

St Thomas More Catholic Primary School

Headteacher
Mrs P Le Breton

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www.st-thomasmore.medway.sch.uk



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Dear Parents/Carers

At St Thomas More Primary School, all pupils use computer facilities and internet access as an essential part of learning as required by the National Curriculum. Your child will have the opportunity to access a wide range of information and communication technology (ICT) resources. This includes access to:

- Computer, laptops and iPads
- The internet and filtered search engines
- School learning platforms – ClassDojo, My Maths and Purple Mash

Online Safety is embedded within the school's computing curriculum. We follow the below key principles and recognise the importance of teaching our children to keep safe online, but also teach them how to behave responsibly. Staff, parents and children have an important role to play in developing responsible behaviour when online.

Key Principles -

- Creating a culture that incorporates the principles of online safety across all elements of school life
- Pro-actively engaging staff, pupils and parents/carers
- Reviewing and maintaining the online safety principles
- Embedding the online safety principles
- Modelling the online safety principles consistently

For more information about how we support online safety in school and links for parents/carers, please follow the below links to our website.

<https://st-thomasmore.medway.sch.uk/Safeguarding/>

To support the school in developing your child's knowledge and understanding about online safety and expectations/responsibilities whilst using ICT, we request that you read the relevant information for parents/carers and children taken from our reviewed Acceptable Use Policy.

We acknowledge that you have read the Acceptable Use Policy, as evidenced by the read receipt from our email system.

Thank you for your co-operation.

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St Thomas More Acceptable Use Policy

It is the responsibility of parents and carers to:

- Read the school AUP and children adhere to the school's expectations.
- Support the school in their online safety approaches by discussing online safety issues with their children and reinforce appropriate, safe online behaviours at home.
- Role model safe and appropriate use of technology and social media.
- Abide by the school's home-school agreement and/or AUPs. Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Contribute to the development of the school online safety policies.
- Use school systems, such as learning platforms, and other network resources, safely and appropriately.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.
- It is the parents' responsibly to adhere to the policy guidelines when using devices at home supplied by St Thomas More.

Awareness and engagement with parents and carers

- St Thomas More recognises that parents and carers have an essential role to play in enabling children to become safe and responsible users of the internet and associated technologies.
- The school will build a partnership approach to online safety with parents and carers by:
 - Providing information and guidance on online safety in a variety of formats.
 - Drawing their attention to the school online safety policy and expectations in newsletters, letters, our prospectus and on our website.
 - Requesting that they read online safety information as part of joining our school, for example, within our home school agreement.
 - Requiring them to read the school AUP and discuss its implications with their children.

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Management of Remote Learning Platforms – ClassDojo, My Maths and Purple Mash

ClassDojo will be used as a learning platform in the event of a whole school closure.

Although not a Learning Platform, pupils have access to 'Purple Mash' and 'My Maths' from home. They are able to assess their account and complete 'to do task' for homework/home-learning.

- St Thomas More is using ClassDojo as its official learning platform.
- Leaders and staff will regularly monitor the usage of the Learning Platform (LP) in all areas, in particular, message and communication tools and publishing facilities.
- Only current members of staff, pupils and parents will have access to the LP.
- When staff and/or pupils' leave the school, their account or rights to specific school areas will be disabled or transferred to their new establishment.
- Pupils and staff will be advised about acceptable conduct and use when using the LP.
- All users will be mindful of copyright and will only upload appropriate content onto the LP.
- Any concerns about content on the LP will be recorded and dealt with in the following ways:
 - The user will be asked to remove any material deemed to be inappropriate or offensive.
 - If the user does not comply, the material will be removed by the site administrator.
 - Access to the LP for the user may be suspended.
 - The user will need to discuss the issues with a member of leadership before reinstatement. A pupil's parent/carer may be informed.
 - If the content is considered to be illegal, then the school will respond in line with existing child protection procedures.
- Pupils may require editorial approval from a member of staff. This may be given to the pupil to fulfil a specific aim and may have a limited time frame.
- A visitor may be invited onto the LP by a member of the leadership; in this instance, there may be an agreed focus or a limited time slot.

