Purley Partnership Federation

Purley Nursery School
Achieving and growing together

Christ Church Primary School
Nurturing lifelong learners with God's guidance

Digital Literacy Policy

(Reviewed December 2023, to be reviewed December 2026)

Christ Church Primary School and Purley Nursery School are committed to fostering Digital Literacy and Digital Resilience in order to help staff and pupils recognise and manage the risks they come across when they socialise, explore or work online.

At both schools internet access is expressly for educational use. It is managed, and not locked down, in order that children can be taught safe use of the internet in line with the recommendations from the Byron Review (2008) and the Byron Progress review (2010)

Christ Church School has adopted two frameworks produced by the Digital Resilience Working Group (DRWG) as part of the UK Council for Internet Safety (UKCIS) : Project Evolve (formerly Education for a Connected World) and The Digital Resilience Framework

Christ Church School has implemented a Code of Conduct known as the Be Smart Code based on five pillars Be Internet Legends designed by Parentzone in conjunction with CEOP (Child Exploitation and Online Protection Command), Google, and Internet Matters. Children review the 'Be Smart' Code regularly throughout the school year; children in KS2 sign a class contract which is displayed in the computer room.

The Computing Team Lead at Christ Church School is a certified CEOP Ambassador and is required to update that qualification on a regular basis.

Digital Literacy is taught throughout the Christ Church Primary School from Reception to Year 6 within lessons as part of the computing curriculum, throughout the year in the classroom as part of the PSHE curriculum and taught discretely in all lessons across the curriculum.

It is essential that the school work together with parents to reinforce these key messages.

- Regular computing newsletters are sent out to families at Christ Church School which include hints and tips on safe use of the internet at home.
- Any concerns about online viewing are raised directly with individual parents and carers as and when they come to the attention of staff.

- From time to time school staff run 'bite size' training sessions for parents with sessions running throughout parents evening in order to capture parents while they are in school.
- Older children are encouraged to share their digital literacy learning with parents and this is promoted to parents and carers through the use of Seesaw.
- Regular updates with weekly briefings, signposting parents and carers to useful and educational websites
- Drop in virtual sessions will be offered from time to time with external agencies such as Parentzone to engage parents/carers with aspects of the ever evolving online world.

Be Sharp and Think

I know what's OK to share on the internet and what's not

- Staff and children are aware that they should not publish personal or private information on the internet *(see Be Smart Code).*
- Children are encouraged to post examples of learning on Seesaw and are made aware that this is a private educational platform and is only available for viewing and comments by family members/carers. All content published through Seesaw has to be approved by a class teacher.
- Children are made aware of the age restrictions on Social Media sites.
- Teaching staff are aware that they need to take reasonable care to ensure their privacy when using Facebook, Instagram and other Social Media platforms and will not be friends with children they know to be underage or any ex pupils *(see Code of Conduct).*
- Parents are encouraged to work with the school to ensure age appropriate content is accessed.
- Should content be permitted, parents are encouraged to work alongside their children when creating content on Social Media sites and gaming platforms ensuring all appropriate privacy settings have been administered. *(see NSPCC Guidelines at https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/).*
- Staff should not share photos of children in the federation schools via social media under any circumstances, apart from their own child or children of friends where consent has been given.

Be Alert and Check

I can spot the clues for what is real, fake or misleading or a scam online.

- Children are educated in the effective and safe use of the internet for research, including the skills of knowledge location, retrieval, evaluation and reliability.
- Children are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Children are not permitted to search YouTube. Teaching staff are aware that some comments below videos may be unsuitable and take steps to ensure these are not visible, for example embedding the video in Google Slides.
- The schools work with the London Grid for Learning (LGfL) to manage the filtering of Internet content.
- The schools are currently exploring companies who can provide secure monitoring software

Be Secure and Protect

I can learn how to keep information secure and create strong passwords

- The schools will ensure that the copying and subsequent use of internet derived materials by staff and children comply with copyright law.
- Virus protection will be updated regularly and portable media may not be used without specific permission followed by a virus check.
- Personal data sent over the internet will be encrypted or otherwise secured in line with the Data Protection Policy. Children and staff are aware of what makes a strong password, the need to keep passwords safe and to change passwords regularly.
- Information will be stored in line with the Document Retention Policy and the Data Protection Policy.

Be Kind and Respect

I can understand what it means to be kind online and respect other people's privacy and opinions.

- Children are taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.
- Children can communicate with each other through Google Classroom and post comments on Seesaw and this communication is visible to teachers
- Parents and pupils in Christ Church School may contact members of staff on the school email address.
- Emails are filtered via Staffmail's banned words list which is regularly updated by LGfL.
- It is inappropriate for children or parents to contact members of staff on a mobile phone.
- Instant messaging and blogging is only permitted in the school's Google Docs account and Seesaw.
- Children are taught to be kind and respectful across the curriculum and in Computing and PSHE lessons

Be Brave and Discuss

I can ask for help from a parent or a trusted adult with tricky situations online.

- All children are taught digital literacy including what to do if they come across inappropriate content or something that makes them feel uncomfortable.
- Digital resilience grows through engaging with appropriate opportunities and challenges online, rather than through avoidance and safety behaviours. Children are made aware about when they may be at risk online and can make informed decisions about the digital space they are in.
- Children are taught what to do to seek help from a range of appropriate sources and how to recover when things go wrong online.
- Children know that they can report serious matters using the CEOP 'report it' button on the school website.

Use of cameras, videos and images

The term "photographic equipment" includes mobile phones, tablets, video cameras, webcams and portable gaming devices with inbuilt cameras as well as other forms of digital technology and resources for storing and printing images.

- Staff may not use personal photographic equipment without express permission.
- All images and videos will be stored and used in line with the Data Protection Policy.

Risk assessment

- The schools will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of internet

content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the schools nor the Local Authority can accept liability for the material accessed, or any consequences resulting from internet use. Websites to be used during a lesson or recommended for home learning **must be** checked prior to use for inappropriate content, e.g. advertisements, although these can change between this check and the site being used by pupils.

Related documents:

- Computing Policy
- General Data Protection Regulation Policy
- Document Retention Policy
- Behaviour, Discipline and Anti-Bullying Policy
- Safeguarding Policy
- Home school agreement
- Be Smart Code
- Code of Conduct
- Volunteer Policy.