

## **In the event of an online safety incident:**

### **❖ A child is using the devices in an inappropriate way**

- Remind child of the KS2 AUP which states that they use school devices for learning and that they should behave in a kind and friendly way as befits our school's behaviour policy.
- If inappropriate behaviour continues, inform class teacher in order for a record to be kept.
- Current bubble teacher may need to speak to parents at the end of the school day.
- If necessary, the child may have to use the class desktop computer instead.

### **❖ A child discovers their account is being used by someone else due to comments/work being uploaded.**

- Remove device from child and record evidence by screenshot.
- Check that all pupils within the room are using their own log in credentials.
- Alert the class teacher who would be receiving this work that it is not the named child.
- Alert SLT to incident. – If malicious or inappropriate, school sanctions may need to be applied.
- Alert L Earl to change username and password of the child.

### **❖ A child is using someone else's login details**

- Remove device from child.
- Establish reason – are they posting inappropriate material or making comments under someone else's name or have they made a genuine mistake?
- If a genuine mistake, ensure pupil has correct log in details and remind them of importance of not using anyone else's details. Ensure they understand what they need to do.
- If inappropriate language/comments etc have been sent, inform the account holder's class teacher.
- Inform SLT. School sanctions may need to be applied.

### **❖ Inappropriate content is accessed**

- Remove device and screenshot the inappropriate content.
- Alert SLT and OpenAir [support@openair.systems](mailto:support@openair.systems)
- Was the content accessed accidentally? If so, this is a technical issue where OpenAir will check the firewall and add to it if necessary.
- Was the child searching inappropriately or trying to access non-school based material? If so, this may need to be referred to class teacher, SLT or L Earl depending on severity.

### **❖ Inappropriate contact**

- Children should not be contacting anyone outside of school on school devices (unless for a specific teacher-led learning reason, e.g. contacting an author).
- If a child is using devices to contact someone, remove device and screenshot evidence. Inform class teacher and parents.
- If a child receives contact from an unknown person, remove device, contact SLT and OpenAir. Further investigation will be required.