



**LING MOOR**  
A PRIORY ACADEMY

## Online Safety Overview

We wish for every student in the Academy to know how to stay safe online.

### Leadership & Responsibilities - Online Safety Group

Role	Member of Staff	Responsibilities
Online Safety Lead	John Sisman	<ul style="list-style-type: none"> <li>Leading Online Safety at the Academy.</li> <li>Liaising regularly with various stakeholders such as teaching staff, students and parents to ensure students are best supported with Online Safety issues.</li> <li>Sharing Online Safety information for both parents and staff that makes use of feedback from the stakeholders identified above.</li> <li>Ensure the Staff Online Safety Policy is implemented and regularly reviewed.</li> <li>Ensure the Student Online Safety Policy is implemented and regularly reviewed.</li> <li>Regularly read online materials and complete training courses to ensure Online Safety knowledge is up-to-date.</li> <li>Ensure Online Safety issues are fed back to the Senior Leadership Team.</li> </ul>
Computing Lead	Louise Coulson	<ul style="list-style-type: none"> <li>Sharing Online Safety information for both parents and staff</li> <li>Ensuring online safety is taught throughout the Academy with appropriate age/stage learning taking place</li> <li>Audit pupil Online Safety understanding</li> <li>Work with the Digital Leaders to support them in sharing information with other children.</li> <li>Meet regularly with the Digital Leaders to gather up-to-date information and concerns from pupils.</li> <li>Regularly read online materials and complete training courses to ensure Online Safety knowledge is up-to-date.</li> </ul>
Online Safety Lead Governor	Nathan Bowes	<ul style="list-style-type: none"> <li>Ensure the Online Safety Co-Ordinator implements the Trust's Online Safety Policies.</li> <li>Ensure there is online safety knowledge on the Board of Governors and provide training to the rest of the Board.</li> <li>Complete training to ensure Online Safety knowledge is up-to-date and key issues are understood.</li> <li>Critically challenge the Academy on Policy and Practice where required.</li> </ul>

Group	Responsibilities
Digital Leaders	<ul style="list-style-type: none"> <li>Support peers with Online Safety concerns.</li> <li>Report any Online Safety concerns raised by students to the Online Safety Lead.</li> <li>Inform the Computing Lead of the latest apps and online trends amongst pupils.</li> </ul>

### EMPOWERING POTENTIAL

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The Ling Moor Priory Academy is part of The Priory Federation of Academies Trust. For further information please contact:

The Priory Federation of Academies Trust, Cross O'Cliff Hill, Lincoln LN5 8PW Telephone: 01522 889977

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<p>The Digital Leaders are a group of pupils in Year 6 who meet with the Computing Lead. They have completed online training which allows them to support peers.</p>	<ul style="list-style-type: none"> <li>Assist in delivering assemblies and sessions with other children on online issues and writing content that informs parents about Online Safety.</li> </ul>
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This guidance needs to be used in line with the following Trust Policies:

- Acceptable Use Policy (ICT)
- Online Safety Policy (staff)
- Online Safety Policy (students)

Copies can be found by click [here](#).

The policies also focus on the safe use of Mobile Technology and Social Media. Online safety is embedded in all relevant whole school policies and strategies including the Data Protection Policy. Staff are annually provided with a Code of Conduct which includes a reminder about the Professional Standards that should be followed.

### Self-Evaluation

Alongside the Computing lead, the online safety lead reviews the 360° Safe audit, which includes evidence from surveys undertaken by staff, parents and pupils. The outcome of the audit is used to priorities actions.

### Reporting

Staff report incidents using My Concerns which are monitored and dealt with by the DSL who will share this with the Online Safety Lead.

Parents report incidents by emailing the school marking their email for the attention of the Online safety lead.

Pupils report incidents to their class teacher or another adult in school. Staff then complete a My Concern.

The online safety lead communicates incidents to outside agencies as and when needed.

The designated safeguard lead supports the online safety lead in this area. The Senior Leadership Team meets weekly to discuss incidents, outcomes and lessons learned.

### Public Online Communications

The academy website provides information about online safety, which includes copies of the newsletters.

### Infrastructure

Please refer to the Acceptable Use Policy (ICT).

All passwords have a forced 120 day reset for staff and pupils.

