

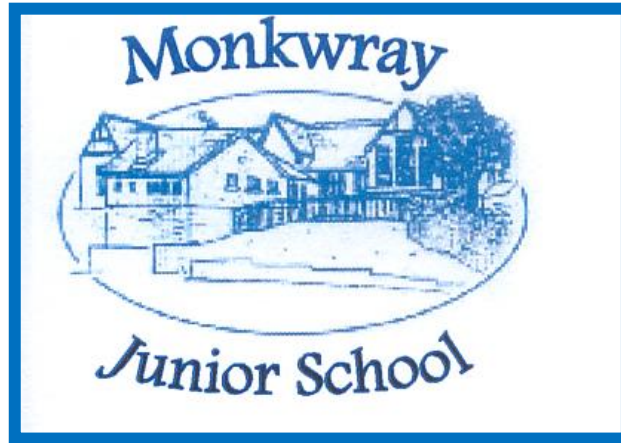


“Be Brave, Be Bright and Be YOU!”



**Monkway  
Junior School**

# ONLINE SAFETY POLICY & PROCEDURES



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Online Safety Lead (if different)	Mrs S Lamb
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Date:	September 2023
Review date <sup>2</sup> :	September 2024

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**Please ensure that prior to publication, any working Appendices and references to those Appendices in the body of the Policy and procedures are removed.**

- Appendix A - School Online Safety Audit**
- Appendix B - Primary Online Safety Posters**
- Appendix D - Primary Pupil Acceptable Use Agreement**
- Appendix F - Staff/Volunteer Acceptable Use Agreement**
- Appendix G - Governor Acceptable Use Agreement**
- Appendix H - Response to an Incident or Concern Flow Chart**
- Appendix I - Online Safety Links**
- Appendix J - Legal Framework**

# POLICY

## 1. Background/Rationale

New technologies have become integral to the lives of children and young people in society, both within schools and in their lives outside school.

The Internet and other digital and information technologies are powerful tools, which open new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people have an entitlement to safe internet access.

The requirement to ensure that children and young people can use online and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. The school Online Safety Policy and procedures will help to ensure safe and appropriate use. The development and implementation of such a strategy will involve all the stakeholders in a child's education from the Head teacher and Governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the pupils themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement. However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content;
- Unauthorised access to/loss of/sharing of personal information;
- The risk of being subject to grooming by those with whom they make contact on the internet;
- The risk of being targeted by extremists in order to promote and encourage radicalisation;
- The risk of being targeted by those involved in child sexual exploitation;
- The sharing/distribution of personal images without an individual's consent or knowledge;
- Inappropriate communication/contact with others, including strangers;
- Cyberbullying;
- Access to unsuitable video/internet games;
- An inability to evaluate the quality, accuracy and relevance of information on the Internet;
- Plagiarism and copyright infringement;
- Illegal downloading of music or video files;
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this Online Safety Policy and procedures is used in conjunction with other school Policies including the Overarching Safeguarding Statement, Child Protection, Data Protection and Whole School Behaviour.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

The school must demonstrate that it has provided the necessary safeguards to help ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks. The Online Safety Policy and procedures that follows explains how we intend to do this, while also addressing wider educational issues to help young people (and their parents) to be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.

## 2. Definitions

For the purposes of this document a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

Wherever the term 'Head teacher' is used this also refers to any Manager with the equivalent responsibility for children.

### **3. Associated School Policies and procedures**

This Policy should be read in conjunction with the following school Policies/procedures and, where they exist, addendums to those Policies and procedures:

- Overarching Safeguarding Statement
- Child Protection Policy and procedures
- Data Protection Policy
- Health and Safety Policy and procedures
- Whole School Behaviour Policy
- Procedures for Using Pupils Images
- Whistleblowing procedures
- Code of Conduct for staff and other adults
- Voluntary Home-School Agreement

### **4. Communication/Monitoring/Review of this Policy and procedures**

This Policy and procedures will be communicated to staff, pupils and the wider community in the following ways:

- Posted on the school website/ staffroom/shared staff drive
- Paper copy available in school staffroom
- Policy and procedures to be discussed as part of the school induction pack for new staff and other relevant adults including (where relevant) the staff Acceptable Use Agreement
- Acceptable Use Agreements discussed with pupils at the start of each year
- Acceptable Use Agreements to be issued to external users of the school systems (e.g. Governors) usually on entry to the school
- Acceptable Use Agreements to be held in pupil and personnel files

The Online Safety Policy is referenced from within other school Policies and procedures as outlined above.

The review period for this Policy and procedures is as determined by the Governing Body and indicated on the front cover.

### **5. Scope of the Policy**

This Policy and procedures applies to all members of the School community (including staff, pupils, volunteers, parents, visitors, community users) who have access to and are users of our ICT systems, both in and out of school.

