



## Safeguarding our pupils online

In order for a child in our academies to receive a device for home/ school learning, it is essential that the child has their own personal login/ username and password to access online platforms. This is also stated in the Online Safety Policy -page 13.)

The Harmony Trust ICT team will configure each device, so that all Internet filters are applied. These filters are monitored and unacceptable content is reported. Apps are pre-installed which are all age appropriate and in-app purchases are blocked. Any iPad's can also be disabled and tracked if required.

On page 14 of the 'Online Safety Policy' it states that; 'In each school, all ICT password policies are the responsibility of the Principal and all staff and children are expected to comply with the policies at all times.'

Moreover, the reason why it is vital for individual logins and passwords is to ensure that every pupil is as safe as they possibly can be when using a device from school from any potential safeguarding risks. Passwords and logins should be given/sent separately to reduce the likelihood of a data breach.

It is also very important that if the need to investigate an issue should ever arise, the academy leaders/Trust IT team can access and determine the individual information.

In order to be able to provide each child in our academies with a device, these principles must be followed prior to and part of the issuing of a device to the child.

- **The child MUST have their own login/ username and password. During the lockdown period this may need to be sent via e-mail. Please remember to use PROTECT SENSITIVE in the subject box and send Logins and passwords separately. Parents/guardians may be given their child's login & password on 2 pieces of paper if need be. The parent/guardian will then be responsible for this under data protection. Do not give to a child to take home due to the potential of a data breach.**
- **It is very important that parents/ guardians are made aware of the need to keep their children's logins and passwords confidential.**
- **Children should enter their password every time they log on and not save it as an automated password. Parents/ guardians need to be aware of this too.**
- **Children should always log out and sign off when they have finished using any platform, the internet or their device.**
- **Children should know that they must tell a trusted grown up immediately if anything happens that they are not sure about or comfortable with whilst working on their device online.**
- **Children should also know how they can communicate with their teacher via the 'Purple Mash' platform too**

# Keeping safe online

- 1) Use your own username/login and password to log on.



- 2) You can only share your username and password with your parents or a trusted adult, like a teacher. You must not share this with your brothers or sisters or even your friends. This is to keep you safe.



- 3) You must enter your username and password each time you use your device. Please do NOT save or ask your device to remember your username or password. This is to keep you safe.



- 4) You must be very careful to log out properly when you have finished using a program, screen or website.



- 5) Always tell your parents or a trusted adult if something happens when you are online that you do not like or that makes you feel uncomfortable. This is to keep you and other children safe too. Remember you can message your teacher via Purple Mash too.



**Some 'Explainer Videos' that parents can access when they have signed up & opened a free account with National Online Safety. The academy will need to send out a link from their account, so that it is linked to the specific academy.**



1min 30 seconds



1 min 27 seconds



1min 12 seconds



1min 42 secs



1 min 42seconds

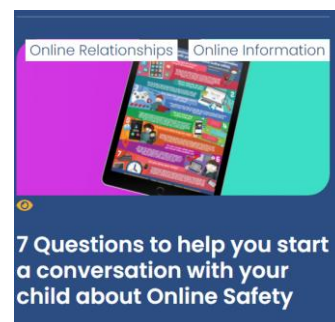


Approx 4 mins



Approx 5 mins

**There are also some useful guides that can be sent out to families and put onto your website, as a PDF from National Online Safety. Here are some that may be particularly pertinent at the current time;**



