobile phones/recording equipment are not to be used by pupils during educational visits. This includes phone calls/texts to parents/guardians. No child will be allowed to take a mobile phone on a residential visit. In the event that a pupil needs to contact home, this will be arranged through the lead teacher on the visit via the school office.

Where a pupil is found by a member of staff or another child to be using, or in the possession of a mobile phone or other device, it will be taken from the child and returned ONLY to the parent, guardian or carer. Please refer to our **searching, screening & confiscation policy**, available on the Trust website which also gives details of search processes which may be used, both for the physical item and the any details, photographs or data held on it.

We use this guidance [Mobile phones in schools - GOV.UK](#) to support the approach we use in school.

### Photos and social media

If a pupil is found taking photographs or video footage with a mobile phone, smart watch or tablet of either other pupils or staff, this will be regarded as a serious offence and disciplinary action will be taken according to the school's behaviour policy and approaches. This phone will be taken from the child and returned ONLY to the parent, guardian or carer. If images of other pupils or staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a teacher and Parent, Guardian or Carer. The child's Parents, Guardian or Carer will be contacted and asked to discuss the matter with the Head of School/Head teacher.

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#).

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate. In these instances, the staff follow the guidance in the **Child Protection and safeguarding policy** and the **cyberbullying** and **bullying** policies. See also Keeping Children Safe in Education.

- Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- The school accepts no responsibility for mobile phones or mobile devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.
- Confiscated phones will be stored in the school office or held in a locked cupboard in the classroom during the day. Any lost phone should be returned to the school office so that we

can attempt to contact the owner.

## Smart watches and fitness trackers (wearable technology)

An increasing number of children are wearing smart watches to school. These can be useful in prompting activity, but can also pose a safeguarding risk or distraction in class.

- Wearable technology may NOT be used to take photos or videos of children by school staff, visitors, volunteers or children
- Children may only wear smart watches and fitness trackers that cannot connect to the internet, nor take photos. Any device not meeting these criteria will be taken by the teacher, held securely and then returned to the parent or carer at the end of the day
- Any child causing a distraction with their wearable technology during lesson time will have the item confiscated and held securely until the end of the day
- We support the Association for Physical Education view that normal practice for fitness trackers/watches which monitor activity is that they are removed for PE and sports clubs and activities.

At National Online Safety we believe in empowering parents, carers and educators with the information they need to hold an informed conversation about online safety with their children, should they feel it is needed. Please visit [nationalonlinesafety.com](http://nationalonlinesafety.com) for further guides, hints and tips for adults.

Part of our Online Mental Health & Wellbeing Series

**NOS**  
Online Mental Health & Wellbeing

Brought to you by  
**NOS** National Online Safety  
[www.nationalonlinesafety.com](http://www.nationalonlinesafety.com)

# What you need to know about... FITNESS TRACKERS



## What are they? 'Fitness Trackers'

A fitness tracker is a wrist-worn device that can measure your level of physical activity during the day. Each fitness tracker focuses on different things but in general, they tend to count steps taken, record sleep patterns and enable activity goals. They can also monitor heart rate, running distance and more. The first fitness tracker was created by Garmin in 2016 but Fitbit popularised fitness trackers for children by introducing the Fitbit Ace in 2018. Now they can be synced to children's smartphones and used to make physical activity fun for children by giving out virtual badges or encouraging family challenges.

## Advantages

- Increase physical activity**  
Studies have shown that tracking physical activities can motivate people to change their behaviour. Your child can be motivated through virtual prizes and online badges. They can set realistic goals for themselves and take part in physical challenges. All of this promotes positive behaviour in children.
- Health tracking**  
Fitness trackers can be a good way for you to understand your child's lifestyle and can help you to encourage them to become more physically active if you have any concerns. It can also help you to monitor sleep patterns if you don't think your child is getting enough good sleep through the night.
- Healthy motivation**  
Children may feel encouraged by looking at their data and keeping track of their progress. Children can also share their performance with their friends on social media and just like how video games would log the scores of the highest players, trackers can provide the same level of motivation.
- Spread kindness**  
The UNICEF Kid Power Band encourages compassion by encouraging children to earn their steps which can be converted to points which is then used to provide food to malnourished children in the world.