The Education and Inspections Act 2006 empowers Head teachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the School site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyberbullying, or other online safety related incidents covered by this Policy and procedures, which may take place out of school, but is linked to membership of the School. The 2011 Education Act increased these powers in relation to the searching for, and of, electronic devices and the deletion of data. In the case of both acts, action can only be taken in relation to issues covered by the published Whole School Behaviour Policy and procedures.

The School will deal with such incidents within this Policy and procedures and the Whole School Behaviour Policy which includes anti-bullying procedures and will, where known, inform parents of incidents of inappropriate online safety behaviour that take place out of school.

# PROCEDURES

## 1. Roles and Responsibilities

The following section outlines the roles and responsibilities for online safety of individuals and groups within the school:

### 1.1 Governors

The role of the Governors/online safety Governor is to:

- ensure a member of the Governing Body is elected to the role of Online Safety Governor;
- ensure an appropriate senior member of staff from the school leadership team is appointed to the role of DSL with lead responsibility for safeguarding and child protection (including online safety with the appropriate status, authority, time, funding, training, resources and support);
- ensure that the school follows all current online safety advice to keep both pupils and staff safe;
- approve the Online Safety Policy and procedures and review its effectiveness. This will be carried out by the Governors/Governors Sub-committee receiving regular information about online safety incidents and monitoring reports and making use of the document from the UK Council for Internet Safety (UKCIS) [Online safety in schools and colleges: Questions from the Governing Board](#);
- support the school in encouraging parents and the wider community to become engaged in online safety activities;
- have regular reviews with the Online Safety Coordinator/Designated Safeguarding Lead (DSL) and incorporate online safety into standing discussions of safeguarding at Governors meetings (including incident logs, filtering/change control logs etc.)
- ensure that where the online safety coordinator is not the named DSL or deputy DSL, there is regular review and open communication between these roles and that the DSL's clear overarching responsibility for online safety is not compromised;
- work with the Data Protection Officer (DPO), DSL and Head teacher to ensure a GDPR compliant framework for storing data, helping to ensure that child protection is always at the forefront and data protection processes support careful and legal sharing of information;
- check that Annex C - Online Safety which forms part of '[Keeping Children Safe in Education](#)' reflects practice in the school;
- ensure that all staff undertake safeguarding and child protection training (including online safety) at induction which is regularly updated in line with advice from the Local Safeguarding Children Partnership (SCP);
- ensure that appropriate filters and appropriate monitoring systems are in place. Consideration should be given to 'over-blocking' which may lead to unreasonable restrictions as to what pupils can be taught in relation to online teaching and safeguarding;
- ensure pupils are taught how to keep themselves safe, including online as part of providing a broad and balanced curriculum with clear procedures on the use of mobile technology.

### 1.2 Head teacher

**The Head teacher has overall responsibility for online safety provision.** The day-to-day responsibility for online safety may be delegated to the Online Safety Coordinator/Designated Safeguarding Lead (DSL).

The Head teacher will:

- take overall responsibility for data and data security;
- foster a culture of safeguarding where online safety is fully integrated into whole school safeguarding;
- oversee the activities of the DSL and ensure that the DSL responsibilities listed in the section below are being followed and fully supported;
- ensure that Policies and procedures are followed by all staff;
- undertake training in offline and online safety, in accordance with statutory guidance and relevant Local Safeguarding Partnership recommendations;
- liaise with the designated safeguarding lead on all online-safety issues which might arise and receive regular updates on school issues and broader policy and practice information;

- take overall responsibility for data management and information security ensuring the school's provision follows best practice in information handling; work with the DPO, DSL and Governors to ensure a Data Protection Act 2018 (DPA) compliant framework for storing data, but helping to ensure that child protection is always put first and data-protection processes support careful and legal sharing of information;
- ensure the school implements and makes effective use of appropriate ICT systems and services including school-safe filtering and monitoring, protected email systems and that all technology including cloud systems are implemented according to child-safety first principles;
- be responsible for ensuring that all staff receive suitable training to carry out their child protection and online safety roles;
- understand and make all staff aware of procedures to be followed in the event of a serious online safeguarding incident or allegation against a member of staff or other adult (see flowchart on dealing with online safety incidents – Appendix H);
- ensure suitable risk assessments are undertaken so the curriculum meets needs of pupils, including the risk of children being radicalised;
- ensure that there is a system in place to monitor and support staff (e.g. network manager) who carry out internal technical online safety procedures;
- ensure Governors are regularly updated on the nature and effectiveness of the school's arrangements for online safety;
- ensure the school website meets statutory requirements.