Fortinet provides filtering for Wi-Fi internet and Smoothwall for wired systems. Both are category based filter systems that have all the educational defaults set (plus there are custom exceptions available) both to block or allow. These systems can also report on student and staff activity - either by user or machine - depending on how they are being used.

Fortigate firewall is used on the main system to prevent external attacks, together with a monitoring system inside Microsoft 365 which will pick up on any usual data protection events inside the system and report directly to the Trust Compliance Manager to consider.

### **Online Safety Education**

The academy follows a scheme of work provided by Teach Computing, which is progressive and reflects the wider personal, social and technical aspects of online safety. Understanding of copyright and intellectual property rights are also developed progressively through the scheme.

Term 1 – Computing systems and networks - *Privacy and Security*

Term 2 – Creating media – *Online Bullying*

Term 3 – Creating media – *Online Identity*

Term 4 – Data and information – *Copyright*

Term 5 – Programming – *Online Relationships*

Term 6 – Programming – *Online Information*

The scheme is supplemented (areas above in italics) with resources from the following websites:

Project Evolve - <https://projectevolve.co.uk/>

Barefoot Computing - <https://www.barefootcomputing.org/>

Google's 'Be Internet Legends' - [https://beinternetawesome.withgoogle.com/en\\_uk/](https://beinternetawesome.withgoogle.com/en_uk/)

The academy also takes parts in Safer Internet Days.

Each classroom clearly displays an Online Bullying Poster.

### **Staff and Governor Training**

Staff undertake safeguarding training when they first start at the academy and every 3 years after this. Updates are presented to staff in the safeguarding and wellbeing meeting.

Governors undertake online safeguarding training through the NGA learning link. Both staff and governors are signposted to further training by the DSL and Computing lead.

“How to deal with an online safety issue” poster is displayed in the staff room to remind staff what to do.

### **Parent Engagement**

The academy website signposts parents to support with online safety issues. There are also regular tweets with up to date advice. Parents are also invited to online safety events at the academies to develop their understanding.

### **Monitoring**

Detailed monitoring of online safety incidents takes place using the My Concerns safeguarding system by the online safety lead and shared with the Online Safety Group, Governors and the Senior Leadership Team. Patterns, support by outside agencies and lessons learned are identified and used to feed the annual IT audit, which in turn feeds the IT action plan and the Academy Development Plan.

## How to Deal with an Online Safety Issue

1. If a pupil / parent is being bullied or harassed, ask them if they have blocked the person.
2. Ask the pupil / parent if they have reported the incident to the hosting website / app.
3. Ask the pupil / parent if they have a screenshot evidence. Ask them to keep this if they do. (Don't look at the screenshot if it involves an inappropriate image).
4. Listen to the pupil and write notes later. Do not promise to not report the issue to anyone else and do not ask leading questions.
5. Report the incident using My Concerns.

Remember online safety issues could relate to any of the following online activity:

- Cyberbullying
- Social networking
- Location services
- Livestreaming
- Online reputation
- Downloading and sharing files
- Use of apps
- Copyright
- Sexting
- Gaming
- Video chat and going "live"
- Security
- Viruses and spyware
- Digital footprint



What children need to know about

# ONLINE BULLYING

## Why does it happen?

GOING ONLINE MAKES IT EASIER FOR PEOPLE TO SAY AND DO THINGS THEY PROBABLY WOULDN'T DO FACE TO FACE. ONLINE BULLIES DON'T GET TO SEE THEIR VICTIMS' REACTIONS IN REAL LIFE, SO THIS CAN COOON THEM FROM THE REAL DAMAGE THAT THEY ARE DOING. QUITE OFTEN, PEOPLE BULLY BECAUSE THEY ARE GOING THROUGH SOMETHING DIFFICULT THEMSELVES AND TAKING IT OUT ON OTHERS IS THE ONLY WAY THEY KNOW HOW TO GET CONTROL OF THEIR OWN EMOTIONS.

## How does it feel to be bullied?

BEING BULLIED CAN IMPACT ON YOUR SELF-ESTEEM, CONFIDENCE AND SOCIAL SKILLS. BECAUSE IT HAPPENS ON YOUR PHONE, TABLET OR COMPUTER, IT CAN FEEL LIKE YOU ARE UNDER THREAT EVEN WHEN YOU'RE IN A SAFE ENVIRONMENT, SUCH AS YOUR BEDROOM. DON'T FORGET...IT IS NOT YOUR FAULT IF YOU'RE BEING BULLIED.