## Disadvantages

- Unhealthy obsession**  
Just as much as fitness trackers can help stimulate exercise, they can also lead to children becoming obsessed with tracking themselves. Fitness trackers can cause an unhealthy focus on weight for example and instead of making exercising fun, it can lead to stress and lower self-esteem.
- Demotivating**  
Children can lose the motivation to exercise if targets are set too high and they have unrealistic expectations. Not being able to meet their goals can result in children viewing fitness as a chore and giving up, so it's important to always try and make exercise as fun as possible.
- Data and privacy leaks**  
Fitness trackers hold a large amount of information on our children. For example, their name, date of birth, location, sleep pattern and more. There are numerous companies who offer fitness tracking devices so it's important to research companies well before purchasing in order to ensure your child's data will be kept secure and well protected.
- Chat to strangers**  
Most fitness trackers enable wearers to join online communities to share in fitness goals and challenges. These also allow users to add people as friends and chat privately, similar to social media, therefore potentially opening children up to talk to strangers and people they don't know.

## Safety Tips

- Implement parental controls**  
Be sure that the fitness tracker for your child comes with parental control features so you can prevent your child from accessing unwanted sites or being contacted by strangers for a fitness challenge.
- Read the privacy small print**  
You might be thinking why would someone want my child's sleep pattern or want to know how many steps they're taking during the day? Keep in mind that big companies like Google and Facebook make millions through people's data. Always read the privacy policy and if you don't like how the company is going to share your child's data, don't buy it.
- Discuss Fitness with your child**  
Have regular conversations with your child about how they feel about wearing a fitness tracker. Talk to them about the pros and cons and if they are conscious about their weight, that fitness trackers can be used to help motivate them but shouldn't take the enjoyment out of exercise. Help to build their self-worth and improve their confidence in being happy with the way they look and feel about themselves.

## Our Expert Parven Kaur



Parven Kaur is social media expert and digital media consultant who is passionate about improving digital literacy for parents and children. She has extensive experience in the social media arena and is the founder of Kids N Clicks; a web resource that helps parents and children thrive in a digital world.



[www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) Twitter - @natonlinesafety Facebook - /NationalOnlineSafety Instagram - @nationalonlinesafety

Users of this guide do so at their own discretion. No liability is entered into. Current as of the date of release: 15.09.2020

## Tablets

On some occasions, it may be appropriate for a pupil to bring in a tablet from home to support their learning/communication. These will follow all the same steps as per other mobile devices. The device will be supervised by class facing staff/SEND team (as applicable) and be locked securely away when this is not required to support learning/communication.

### Pupils using school electronic devices at school

Pupils often use devices in their learning – such as laptops and tablets. The school has a filtering system in place which aims to block inappropriate content and support children in being safe online. This is not 100% fail safe since new content is released on the internet all the time, so we use active monitoring by class staff to check that inappropriate content is not being accessed.

- To ensure that children are displaying safe online behaviour they can only use devices when given permission by their class teachers and they will be supervised at all times.
- Class staff keep a log of which device is being used by which child/children so that if anything is identified by the Watchguard software, it can be accurately traced back to the children making the search
- Teachers will continue to teach and remind children of how to stay safe online and how to report anything which makes them feel uncomfortable
- Teachers will monitor children using devices in class to ensure that they are showing safe online behaviour and only accessing content which has been authorised by them
- Children are encouraged to tell an adult if they see someone in class accessing inappropriate content in order to help everyone stay safe online
- If children choose to search for inappropriate content, they will be dealt with in line with the behaviour policy and this could result in consequences including an online safety plan
- The Head in the school receives an instant notification of inappropriate searches caught by WatchGuard as well as a weekly report of content accessed in school and this is used to ensure that inappropriate sites are not being accessed, or attempts made to access them
- If inappropriate is being accessed in class, this may result in devices being withdrawn (to clear all search history) from use which will mean they will not be available to support learning. We aim to get all identified inappropriate content blocked with 24 hours with our IT provider.

## Pupils with new devices at home

Some children are fortunate to get a laptop, mobile phone or tablet to use at home. We recommend parents and carers use this advice from National Online Safety to support how these are setup to help children remain safe online

At National Online Safety, we believe in empowering parents, carers and trusted adults with the information to hold an informed conversation about online safety with their children, should they feel it is needed. This guide focuses on one topic of many which we believe trusted adults should be aware of. Please visit [www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) for further guides, hints and tips for adults.