### 1.3 Designated Safeguarding Lead (DSL)/Online Safety Lead (OSL)

The DSL may delegate certain online safety duties e.g. to the OSL, but not the day-to-day responsibility; this assertion and all quotes below are taken from [Keeping Children Safe in Education](#). Where the online-safety co-ordinator is not the named DSL or deputy DSL, there must be a regular review and open communication between these roles to ensure that the DSL's clear overarching responsibility for online safety is not compromised.

The Designated Safeguarding Lead/Online Safety Lead will:

- take lead responsibility for safeguarding and child protection (including online safety);
- ensure an effective approach to online safety is in place that empowers the school to protect and educate the whole school community in their use of technology and establish mechanisms to identify, intervene in and escalate any incident where appropriate;
- promote an awareness and commitment to online safety throughout the school community with strong focus on parents, who are often appreciative of school support in this area, but also including 'hard-to-reach' parents;
- liaise with other agencies in line with '[Working together to Safeguard Children](#)' statutory guidance;
- take day-to-day responsibility for online safety issues and be aware of the potential for serious child protection concerns;
- ensure that online safety education is embedded in line with DfE guidance '[Teaching Online Safety in schools](#)' across the curriculum (e.g. by use of the UKCIS framework 'Education for a Connected World') and beyond, in the wider school community;
- work with the Head teacher, Data Protection Officer, Governors and the school ICT technical staff to ensure a DPA compliant framework for storing data, helping to ensure that child protection is always at the fore and data protection processes support careful and legal sharing of information;
- keep up to date with the latest local and national trends in online safety;
- review and update this Policy and procedures, other online safety documents (e.g. Acceptable Use Agreements) and the strategy on which they are based (in line with Policies and procedures for behaviour and child protection) and submit for review on a regular basis to the Governors/Trustees;
- liaise with school technical, pastoral, and support staff as appropriate;
- communicate regularly with SLT and the designated online safety Governor/committee to discuss current issues (anonymised), review incident logs and filtering/change control logs;
- ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident and that these are logged in the same way as any other child protection incident;
- oversee and discuss 'appropriate filtering and monitoring' with Governors (both physical and technical)

- and ensure staff are aware of its necessity;
- ensure the DfE guidance on [sexual violence and harassment](#) is followed throughout the school and that staff adopt a zero-tolerance approach to this as well as to bullying generally;
- facilitate training and advice for staff and others working in the school:
  - all staff must read and understand [KCSiE Part one](#) and all those working with children, Annex A;
  - it would also be advisable for all staff to be aware of Annex C (Online safety);
  - cascade knowledge of risks and opportunities throughout the organisation;
- be aware of emerging online safety issues and legislation, and of the potential for serious child protection issues to arise from:
  - sharing of personal data;
  - access to illegal/inappropriate materials;
  - inappropriate online contact with adults/strangers;
  - potential or actual incidents of grooming;
  - cyberbullying and the use of social media.

#### 1.4 All Staff

It is the responsibility of all staff to:

- understand that online safety is a core part of safeguarding; as such it is part of everyone's role. Never think that 'someone else will pick it up';
- know who the Designated Safeguarding Lead and Online Safety Lead are.
- read and understand Part 1, Annex A and Annex C of '[Keeping Children Safe in Education](#)' statutory guidance – whilst Part 1 is statutory for all staff, Annex A for SLT and those working directly with children, it is good practice for all staff to read all three sections;
- read, understand and help promote the school's Online Safety Policy and procedures in conjunction with the Child Protection and other related school Policies and procedures;
- read, sign and follow the school Staff Acceptable Use Agreement and staff Code of Conduct;
- be aware of online safety issues related to the use of mobile technology e.g. phones, cameras and other hand-held devices and follow school procedures in relation to these devices;
- ensure the security of their username and password for the school system, not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security. Passwords will be changed on a regular basis and at least every 6 months;
- record online safety incidents in the same way as any child protection incident and report incidents to the DSL/OSL in accordance with school procedures;
- notify the DSL/OSL if policy does not reflect practice in the school and follow escalation procedures if concerns are not promptly acted upon;
- identify opportunities to thread online safety through all school activities, both outside the classroom and within the curriculum, supporting curriculum/stage/subject leads, and making the most of unexpected learning opportunities as they arise;
- whenever overseeing the use of technology (devices, the Internet, new technology such as augmented reality, etc.) in school or setting as homework tasks, encourage sensible use, monitor what pupils are doing and consider potential dangers and the age appropriateness of websites (check what appropriate filtering and monitoring processes are in place);
- carefully supervise and guide pupils when engaged in learning activities involving online technology, supporting them with search skills, critical thinking (e.g. fake news), age appropriate materials and signposting, and legal issues such as copyright and data law;
- prepare and check all online source and resources before using in the classroom;
- encourage pupils to follow their Acceptable Use Agreement, regularly remind them about it and enforce school sanctions where there is a breach of the Agreement;
- notify the DSL/OSL of new trends and issues before they become a problem;
- take a zero-tolerance approach to bullying and low-level sexual harassment either offline or online;
- receive and act upon regular updates from the DSL/OSL and have a healthy curiosity for online safety issues;



- model safe, responsible and professional behaviours in their own use of technology. This includes outside the school hours and site, and on social media, in all aspects upholding the reputation of the school and the professional reputation of all staff;
- ensure that any digital communications with pupils are on a professional level and only through school-based systems, never through personal mechanisms, e.g. email, text, mobile phones or social media messaging or posts.

