Online safety policy

Introduction

GEMS Royal Dubai School (RDS) is committed to creating a 21st century learning environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. The application of digital technologies to teaching and learning at RDS is designed to enrich student learning through internally housed resources and the effective utilisation of wider online resources. Internet access is an entitlement for students who show a responsible and mature approach to its use. GEMS Royal Dubai School provides students with safe and secure Internet access as part of their learning experience. GRDS Teachers plan for the innovative use of technology to provide high quality teaching and learning experiences for their students, whilst ensuring that online safety is always a priority. A whole school approach to internet safety through shared policies, guidance, ongoing training, and professional development for all employees ensures we support a best practice approach and safer ways of working for our GRDS community, including non-teaching staff and parents.

Purpose

This policy aims to share our GRDS approach to internet safety as part of the GEMS network of schools, how we ensure that online safety is our top priority and how we engage and support the GRDS community to maintain, develop and promote safer practice.

Roles and Responsibilities

- The Principal, SLT and the Digital Team are responsible for ensuring that the policy is implemented fully and reviewed regularly
- The Principal, SLT and the Digital Team are responsible for ensuring that online safety is embedded within the curriculum and that teachers are confident in delivering high quality lessons that are age appropriate and show progression, building on prior learning
- Parents of students in Y1-3 acknowledge the terms and conditions of the Device Responsible Use Agreement
- Class teachers of students in Y4-6 will facilitate an e-safety lesson whereby students will acknowledge the terms and conditions of the Device Responsible Use Agreement
- Staff are responsible for ensuring that students are reminded of the responsible use agreement and display a class charter in the classroom which is referred to regularly
- Where the policy is contravened, staff are responsible for taking appropriate action.
- Staff have a particular responsibility to supervise use, plan access and set good examples. (Inline with GEMS Acceptable Use Policy)
- GRDS Online Safety group which is made up of representatives from all stakeholders (See Appendix A) work together to monitor, review and update all aspects of online safety and best practice.
- At GRDS we believe that online safety is everyone's responsibility.

How do we support our staff with online safety?

All staff are expected to familiarize themselves and adhere to the following policies/documents relating to online safety:

- GEMS Acceptable Use Policy
- GRDS Staff Handbook
- GRDS DL Policy
- GRDS Social Media Policy
- Online Safety Policy
- GRDS Safeguarding Policy
- GRDS Anti-Bullying Policy
- GRDS Behaviour Policy
- GRDS BYOD Policy
- GRDS Device Responsibility Agreement

In addition, at the start of each year all staff carry out mandatory online and face to face safeguarding training that covers the topic of online safety. All staff have access to the national online safety website and complete the annual certificate for online safety which covers the following outcomes:

- Understanding the key safeguarding legislation and statutory guidance around online safety.
- Recognising how online safety should be implemented in schools and understanding the breadth of online risks and harms to ensure children's safety.
- Identifying how staff should be supporting children around online safety, spotting the danger signs, and responding in a timely and effective manner.
- Understanding how to implement a whole-school approach and developing a culture of online safety to embed policy and process.
- Recognising staff responsibilities around safer use of technology, keeping up to date with online risks and knowing when to seek further advice and support.

Staff are expected to always be vigilant and raise any concerns through the Health and safety Environment (HSE) portal, which alerts a Designated Safeguarding Lead who can then ensure timely follow up and appropriate actions. Staff have regular weekly updates through whole staff briefings, ongoing PD opportunities and updates as necessary to ensure best practice.

Teachers follow a Digital Currilcum that has the DFe framework Education for the Connected World embedded within it. They have access to a variety of resources to plan high quality online safety lessons and a Digital Learning Coach is available to support any areas of development or guidance required.

How do we support online safety for our students?

At GRDS we:

- Provide a systematically filtered service for students

- Provide supervision and direction in Internet activities

- Adopt programs that promote safe and ethical behaviours about digital rights and privacy information

- Set tasks that require students to problem solve through challenging and open questions requiring more than copied and pasted responses from the Internet

- Reinforce the importance of safe, disciplined, ethical, responsible, and respectful use of the Internet in all curriculum areas

- Provide a digital learning curriculum that covers all areas of online safety at an age-appropriate level

As well as launching each academic year with a focus on e-safety we continue to embed online safety throughout the year and within weekly lessons through our Digital Learning Curriculum which embeds the DfE framework – 'Education for a Connected World' and is age appropriate and progressive. Our main resource is the national online safety website www.nationalonlinesafety.com ;however, we utilize a range of resources to support high quality teaching and learning.