# Online Safety Tips FOR CHILDREN WITH NEW DEVICES

The current generation are the first children to grow up in a world where digital devices are the norm. Recent studies have found that 88% of British 12-year-olds have a smartphone. Four out of ten 6-year-olds own a tablet. And almost two-thirds (64%) of children aged 8-11 use a games console. It's now rare to find a child who doesn't regularly use internet-enabled technology. Each new device means exciting new corners of the digital world to explore – and, unfortunately, new risks to be aware of.

We've put together our top tips to help you guide your children in enjoying new digital devices safely and responsibly.

- ### 1. ALWAYS SET A PASSWORD

If your child's new device has a password protection feature, use it! It'll help to keep their private information safe and will deny others access to their device without permission. Your children's passwords should be something memorable to them – but something which other people can't guess (it's also a good idea for parents to write it down in case it gets forgotten!).
- ### 2. SET UP PARENTAL CONTROLS

This really is an essential when your child gets a new device, so they're protected from the outset. Most phones, tablets and consoles allow you to customise their settings to determine which games your child can play, how they can communicate (and who with), what content they can access and so on. It will give you peace of mind that they can't unintentionally do something they shouldn't.
- ### 3. PAY ATTENTION TO AGE RATINGS

One of the first things children want to do with a new device is play games and explore apps. Before they download anything or install a new console game, check its age rating. Many popular games and apps have content that's not suitable for younger ages. The safest long-term solution is to adjust the device's settings so they can only download and use games and apps appropriate for their age.
- ### 4. KEEP NUMBERS AND DEVICES PRIVATE

Make sure your child understands that they should never share their phone number with someone they don't know or accept a friend request from them. They should also appreciate that it's a good idea to mainly keep their device out of sight, never lend it to a stranger, and never put it down somewhere that other people could steal it or take it to use without asking.
- ### 5. HAVE 'THE MONEY CONVERSATION'

Before your children start using their new device in earnest, talk to them about in-app purchases and other ways that money might be spent through their device. Once they understand, you might want to agree on a spending limit and reassure them that they can come to you if they're uncertain, or if they have made a purchase by accident.
- ### 6. DISCOURAGE DEVICE DEPENDENCY

Of course, children who've just got a new device will naturally want to spend as much time on it as possible. But whether they're zapping bed guys, watching videos or connecting with friends, it's easy for them to get attached very quickly. Gently remind them that having family time, going outdoors and getting some exercise are fun, too. And the device will still be there when they get back.
- ### 7. EXPLAIN SECURE WIFI NETWORKS

Your home WiFi is protected by a password that only your family knows, whereas public networks (like those in coffee shops, for example) can be accessed by anyone. It's important that your child grasps this difference because, if they're using a portable device on an unsecured network, then a hacker could access their personal information without them even knowing.
- ### 8. LIMIT SCREEN TIME

Using a device for too long, especially just before bed, can interfere with a child's sleep quality and reduce their concentration and overall enthusiasm. It might be helpful to agree on certain times of day when they don't use their device. Most devices' settings let you set a screen-time limit, helping your child to stay fresh and focused so they can perform well at school.
- ### 9. ONLY PAIR WITH KNOWN BLUETOOTH DEVICES

Your child may want to connect to another device via Bluetooth, so they can listen to music wirelessly or share pictures and videos with nearby friends. But if they use Bluetooth to link with a device that they don't know, they're at risk of a stranger being able to see their personal information or having someone transmit a virus onto their device.
- ### 10. TURN LOCATION SETTINGS OFF

It's safest to disable the device's location services (if it's a portable device) so your child doesn't inadvertently make other people aware of where they are. You can usually do this via the device's privacy control settings. Turning location settings off not only means your child's whereabouts can't be tracked by others, it also significantly extends battery life.
- ### 11. STAY AWARE OF THE SURROUNDINGS

It's common to see adults not looking where they're going while engrossed in their phone. Children are even more easily distracted. In some cases, young people have been hit by cars or cyclists because they were staring at their device and lost track of where they were. Remind your child that screens and walking don't mix. If they need to use their device, they should stop in a safe place first.
- ### 12. BE THERE IF THEY NEED TO TALK

Even when you've made a device as secure as you can, there's still a possibility of your child seeing something that bothers them, or someone they don't know attempting to contact them. If this happens, listen to their concerns, empathise and reassure them. Once they've explained what happened, you can decide if you should take further action like blocking or reporting another user.

