

Innovation Pod

Online Safety Policy 2024

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Introduction

This online safety policy is to ensure that all of our tutors and pupils develop a set of safe and responsible behaviours that will enable them to reduce the risks associated with working online. As a company that delivers, amongst other things, ICT PPA and coding after school clubs, this document underpins the services that we provide.

The use of technology at school and at home has been shown to raise educational standards and promote pupil achievement. However, the use of these new technologies can put users at risk; these risks can be categorised into three main areas:

- **Content:** being exposed to illegal, inappropriate or harmful material.
- **Contact:** being subjected to harmful online interaction with other users.
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and/or financial scams

We aim always to keep our pupils safe whilst encouraging them to meet their full potential.

This policy applies to all members of the company (including: tutors, pupils, admin staff and curriculum writers), who have access to and are users of ICT in and out of the schools that we work with.

However, we recognise that the schools that we work in will have their own policy in regards to ICT which will supersede our own unless we feel that it in anyway jeopardises the safety of our pupils. The Education Act 2011 gives schools certain powers in terms of devices and computer software. For example, the power to confiscate and search the contents of any mobile device or laptop if the headteacher believes it contains any illegal content or material that could be used to harm others. Our staff understand this and are happy to comply with any requests of the school.

Innovation Pod will work alongside the schools to, where appropriate, inform parents/carers of incidents of inappropriate online safety behaviour that take place at the school.

Guidance

The curriculum for our coding clubs and PPA is based on the National Curriculum computing programmes of study. This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, Keeping Children Safe in Education as well as their research policy papers, including, 'Generative artificial intelligence (AI) in education'.

Good Habits

Online Safety depends on effective practice at a number of levels:

- responsible ICT use by all staff and pupils, encouraged by education and made explicit through published policies;
- sound implementation of online safety policy in both administration and curriculum;
- national education network standards and specifications;
- pupil data to be kept within the secure network to enable staff to take the registers and access important information about the children when necessary.

Why is Internet Use Important?

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element of 21st century life for education, business and social interaction. The purpose of internet use in our coding clubs is to access our coding platforms and to teach children about safe and effective ways to navigate the world wide web.

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How Internet Use Enhances Learning

Internet use enhances learning by:

- ensuring access is designed expressly for pupil use and includes filtering appropriate to the age of pupils;
- teaching pupils what is and what is not acceptable and giving clear objectives for Internet use;
- planning Internet access to enrich and extend learning activities;
- guiding pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity;
- educating pupils in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Authorised Internet Access

The schools that we work with and the Parents of the children will be informed that pupils will be provided with supervised Internet access. They will be given a lesson-by-lesson breakdown of our PPA and coding clubs curriculum either on our website or on the school's website. This will enable them to see and even play around with the website that the children will access.

World Wide Web

Pupils and tutors will only be permitted to access our website, the websites that the children will be using, associated website for the purpose of teaching and our registration portal. The tutors may also need to access their email. If a teacher is working within the school provided PPA, they may also be given access to the school network for saving work or accessing other materials.

If tutors or pupils discover unsuitable sites, the URL (address), time and content must be reported to the school.

Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy. They should also be encouraged to identify phishing or advertising messages that may pop up.

Pupils will not be allowed 'Free Time' at the end of lessons.

Our rules around the internet and online safety will be reiterated to the children at the beginning of each module and lesson.

Artificial Intelligence

Artificial Intelligence is in widespread use across all internet search browsers and on most commonly used websites. Anybody using the internet daily is already interacting with AI constantly. It is an effective tool that is already changing the world and unlikely to go anywhere anytime soon.

It is therefore, essential to teach children about AI: its uses, potential and the risks that it poses to an individual's and an organisations safety. Children should know, for example, about the increased risks of scamming that could occur with the support of AI.

It is the belief of our company that an effective education about online safety cannot exclude being taught about AI as this could become the biggest threat to our online presence.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Assessing Risks

School's have strong firewalls that prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Therefore, our tutors are specifically trained to be vigilant for inappropriate internet access. This is achieved by the tutor:

- Constantly walking around the classroom and checking each child's screen;
- Checking whether other tabs are open;

- Positioning the children and themselves in a way that no screen can be obscured from the teacher's view;
- Checking whether other search pages have been minimised;
- Checking children's body language to see whether they are trying to hide something on their screen;
- Checking search history on the children's computers if necessary.

Handling Online Safety Incidents and Complaints

Complaints of Internet misuse will be reported to the school and members of the Innovation Pod senior staff.

Complaints of a child protection nature must be dealt with in accordance with company's and the school's child protection procedures.

Pupils and parents will be informed of the Complaints Procedure.

Communication of Policy

Pupils:

Rules for Internet access will be shown to the children through a PowerPoint throughout the modules.

Pupils will be informed that Internet use will be monitored by the school.

Staff:

All staff will be given the school online safety policy and its importance explained.

Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are essential.

Schools and Parents:

Our policies and curricula will be published on our website. Parents are directed to this page when they sign up for any club. Schools are directed to this site when we first start working with them.