Other excellent online resources:

http://www.bbc.co.uk/cbbc/topics/stay-safe

http://www.bbc.co.uk/cbeebies/grownups/help/internet-use-and-safety

Common Sense Media - The Scope and Sequence of this curriculum covers a wide range of issues and challenges the children to think about how they look after themselves online.

https://www.commonsensemedia.org

Kidsmart - Very interactive and makes a great foundation to work from. The key is the SMART anagram which the children learn and understand. This is also great for parents to use at home. See below:

http://www.kidsmart.org.uk/beingsmart/

Privacy and Security

From the offset at GEMS Royal Dubai School students are taught and encouraged to have good habits when it comes to protecting personal information, including passwords and online safety. In KS1 they are taught how passwords protect and as they move into KS2 they are taught about strength of passwords. They are taught why it is important to ask a trusted adult before sharing any personal information with

anyone online. Teachers role model best practice. Passwords are not displayed in the classroom and only teachers have access to these should a student forget a password for a school platform or resource.

Filtering

The school's Internet access is designed expressly for student use and includes filtering appropriate to the age of the student. Students are taught what is acceptable and what is not and given clear objectives for Internet use. The school continually monitor, review, and update our firewall system to ensure that students are not able to access inappropriate content or connect through apps and platforms that are not monitored or approved for school use.

Copyright and Ownership

In EYFS and KS1 students learn to acknowledge their own ideas and understand that when they create something using technology it belongs to them. As they progress into KS2 they learn to consider who owns content that they have found online and whether they have the right to re-use it. students are made aware of plagiarism and issues relating to work research being undertaken for work.

BYOD and Internet Safety

Students will be required to adhere strictly to the rules for BYOD usage and understand the consequences of not following these rules. GRDS members of staff may access a child's device at any time if they feel it is being misused.

- Devices can be used only in the classroom as a learning tool under direction of the teacher.
- Devices are not allowed outside the classroom in the corridors, playgrounds, cafes or toilets unless directed to by a member of staff.
- Devices may be used on the school transport system, but only with headphones attached. Students should not share devices to ensure Covid guidelines are adhered to.
- Students may not record, transmit or post photographic images or video of a person, or persons without their permission.
- Students must not engage in cyberbullying, harassment, or disrespectful conduct toward others, staff or students. E-safety lessons and guidelines are offered to students by the school.
- Students must not use language online that would be unacceptable in the classroom.
- Parents must not contact children on their device during school hours. Please contact through school reception and/or appropriate email channels.
- GRDS IT has the right to collect and inspect any device that is suspected of being the source of an attack or virus infection.
- Students may only access files on the computer or internet sites which are relevant to classroom curriculum.
- Students must ensure that the private content and media stored on the device is not used during school time.
- Students must report security or network problems to a teacher or administrator.
- In using the network and internet, users should not reveal personal information such as a home address or telephone number.
- Printing from a student's personal device may not be possible at school.
- Devices must be charged prior to bringing it to school and run off its own battery while at school. Limited charging resources will be available in school, but this is not guaranteed.
- Students are not permitted to use a VPN or 4G onsite.

How do we support online safety for our parent community?

At GRDS we believe that working with parents is essential in supporting online safety. Parents have a responsibility to work with the school to support their children being safe online in school and at home. With ever-increasing risks associated with online safety and the fast pace of developments we aim to:

- Provide parents with access to online resources that will help them to make informed decisions and choices to support online safety.
- Choose school approved apps carefully, considering online safety and minimizing risk
- Provide support to parents to understand the Device Responsible Use Agreement Policy
- Provide opportunities for parent voice and discussion through workshops, coffee mornings and surveys
- Provide weekly updates in the format of letters and bulletins that are current, relevant, and up to date.
- Parent representatives are invited to join the online safety group
- Provide access and share Policies, Protocols and Guides

All parents have been invited to join the national online safety website, where they can access courses, webinars, parent guides and videos that will help educate them on all aspects of online safety. (Appendix B)

Monitoring and Review

This policy has been discussed and agreed by the Royal Dubai School staff and leadership team for implementation.

Review date: January 2023