**NOS National Online Safety**  
#WakeUpWednesday

[www.nationalonlinesafety.com](http://www.nationalonlinesafety.com) @natonlinesafety /NationalOnlineSafety @nationalonlinesafety

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## National Online Safety resources to support online safety discussions at home

Use the National Online Safety portal [National Online Safety](#) which the schools subscribe to and have a look at the training sessions which are offered. They offer a range of videos which can help to upskill parents in our children's digital world. Please contact the school office and we can send you a link to join.

They also have some platform/game/app specific guides for parents. As part of #wakeupwednesday the school will send one of these out each week. Please discuss these when they are relevant with your children – open conversations about being safe online are really important!

## Online safety in the curriculum

- Online safety and the safe use of apps and social media is continually promoted with all pupils both when in school or learning remotely
- The Trust is a member of National Online Safety and shares information with parents and carers each week on #wakeupwednesday on the safe use of apps, games and social media
- Staff will help children to develop a responsible attitude to safety online, system use and to the content they access or create by:
  - Promoting online safety principles as part of the curriculum in any lesson which uses or references online use as well as reinforcing safe behaviour whenever technology is used on site
  - creating a safe environment where children feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online
  - involving the Designated Safeguarding Lead (DSL) team as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content, or for vulnerable learners there are concerns about (in line with the online safety policy)
  - make informed decisions to ensure any online resources used with learners is appropriate.

See also the **online safety** policy.

## Helping to keep your children safe online at home when accessing social media, video and gaming platforms

Social media apps, video streaming platforms and games (such as Tiktok, Youtube, Minecraft and Roblox) are very popular with primary aged children. Many of our Key Stage 2 children are accessing social media apps and games them from a range of devices including smartphones, tablets, and games consoles. Some Key Stage 1 children sit with older siblings or other members of the family and watch them gaming, or video streaming so can be exposed to inappropriate content and language.

But social media, like all forms of public communication, comes with some risks. Not all of these risks turn into actual problems; and if children never face any risks, they never learn how to deal with them. By helping your child understand what the risks are, you can play a big part in preventing them from turning into problems. Any access by children on apps can expose them to risk, even our younger children.

### Understand the risks children may need to deal with

What they might see or do:

- Seeing or sharing of violent, sexual and pornographic content
- Inaccurate or false information and extreme views
- Promotion of harmful behaviours including self-harm, anorexia and suicide

- Over-sharing of personal information
- Actively or unintentionally getting involved in bullying or hurtful behaviour

### Who they might meet

- People who might bully, intimidate or frighten
- People posing behind fake profiles for:
  - Mischief-making
  - Sexual grooming and stalking
  - Blackmail and extortion
  - Identity theft and hacking

### How this could affect them

- Fear of missing out leading to excessive use or exaggeration
- Getting upset by things they have seen and being uncertain about what to do
- Engaging, or being pressured into engaging in more risky behaviour either by accident or by design
- Developing unrealistic, and perhaps depressing ideals of body image and gender
- Becoming subject to peer pressure or interactions that are intense or too difficult to handle
- Creating an online reputation that may create problems for them in the future

### Particular concerns for SEND children

Children with SEND are more likely than their peers to experience online issues such as cyberbullying, online grooming and exploitation, as well as limited internet use which restricts their experience further. Some children are confused or frustrated by the use of abstract language and slang terms which can contribute further still to their misunderstanding.

For example:

- What does the term 'online predator' mean to a child with SEND? Is it a dangerous person or a wild animal?
- Is an online contact still a stranger if you know their name or they send a 'friend request'?
- If you must never share personal information online, how do you tell online shops where to deliver your orders?