## Am I an online bully?

SOMETIMES IT ISN'T OBVIOUS THAT WHAT YOU ARE DOING IS WRONG, BUT IF YOU USE DIGITAL TECHNOLOGY TO UPSET, ANGER OR EMBARRASS SOMEONE ON PURPOSE, THIS MEANS YOU'RE INVOLVED IN ONLINE BULLYING. IT MIGHT BE AS SIMPLE AS "LIKING" A MEAN POST, LAUGHING AT AN ONLINE VIDEO, OR SPREADING A RUMOUR, BUT THE PERSON BEING BULLIED COULD FEEL LIKE THEY ARE BEING GANGED UP ON. THINK ABOUT HOW IT WOULD MAKE YOU FEEL IF IT HAPPENED TO YOU. EVERYONE CAN MAKE MISTAKES, BUT IT'S IMPORTANT TO LEARN FROM THEM - GO BACK AND DELETE ANY UPSETTING OR NASTY POSTS, TWEETS OR COMMENTS YOU'VE WRITTEN.

## Who do I tell?

YOU DON'T HAVE TO DEAL WITH THE BULLYING ON YOUR OWN. TALK TO AN ADULT THAT YOU TRUST - A PARENT, GUARDIAN, OR TEACHER. MOST WEBSITES, SOCIAL MEDIA WEBSITES AND ONLINE GAMES OR MOBILE APPS LET YOU REPORT AND BLOCK PEOPLE WHO ARE BOTHERING YOU. YOU COULD ALSO CONTACT CHILDLINE (WWW.CHILDLINE.ORG.UK), WHERE A TRAINED COUNSELLOR WILL LISTEN TO ANYTHING THAT'S WORRYING YOU - YOU DON'T EVEN HAVE TO GIVE YOUR NAME.

## How do I prove it?

WHEN CYBERBULLYING HAPPENS, IT IS IMPORTANT TO DOCUMENT AND REPORT THE BEHAVIOUR, SO IT CAN BE ADDRESSED - RECORD THE DATES AND TIMES WHEN CYBERBULLYING HAS OCCURRED, AND SAVE AND PRINT SCREENSHOTS, EMAILS, AND TEXT MESSAGES.

## How can I stay safe?

MAKE SURE YOUR PRIVACY SETTINGS ARE SET SO THAT ONLY PEOPLE YOU KNOW AND TRUST CAN SEE WHAT YOU POST. NEVER GIVE OUT PERSONAL INFORMATION ONLINE, SUCH AS IN PUBLIC PROFILES, CHAT ROOMS OR BLOGS, AND AVOID FURTHER COMMUNICATION WITH THOSE SENDING THE MESSAGES. KEEP AWARE OF FAKE PROFILES AND INTERNET USERS PRETENDING TO BE SOMEONE THAT THEY ARE NOT.

## What is online bullying?

ONLINE BULLYING - ALSO KNOWN AS CYBERBULLYING - IS BULLYING THAT TAKES PLACE ON THE INTERNET OR VIA ELECTRONIC DEVICES AND MOBILE PHONES. IT CAN INCLUDE:

1. SENDING SOMEONE MEAN OR THREATENING EMAILS, DIRECT MESSAGES OR TEXT MESSAGES
2. HACHING INTO SOMEONE'S ONLINE ACCOUNT
3. BEING RUDE OR MEAN TO SOMEONE WHEN PLAYING ONLINE GAMES
4. POSTING PRIVATE OR EMBARRASSING PHOTOS ONLINE OR SENDING THEM TO OTHERS
5. CREATING FAKE SOCIAL MEDIA ACCOUNTS THAT MOCH SOMEONE OR TRICK THEM
6. EXCLUDING SOMEONE FROM AN ONLINE CONVERSATION OR BLOCHING THEM FOR NO REASON

## BE KIND ONLINE

BEFORE PRESSING 'SEND' ON COMMENTS, ASK YOURSELF THESE 3 QUESTIONS...

1. WHY AM I POSTING THIS?
2. WOULD I SAY THIS IN REAL LIFE?
3. HOW WOULD I FEEL IF SOMEBODY SAID THIS TO ME?

## National Online Safety

#WakeUpWednesday

www.nationalonlinesafety.com    Twitter - @natonlinesafety    Facebook - /nationalonlinesafety    Phone - 0800 368 8061

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