## **1.5 PSHE/RSHE Lead(s)**

Responsibilities of PSHE/RSHE Leads include:

- all as listed in the 'all staff' section above;
- ensuring that consent, mental wellbeing, healthy relationships and staying safe online is embedded into the PSHE/Relationships education, relationships and sex education (RSE) and health education curriculum. This will include being taught what positive, healthy and respectful online relationships look like, the effects of the pupils' online actions on others and knowing how to recognise and display respectful behaviour online. Throughout these subjects, teachers will address online safety and appropriate behaviour in an age appropriate way that is relevant to their pupils' lives (KCSiE);
- complementing the computing curriculum which covers the principles of online safety at all key stages, with progression in the content to reflect the different and escalating risks that pupils face. This includes how to use technology safely, responsibly, respectfully and securely, and where to go for help and support when the pupil has concerns about content or contact on the Internet or other online technologies;
- working closely with the DSL/OSL and all other staff to ensure an understanding of the issues, approaches and messages within PSHE/RSHE.

## **1.6 Computing/Subject Lead(s)**

Responsibilities of the Computing Lead include:

- all as listed in the 'all staff' section above;
- the overseeing delivery of the online safety element of the Computing curriculum in accordance with the national curriculum;
- working closely with the DSL/OSL and all other staff to ensure an understanding of the issues, approaches and messages within Computing;
- collaboration with technical staff and others responsible for ICT use in school to ensure a common and consistent approach, in line with Acceptable Use Agreements.

## **1.7 Network Manager/Technical staff**

Responsibilities of the Network Manager/ICT Technician include:

- all as listed in the 'all staff' section above;
- reporting any online safety related issues that arise, to the DSL/OSL in the first instance;
- keeping up to date with the school's Online safety Policy and technical information to effectively carry out their online safety role and to inform and update others as relevant;
- working closely with the DSL/OSL/DPO to ensure that school systems and networks reflect school Policy;
- ensuring that the above stakeholders understand the terms of existing services and how any changes to these systems (especially in terms of access to personal and sensitive records/data and to systems such as YouTube mode, web filtering settings, sharing permissions for files on cloud platforms etc.) might affect the system functions and safety online;
- supporting and providing advice on the implementation of 'appropriate filtering and monitoring' as determined by the DSL and Senior Leadership Team;
- ensuring that users may only access the school's networks through an authorised and properly enforced password protection procedures, in which passwords are regularly changed;
- ensuring that the school's ICT infrastructure is secure and is not open to misuse or malicious attack e.g. keeping virus protection up to date;

- ensuring that access controls/encryption exist to protect personal and sensitive information held on school-owned devices;
- monitoring the use of the network/Virtual Learning Environment (VLE)/remote access/email and social media presence and that any misuse/attempted misuse is reported to the DSL/OSL in line with school Policy;
- ensuring that appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster and to complement the business continuity process;
- maintaining up-to-date documentation of the school's online security and technical procedures;
- working with the Head teacher to ensure the school website meets statutory DfE requirements;
- reporting online safety issues that come to their attention in line with school Policy.

## 1.8 Data Protection Officer (DPO)

The DPO will be familiar with references to the relationship between data protection and safeguarding in key DfE documents '[Keeping Children Safe in Education](#)' and '[Data protection: a toolkit for schools](#)'.

Neither the Data Protection Act 2018 nor GDPR prevent, or limit, the sharing of information for the purposes of keeping children safe. Information which is sensitive and personal will be treated as 'special category personal data' for the purposes of compliance with DPA 2018. Legal and secure information sharing between schools, Children's Social Care and other local agencies is essential for keeping children safe and ensuring they get the support they need. Information can be shared without consent if to gain consent would place a child at risk. Fears about sharing information **must not** be allowed to stand in the way of promoting the welfare and protecting the safety of children. As with all data sharing, appropriate organisational and technical safeguards will be in place.

Other responsibilities of the DPO include:

- working with the DSL, Head teacher and Governors to ensure frameworks are in place for the protection of data and of safeguarding information sharing as outlined above;
- ensuring that all access to safeguarding data is limited as appropriate, monitored and audited.