Management of Applications used to Record Children's Progress – 'Class Dojo' in EYFS

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- The school uses Class Dojo to track EYFS pupils' progress and share appropriate information with parents and carers.
- The headteacher is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that they are used in accordance with data protection legislation
- In order to safeguard pupils data:
 - Only school issued devices will be used for apps that record and store children's personal details, attainment or photographs.
 - Personal staff mobile phones or devices will NOT be used to access or upload content to any apps which record and store children's personal details, attainment or images.
 - School devices will be appropriately encrypted if taken off site, to reduce the risk of a data security breach, in the event of loss or theft.
 - All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
 - Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

St Thomas More Catholic Primary School maintains official social media accounts and digital communication platforms to celebrate achievement, share information, promote events and showcase the life of the school community.

- Official school social media accounts may include:
 - Facebook
 - School website
 - Parent communication platforms
 - Digital newsletters
 - Other school-approved communication channels
- The school's social media pages are managed by authorised members of staff and are intended to provide a positive representation of the school, its pupils, staff, values and wider community.
- The school reserves the right to determine what content is published on its social media platforms and may remove content where necessary to safeguard children, protect privacy or maintain the reputation of the school.

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Use of Images Published on School Social Media Platforms

St Thomas More Catholic Primary School regularly shares photographs and videos on its official social media platforms, website and newsletters to celebrate learning, achievement and school life.

All images and videos published by the school:

- Comply with parental consent arrangements.
 - Follow safeguarding and child protection requirements.
 - Comply with UK GDPR and Data Protection legislation.
 - Are carefully selected to represent pupils positively and respectfully.
 - Are approved by authorised members of staff before publication.
- The school will:
- Avoid publishing full pupil names alongside photographs.
 - Take reasonable steps to ensure that images do not compromise pupil safety or privacy.
 - Remove images if safeguarding, welfare or data protection concerns arise.
 - Ensure images reflect the Catholic values and ethos of the school.

Photographs, videos and content published by the school remain the responsibility of the school and should not be copied, downloaded, edited, altered or republished without permission.

Parents, carers and members of the public should:

- Respect the privacy of all children and families.
- Avoid sharing or reposting images of children other than their own.
- Refrain from downloading or distributing photographs from school social media accounts without permission.
- Consider the potential reach and permanence of social media before sharing school content.
- Respect requests made by the school regarding the removal of online content.

Where the school believes that the sharing or misuse of images may place a child, family member, member of staff or the wider school community at risk, it may request that content is removed and take further action where appropriate.

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Social Media - Expectations

- The expectations' regarding safe and responsible use of social media applies to all members of St Thomas More community.
- The term social media may include (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger.
- All members of St Thomas More community are expected to engage in social media in a positive, safe and responsible manner, at all times.
 - All members of St Thomas More community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
- The school will control pupil access to social media whilst using school provided devices and systems on site.
 - The use of social media during school hours for personal use is **NOT** permitted for children.
 - Inappropriate or excessive use of social media during school/work hours or whilst using school devices may result in disciplinary or legal action and/or removal of internet facilities.
- Concerns regarding the online conduct of any member of St Thomas More community on social media, should be reported to the school and will be managed in accordance with our Anti-bullying, Allegations Against Staff, Behaviour and Child protection policies.

Pupils' Personal Use of Social Media

- Any concerns regarding pupils' use of social media, both at home and at school, will be dealt with in accordance with existing school policies including anti-bullying and behaviour. Concerns will also be raised with parents/carers as appropriate, particularly when concerning underage use of social media sites or tools.
- Pupils will be advised:
 - To consider the benefits and risks of sharing personal details on social media sites which could identify them and/or their location. Examples

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would include real/full name, address, mobile or landline phone numbers, school attended, other social media contact details, email addresses, full names of friends/family, specific interests and clubs.

- To only approve and invite known friends on social media sites and to deny access to others by making profiles private/protected.
- Not to meet any online friends without a parent/carers or other responsible adult's permission and only when a trusted adult is present.
- To use safe passwords.
- To use social media sites which are appropriate for their age and abilities.
- How to block and report unwanted communications and report concerns both within school and externally.

Online Safety Websites

www.thinkuknow.co.uk/parents

www.nspcc.org.uk/online-safety

www.internetmatters.org

www.saferinternet.org.uk

www.childnet.com