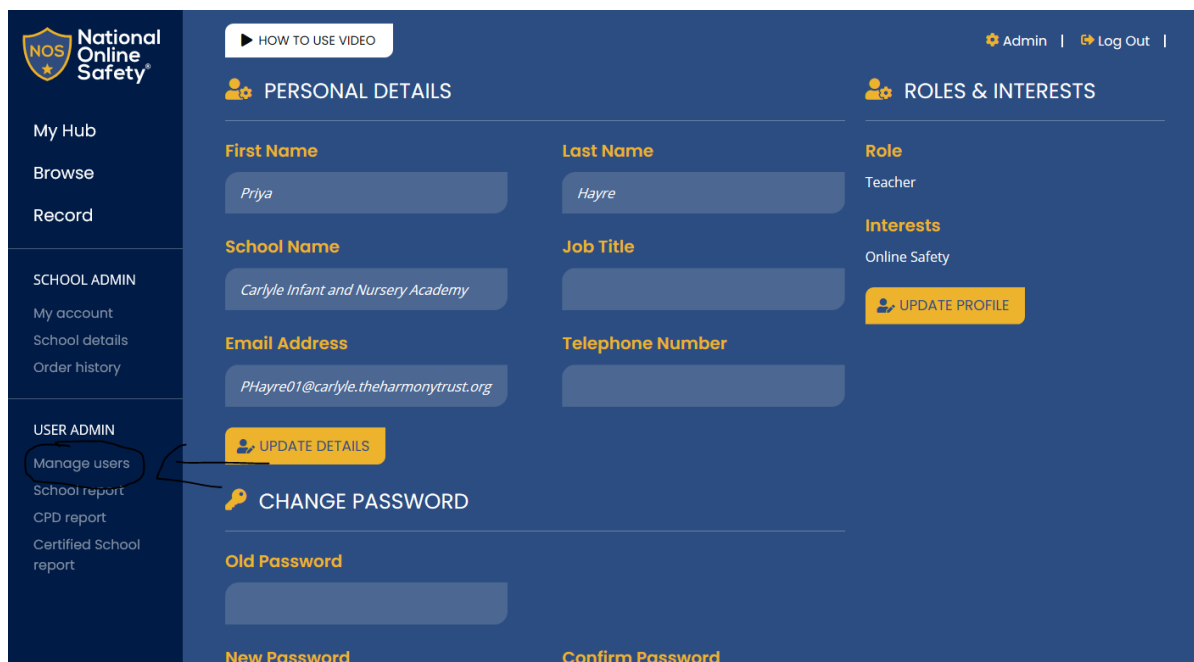
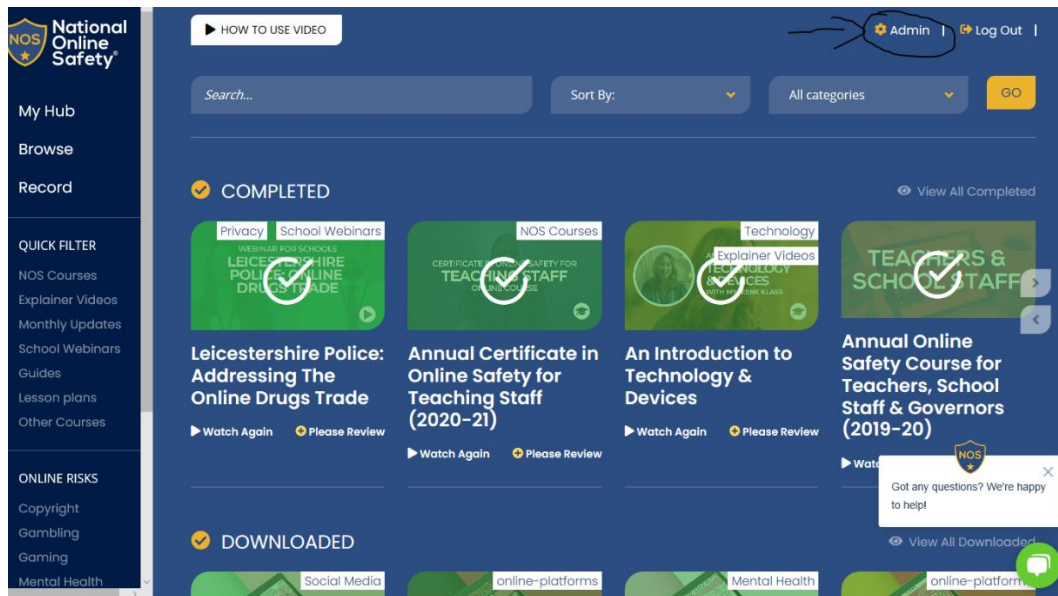


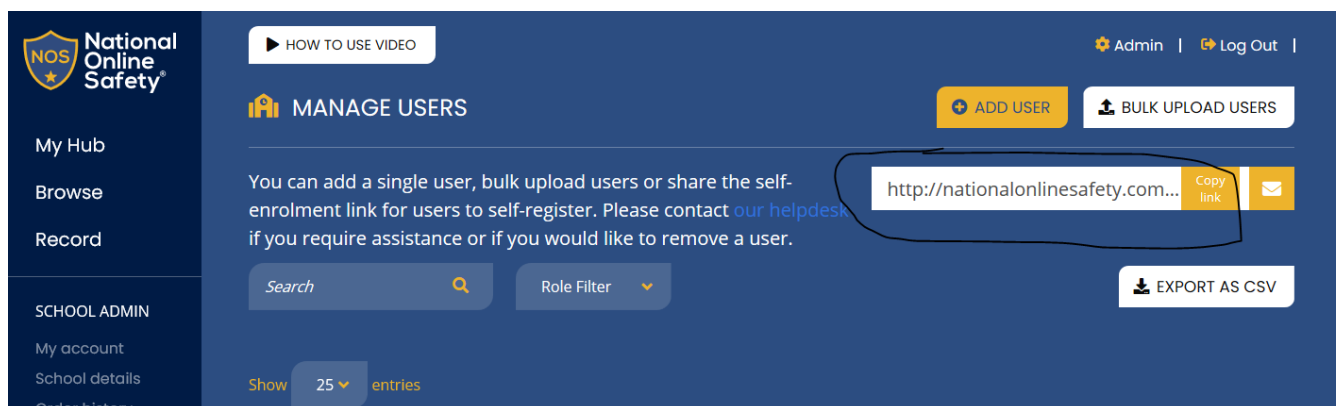
## How to set parents/ guardians up to access National Online Safety

**\*\*Thanks to Priya Hayre at Carlyle Infants\*\***

Please find below where you find the link to send out to parents... (I have circled in black where you need to click)

Log in and then...





You then copy this link and send it to parents.. When they sign up it'll ask if they are an educator or a parent.