

## Cyberbullying.

Many parents worry about the possibility of their child being bullied online.

If you know or suspect that your child is receiving upsetting messages by text, email or social media site, please let us know straight away. Cyber bullying is taken very seriously by the school. Please see our anti bullying leaflet for how we investigate all allegations of bullying.

## Preventing Cyberbullying.

Keeping safe online is part of the school curriculum. This is a summary of what is taught:

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Access in school to external personal e-mail accounts may be blocked.
- Mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Access to social networking sites and newsgroups is blocked/filtered unless a specific use is approved.

- Children are advised never to give out personal details of any kind which may identify them or their location
- Children are advised not to place personal photos on any social network space.
- Children are advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils are encouraged to invite known friends only and deny access to others.

**Parents are advised to supervise their children when they are online at home and to monitor the use of smartphones.**

## Useful Information

More information can be found at:

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.childnet.com](http://www.childnet.com)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.holthouse.sheffield.sch.uk](http://www.holthouse.sheffield.sch.uk)

[www.carterknowle.sheffield.sch.uk](http://www.carterknowle.sheffield.sch.uk)

## Contact Us

### Email

[enquiries@holthouse.sheffield.sch.uk](mailto:enquiries@holthouse.sheffield.sch.uk)

[enquiries@carterknowle.sheffield.sch.uk](mailto:enquiries@carterknowle.sheffield.sch.uk)

### Telephone

Holt House: 255 3717

Carterknowle: 255 2347



Holt House and Carterknowle  
Schools Federation

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## Online Safety Policy



## For Parents and Carers

This leaflet gives an overview of:

- online safety.
- acceptable use of the computer network.
- what the school will do about cyberbullying.
- how the school prevents cyberbullying.

## What is Online Safety?

Online Safety (also called e-safety) encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

For more information than this leaflet contains please see our online safety policy, which operates in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Security (all available on the schools websites).

## Good Habits

Online Safety depends on good practice:

- Responsible IT use by all staff and pupils
- Sound implementation of online-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband, including the effective management of content filtering.

## Acceptable Use Rules

The school owns the computer network and can set rules for its use. These rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

**Breaking any of these rules will be taken very seriously.**

## Keeping Children Safe Online

In order to keep children safe online the school will:

- Provide supervised Internet access. The level of supervision depends on the age and the needs of the child.
- Monitor the children's activities on the school computers.
- Ask parents to sign and return a consent form for pupil access.
- Review school IT systems capacity and security regularly.
- Have virus protection and content filtering which are updated regularly.
- Discuss security strategies with the Local Authority and act on its advice.
- Where a child is suffering, or is likely to suffer significant harm, then the incident will be treated as a child protection concern, reported to the local authority and possibly the police.

The school will take all reasonable precautions to 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. Neither the school nor Sheffield City Council can accept liability for the material accessed, or any consequences of Internet access.