## 1.9 Volunteers and contractors

The key responsibilities of volunteers and contractors are to:

- read, understand, sign and adhere to any Acceptable Use Agreement issued by the school;
- report any concerns, no matter how small, to the DSL/OSL without delay;
- maintain an awareness of current online safety issues and guidance;
- model safe, responsible and professional behaviours in their own use of technology.

## 1.10 Pupils

Taking into account the age and level of understanding, the key responsibilities of pupils are to:

- use the school ICT systems in accordance with the age-appropriate Pupil Acceptable Use Agreement – see Appendix D, which they and/or their parents will be expected to sign before being given access to school systems.
- ensure the security of their username and password for the school system, not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security;
- understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so;
- know what action to take if they or someone they know feels worried or vulnerable when using online technology;
- understand the importance of adopting safe and responsible behaviours and good online safety practice when using digital technologies outside of school and realise that the school's acceptable use agreements cover their actions out of school, including on social media;
- know and understand school procedures on the use of mobile phones, digital cameras and hand-held digital devices;
- know and understand school procedures on the taking/use of images and on cyberbullying/sexting;

- understand the benefits/opportunities and risks/dangers of the online world and know who to talk to at school if there are problems.

### 1.11 Parents

Parents play a crucial role in ensuring that their children understand the need to use the Internet/mobile devices in an appropriate way. Research shows that many parents do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website/VLE and information about national/local online safety campaigns/literature.

The key responsibilities for parents are to:

- support the school in promoting online safety which includes the pupils' use of the Internet and the school's use of photographic and video images;
- read, sign and promote the Pupil Acceptable Use Agreement and encourage their child to follow it;
- consult with the school if they have any concerns about their child's and others' use of technology;
- promote positive online safety and model safe, responsible and positive behaviours in their own use of technology (including on social media) by ensuring that they themselves do not use the Internet/social network sites/other forms of technical communication in an inappropriate or defamatory way;
- support the school's approach to online safety by not uploading or posting to the Internet any images or details of others without permission and refraining from posting pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute.

## 2. Teaching and Learning

The following subjects have the clearest online safety links (see relevant role descriptors above for more information):

- Personal, Social and Health Education (PSHE)
- Relationships education, relationships and sex education (RSE) and health
- Computing
- Citizenship

It is, however, the role of all staff to identify opportunities to thread online safety through all school activities, both outside the classroom and within the curriculum, supporting subject lead staff and making the most of unexpected learning opportunities as they arise.

Whenever overseeing the use of technology (devices, the Internet, new technology such as augmented reality, etc) in school or setting as homework tasks, all staff will encourage sensible use, monitor what pupils are doing and consider potential dangers and the age appropriateness of websites.

Equally, all staff should carefully supervise and guide pupils when engaged in learning activities involving online technology (including, extra-curricular and extended school activities if relevant), supporting them with search skills, critical thinking (e.g. fake news), age appropriate materials and signposting, and legal issues such as copyright, plagiarism and data law.

We recognise that online safety and broader digital resilience must be included throughout the curriculum.

Annual reviews of curriculum plans / schemes of work (including for SEND pupils) are used as an opportunity to assess the key areas of Self-image and Identity, Online relationships, Online reputation, Online bullying, Managing online information, Health, Wellbeing and lifestyle, Privacy and security, and Copyright and ownership.

### 2.1 How internet use enhances learning

This school:

- has a clear, progressive online safety education programme as part of the Computing/PSHE curriculum. This covers the teaching of a range of skills and behaviours which are appropriate to the age and experience of the pupils concerned and include those to:

- STOP and THINK before they CLICK;
  - develop a range of strategies to evaluate and verify information before accepting its accuracy;
  - be aware that the author of a website/page may have a particular bias or purpose and to develop skills to recognise what that may be;
  - know how to narrow down or refine a search;
  - understand acceptable behaviour when using an online environment/email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
  - understand how photographs can be manipulated and how web content can attract unwanted or inappropriate attention;
  - understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;
  - understand why they must not post pictures or videos of others without their permission;
  - know not to download any files – such as music files – without permission;
  - have strategies for dealing with receipt of inappropriate materials;
  - understand the impact of cyberbullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying;
  - know how to report any abuse including cyberbullying; and how to seek help if they experience problems when using the Internet and related technologies, i.e. parent, teacher or trusted staff member, or an organisation such as ChildLine.
- plans internet use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas;
  - will remind pupils about their responsibilities through an end-user Acceptable Use Agreement which will be displayed throughout the school or when they log on to the school’s network;
  - ensures staff model safe and responsible behaviour in their own use of technology during lessons;
  - ensures that when copying materials from the web, staff and pupils understand issues around plagiarism; how to check copyright and know that they must respect and acknowledge copyright/intellectual property rights;
  - ensures that staff and pupils understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include risks in pop-ups; buying online, online gaming/gambling etc.