That there are usually exceptions to rules which can sometimes be difficult for children with SEND to accept; ensure the 'rules' you provide are clear, consistent and not left open to interpretation. For example a child who finds it difficult to understand abstract meaning may not be able to interpret hidden messages or metaphors in many popular video resources. Consider instead of saying: "Don't share personal information online", saying instead: "Always ask your trusted adult, before sharing personal information online".

### Practical tips to help minimise the risks your child might face

It's good practice for apps and websites to have safety advice and well-designed safety features which can make a real difference to how safe your child will be when using them. Work through safety and privacy features on the apps that your child is using, or might use. Make sure they understand the point of these and how to use them.

- Don't be put off by believing your child knows more than you: the tools are actually quite easy to manage.
- Ask them to show you which social media apps they use and what they like about them. Talk about how they use them and what makes them so engaging
- As your children get older, have conversations which encourage them to critically identify content which could be harmful or dangerous. It's vital that children have a safe and open

space to ask questions without fear

- Explain how you can use privacy settings to make sure only approved friends can see posts & images
- Check if any of their apps have 'geo-location' enabled, sharing their location unintentionally
- Show them how to report offensive comments or block people who upset them
- Check 'tagging' settings so that when others are posting or sharing photos online, your child's identity is not revealed. Also, get people's consent before sharing photos
- Encourage your child to come and talk to you if they see anything that upsets them and just keep talking to them in an age appropriate way

### Keep talking and stay involved

In a mobile age, children can't be completely protected, even by the best privacy controls; another child may use different settings. So it's important to keep talking to your child about the implications of social media. Getting a sense of what they think is a useful place to start; you may be surprised by how much thought they may have given to the issues.

- Encourage your child to think carefully about the way they, and others behave online, and how they might deal with difficult situations.
- People may not always be who they say they are online: how can this create problems?
- Why is it unwise to meet anyone in the real world that you've only ever met online?
- Even if you think your messages are private, remember that words and images can always be captured and broadcast.
- People present themselves differently online - do they really look like that? Are they always having that good a time?
- Be aware that screens, and especially being anonymous, can lead people to say things they wouldn't say to someone's face.
- What does being a good friend and a likeable person online look like?
- There can be pressure to be part of a particular group online or to be seen to be following a certain set of ideas
- How can you take a step back and make your own decisions?

### Online hoaxes and harmful online challenges

A hoax is a deliberate lie designed to seem truthful, and online challenges generally involve users recording themselves taking a challenge, and then distributing the video through social media channels, inspiring or daring others to repeat the challenge.

Viral Challenges (as they're often known) draw on the desire for children to join in and belong and, as the name suggests, spread and gather pace very rapidly. New challenges are constantly emerging and evolving. They're often completely innocent, raising awareness of worthy causes or simply providing amusement. However, they can have much more sinister undertones, putting children at risk of physical harm or, in extreme cases, fatal injury.

There are several great 4 minute videos available through National Online Safety –

<https://nationalonlinesafety.com/hub/view/webinar/online-hoaxes> and

<https://nationalonlinesafety.com/hub/view/webinar/online-challenges>

If the Trust Safeguarding team become aware of an online hoax or online challenge, a decision will be made as to how widely to share this with our families. Generally speaking, naming an online hoax and providing direct warnings is not helpful since concerns are often fuelled by unhelpful publicity, usually generated on social media, and may not be based on confirmed or factual occurrences or any real risk to children. There have been examples of hoaxes where much of the content was created by those responding to the story being reported, needlessly increasing children's exposure to distressing content. Evidence from Childline shows that, following viral online hoaxes, children often seek

support after witnessing harmful and distressing content that has been highlighted, or directly shown to them (often with the best of intentions), by parents, carers and schools.

In the case of a viral online challenge, again the Safeguarding team will consider whether to notify parents. It may be more appropriate to offer focussed support to a particular age group or individual children. Remember, even with real challenges, many children may not have seen it and may not be aware of it. The team will weigh up the benefits of school-wide highlighting of the potential harms related to a challenge against needlessly increasing children's exposure to it.