## 2.2 Pupils with additional needs

We use a wide range of strategies to support children with additional needs who might need extra support to keep themselves safe, especially online.

- Sensitively check pupil’s understanding and knowledge of general personal safety issues using reminders and explicit prompts to link their existing knowledge of “how to keep safe” to the rules that will apply specifically to, for instance, internet use.
- Apply rules consistently to embed understanding.
- Communicate rules clearly to parents and seek their support in implementing school rules at home. Working with parents and sharing information with them is relevant to all children, but this group especially.
- Careful explanations about why rules might change in different situations i.e. why it is ok to give your name and address to an adult if you are lost in town, but not when using the Internet.
- Consistent use of cause and effect linking the rules to consequences teaching realistic and practical examples of what might happen if... without frightening pupils.

## 3. Handling online safety concerns and incidents

Our staff recognise that online safety is only one element of the wider safeguarding agenda as well as being a curriculum strand of Computing, PSHE/RSHE and Citizenship.

General concerns will be handled in the same way as any other child protection concern. Early reporting to the DSL/OSL is vital in order to ensure that the information contributes to the overall picture or highlights what might not yet be a problem.

Support staff will often have a unique insight and opportunity to find out about issues first in the playground, corridors, toilets and other communal areas outside the classroom (particularly relating to bullying and sexual harassment and violence).

Procedures for dealing with online safety, concerns and incidents are detailed in the following Policies:

- Child Protection Policy and procedures
- Whole School Behaviour Policy and procedures (includes anti-bullying procedures)
- Acceptable Use Agreements
- Prevent Risk Assessment
- Data Protection Policy, agreements and other documentation (e.g. privacy statement, consent forms for data sharing image use etc.)

We are committed to taking all reasonable precautions to ensure online safety but recognise that incidents will occur both inside and outside school. All members of the school community are encouraged to report issues swiftly to school staff so that they can be dealt with quickly and sensitively through the school's escalation processes.

Any suspected online risk or infringement should be reported to the DSL/OSL on the same day wherever possible or, if out of school, the following school day.

Any concern/allegation about misuse by staff or other adult in school will always be referred directly to the Head teacher unless the concern is about the Head teacher, in which case, the complaint will be directed to the Chair of Governors. Staff may also use the NSPCC Whistleblowing Helpline. Call 0800 028 0285 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

The school will actively seek support from other agencies as needed (i.e. Local Authority Safeguarding Hub, UK Safer Internet Centre's Professionals' Online Safety Helpline (03443814772), NCA CEOP, Cumbria Police Prevent Officer, Cumbria Police, Internet Watch Foundation (IWF)). We will inform parents of online safety incidents involving their child and the Police where staff or pupils engage in or are subject to behaviour which we consider is particularly disturbing or is considered illegal. See Sections below for procedures for dealing with sexting and upskirting and online bullying.

- In this school there is strict monitoring and application of the Online Safety Policy and a differentiated and appropriate range of sanctions.
- All members of the school community will be informed about the procedure for reporting online safety concerns (such as breaches of filtering, cyberbullying, illegal content etc.).
- The Online Safety Coordinator will record all reported incidents and actions taken in the School Online Safety incident log and other in any relevant areas e.g. Bullying or Child protection log.
- The Designated Safeguarding Lead will be informed of any online safety incidents involving Child Protection concerns, which will then be escalated appropriately – See Child Protection Policy and procedures for dealing with concerns.
- The school will manage Online Safety incidents in accordance with the school discipline/behaviour policy where appropriate.
- The school will inform parents of any incidents or concerns as and when required.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Safeguarding Hub **and** escalate the concern to the Police.
- If the school is unsure how to proceed with any incidents of concern, then the incident may be escalated to the Safeguarding Hub – see Child Protection Policy and procedures.

If members of staff suspect that misuse might have taken place, but that the misuse is not illegal (as above) it is essential that correct procedures are used to investigate, preserve evidence, and protect those carrying out the investigation. More than one member of staff should be involved in the investigation which should be carried out on a "clean" designated computer.

Incidents will be dealt with as soon as possible in a proportionate manner through normal behaviour/disciplinary procedures. It is important that, where necessary, members of the school community are made aware that incidents have been dealt with.

### 3.1 Sexting

Where incidents of Sexting are discovered, we will refer to the UK Council for (UKCIS) guidance on Sexting (also referred to as 'Youth produced sexual imagery') in schools. A copy of this document is available from the school office. Where one of the parties is over the age of 18, rather than sexting, we will refer to it as child sexual abuse.

All staff and other relevant adults have been issued with a copy of the UKCIS overview document ([Sexting: how to respond to an incident](#)) in recognition of the fact that it is generally someone other than the DSL or OSL who will first become aware of an incident, Staff, other than the DSL must not attempt to view, share or delete the image or ask anyone else to do so but must report the incident to the DSL as soon as possible.

It is the responsibility of the DSL to follow the guidance issued by UKCIS, decide on the next steps and whether to involve other agencies as appropriate.

It is important to understand that whilst sexting is illegal, pupils should be encouraged to discuss with staff situations if they have made a mistake or had a problem with this issue.

### 3.2 Upskirting

All staff are aware that 'upskirting' (taking a photo of someone under their clothing) is now a criminal offence, but that pupils should be encouraged to discuss with staff situations if they have made a mistake or had a problem with this issue. If staff or other adults become aware of an incident of 'upskirting', the issue must be reported to the DSL as soon as possible.

### 3.3 Online bullying

Online bullying (also known as cyberbullying) will be treated in the same way as any other form of bullying and the Whole School Behaviour Policy and procedures will be followed in relation to sanctions taken against the bully. It is important not to treat online bullying separately to offline bullying and to recognise that some bullying will have both online and offline elements. Support will be provided to both the victim and the perpetrator. In some cases, it may be necessary to inform or involve the Police.

Many young people and adults find that using the Internet and mobile phones is a positive and creative part of their everyday life. Unfortunately, technologies can also be used negatively. When children are the target of bullying via mobile phones, gaming or the Internet, they can often feel very alone, particularly if the adults around them do not understand cyberbullying and its effects. A once previously safe and enjoyable environment or activity can become threatening, harmful and a source of anxiety. It is essential that young people, school staff and parents understand how cyberbullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse. Promoting a culture of confident users will support innovation and safety.

There are several statutory obligations on schools in relation to behaviour which establish clear responsibilities to respond to bullying. In particular, section 89 of the Education and Inspections Act 2006:

- every school must have measures to encourage good behaviour and prevent all forms of bullying amongst pupils. These measures should be part of the school's Behaviour Policy which must be communicated to all pupils, school staff and parents;
- gives Head teachers the ability to ensure that pupils behave when they are not on school premises or under the lawful control of school staff.

Where bullying outside school (such as online or via text) is reported to the school, it will be investigated and acted on.

Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour or communications could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986. If school staff feels that an offence may have been committed, they should seek assistance from the Police.

DfE and Childnet have produced resources and guidance that we expect staff to use to give practical advice and guidance on [cyberbullying](#):

- Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the Whole School Behaviour Policy and procedures.
- There are clear procedures in place to support anyone in the school community affected by cyberbullying.
- All incidents of cyberbullying reported to the school will be recorded.
- There will be clear procedures in place to investigate incidents or allegations of cyberbullying.
- Pupils, staff and parents will be advised to keep a record of the bullying as evidence.
- The school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- Pupils, staff and parents will be required to work with the school to support the approach to cyberbullying and the school's online safety ethos.
- Sanctions for those involved in cyberbullying may include:
  - The bully will be asked to remove any material deemed to be inappropriate or offensive.
  - A service provider may be contacted to remove content if the bully refuses or is unable to delete content.
  - Internet access may be suspended at school for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance with the Whole School Behaviour Policy, Acceptable Use Agreement and Disciplinary Procedures.
  - Parents of pupils will be informed.
  - The Police will be contacted if a criminal offence is suspected.

### **3.4 Sexual violence and harassment**

DfE guidance on sexual violence and harassment is referenced in 'Keeping Children Safe in Education' and separate guidance exists on this issue '[Sexual violence and sexual harassment between children in schools and colleges](#)'. All staff are aware of this guidance.

We take all forms of sexual violence and harassment seriously and will act appropriately on information which suggests inappropriate behaviour regardless of the considered seriousness. Any incident of sexual harassment or violence (online or offline) must be reported to the DSL at the earliest opportunity. The DSL will follow the guidance as outlined in the Child Protection Policy and procedures.

### **3.5 Misuse of school technology (devices, systems, networks or platforms)**

Clear and well communicated rules and procedures are essential to govern pupil and adult use of school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

These rules are defined in the relevant Acceptable Use Agreements as provided to pupils, staff and Governors.

Where pupils contravene these rules, the Whole School Behaviour Policy and procedures will be applied; where staff contravene these rules, action will be taken as outlined in the staff code of conduct and, where necessary, the school disciplinary procedures.

The school reserves the right to withdraw, temporarily or permanently, any or all access to such technology or the right to bring mobile technology devices onto school property.