### Websites which can help

- [www.childnet.com/sns](http://www.childnet.com/sns)
- [www.internetmatters.org](http://www.internetmatters.org)
- [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)
- [www.parentzone.org.uk](http://www.parentzone.org.uk)
- [www.parentzone.org.uk](http://www.parentzone.org.uk)
- [www.askaboutgames.com](http://www.askaboutgames.com)
- <https://nationalonlinesafety.com/>

### Social media 'slang'

Some of our children have teenaged siblings, or spend time with older children in out of school clubs and so may be influenced in the slang language that they use in social media. Here is a great link which you can check <https://parentinfo.org/article/online-teen-speak-updated> if you want to see what your child may be saying in 'text speak'.

### Age restrictions

Many social media sites have minimum age limits for their service.

The UKCCIS has published guidance for social media providers, which says that many services do not allow children under the age of 13 to create an account.

This age limit has no legal bearing in the UK as it originates from a US law (the Children's Online Privacy and Protection Act 1998) which sets out safeguards on data collection for children under 13. However, it should be considered as guidance for suitability.

The NSPCC has published a report which suggests that 59% of UK 11 and 12 year-olds with internet access have a social networking profile, despite being underage. Of these, 23% had experienced something upsetting on social media. However, younger children were more likely to have experienced something that bothered them when they were using sites aimed at an older audience. On the sites aimed at younger children, like Moshi Monsters and Club Penguin, a smaller percentage of young children experienced something that upset them.

### What we teach and do in school

At school, we will:

- Teach safe and appropriate use of social media and apps as part of an embedded and progressive education approach via age-appropriate sites and resources, with ongoing teaching around online safety and appropriate behaviour
- Many popular social media sites are not permitted for use by children under the age of 13, or in some cases higher. Staff will not create accounts for pupils for use in school under the required age as outlined in the services terms and conditions
- Deal with any concerns regarding pupil use of social media in accordance with existing policies, including anti-bullying, child protection and behaviour
- Supervise children when they are using technology

- The DSL team will respond to online safety concerns involving safeguarding or child protection risks in line with our child protection policy.
- Concerns regarding children's use of social media will be shared with parents/carers as appropriate, particularly when concerning underage use of social media services and games and the impact this is having on behaviour and language

Pupils are taught:

- to consider the benefits and risks of sharing personal details or information on social media sites which could identify them and/or their location.
- to only approve and invite known friends on social media sites and to deny access to others by making profiles private.
- not to meet any online friends without a parent/carer or other appropriate adults' permission, and to only do so when a trusted adult is present.
- to use safe passwords.
- to use social media sites which are appropriate for their age and stage of development
- how to block and report unwanted messages and emails.
- how to report concerns on social media, both at school and at home.

## Parent / carer agreement

By being provided with a copy of this policy the schools will assume that:

- Parents, with the child/ren, have read and discussed the above Acceptable Use Policy (AUP). Parents understand that the aim of the AUP is to help keep their child safe online and applies to the use of the internet and other related devices and services, inside and outside of the school
- Parents are aware that any internet and IT use using school equipment may be monitored for safety and security reason to safeguard both their child and the school systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
- Parents understand that the school will take every reasonable precaution, including monitoring and filtering systems, when they are using a school device, to ensure their child will be safe when they use the internet and other associated technologies. Parents understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies and is not liable for any damages from these
- Parents with their child/ren, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- Parents and their child/ren understand that any video or photo (e.g. Nativity and concerts) that maybe shared by the school must not be shared beyond direct family.
- Parents understand that the school will be in contact if they have concerns about any possible breaches of the AUP or have any concerns about their child's safety. The school can put together an Online Safety Behaviour Plan to support any child who is displaying consistently unsafe behaviour online which will be shared with me so everyone can work together to help the child
- Parents understand that if their child has committed a criminal offence then the Police will be contacted
- Parents will inform the school or other relevant organisations if they have concerns over their child's or other members of the school communities' safety online.
- Parents know that their child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school
- Parents will support the school online safety approaches and will encourage their child to adopt safe use of the internet and other technology at home, as appropriate to their age and understanding.
- Parents know that they can access other policies such as online safety, cyber bullying and behaviour policies on the school and Trust website
- Parents will support the schools approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community on any social media or app in line with the Trust policies
- Parents know that they can register on Bourne Alliance's portal of [National Online Safety](#) to access parent guides and courses to support online safety
- Parents know they can speak to the Head of School/Head Teacher or my child's teacher if I have any concerns about online safety