### **3.6 Social media incidents**

See also Section 9. below. Social media incidents are governed by Acceptable Use Agreements. Breaches will be dealt with in line with these procedures, the Whole School Behaviour Policy and procedures (for pupils) and the staff Code of Conduct/Disciplinary procedures (for staff and other adults).

Where an incident relates to an inappropriate, upsetting, violent or abusive social media post by an identifiable member of the school community, we will request that the post be deleted and will expect this to be actioned promptly.

Where an offending post has been made by a third party or is anonymous, the school may report it to the hosting platform, the Police or may contact the [Professionals' Online Safety Helpline](#) (UK Safer Internet Centre) for support or assistance in accelerating the process of removal.

## 4. Data protection and data security

All pupils, staff, Governors, parents and other adults working in or visiting school are bound by the school's Data Protection Policy and procedures a copy of which is available from the school office.

There are references to the relationship between data protection and safeguarding in key DfE documents i.e. '[Keeping Children Safe in Education](#)' and '[Data protection: a toolkit for schools](#)' which the DPO and DSL will seek to apply.

The Head teacher, DPO and Governors work together to ensure a DPA compliant framework for storing data, but which ensures that child protection is always the primary consideration and data protection processes support careful and legal sharing of information. The Data Protection Act 2018 does not prevent, or limit, the sharing of information for the purposes of keeping children safe. Information which is sensitive and personal will be treated as 'special category personal data' for the purposes of compliance with the DPA. Legal and secure information sharing between schools, Children's Social Care and other local agencies is essential for keeping children safe and ensuring they get the support they need. Information can be shared without consent if to gain consent would place a child at risk. Fears about sharing information **must not** be allowed to stand in the way of promoting the welfare and protecting the safety of children. As with all data sharing, appropriate organisational and technical safeguards will be in place.

All pupils, staff, Governors, volunteers, contractors and parents are bound by the school's Data Protection Policy and procedures.

### 4.1 Maintaining Information Systems Security

#### **Local Area Network (LAN) security issues include:**

- Users must act reasonably e.g. the downloading of large files or viewing sporting events during the working day will affect the service that others receive.
- Users must take responsibility for their network use. For staff, flouting the school Acceptable Use Agreement may be regarded as a reason for dismissal.
- Workstations should be secured against user mistakes and deliberate actions.
- Servers will be located securely and physical access restricted.
- The server operating system is secured and kept up to date.
- Virus protection for the whole network is installed and current.
- Access by wireless devices will be proactively managed and secured with a minimum of WPA2 encryption.

#### **Wide Area Network (WAN) security issues include:**

- Broadband firewalls and local CPEs (Customer Premises Equipment) are configured to prevent unauthorised access between schools.
- Decisions on WAN security are made in partnership between school and our network provider.

The following statements apply in our school:

- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- Personal data sent over the Internet or taken off site will be encrypted.
- Portable media may not be used without specific permission followed by an anti-virus/malware scan.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the school's network will be regularly checked.
- The ICT coordinator/network manager will review system capacity regularly.
- Use of user logins and passwords to access the school network will be enforced – see Section 6.2 below.

The school broadband and online suppliers are Westcom and Cumbria Schools ICT Support.



The Head teacher, Data Protection Officer and Governors work together to ensure a DPA compliant framework for storing data, but which ensures that child protection is always put first and data protection processes support careful and legal sharing of information.

## 4.2 Password Security

We will ensure that the school network is as safe and secure as is reasonably possible and that users can only access data to which they have right of access; no user is able to access another's files without permission (or as allowed for monitoring purposes within the school's procedures); access to personal data is securely controlled in line with the school's personal data procedures; logs are maintained of access by users and of their actions while users of the system.

All users (adults and young people) will have responsibility for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.

Passwords for new users, and replacement passwords for existing users can be allocated by Mrs Willis / Mrs Lamb. Any changes carried out must be notified to the member of staff responsible for issuing and coordinating password security (above).

Users will change their passwords every 90 days/months.

### **Training/Awareness:**

It is essential that users are made aware of the need to keep passwords secure, and the risks attached to unauthorised access/data loss. This will apply to even the youngest of users, even if class log-ons are being used.

Members of staff will be made aware of the school's password security procedures:

- at induction;
- through the school's Online Safety Policy and procedures;
- through the Acceptable Use Agreement.

Pupils will be made aware of the school's password security procedures:

- in Computing/ICT and/or Online Safety lessons;
- through the Acceptable Use Agreement.

The following rules apply to the use of passwords:

- passwords must be changed every 90 days.
- the account should be "locked out" following six successive incorrect log-on attempts;
- temporary passwords e.g. used with new user accounts or when users have forgotten their passwords, shall be enforced to change immediately upon the next account log-on;
- passwords shall not be displayed on screen, and shall be securely hashed (use of one-way encryption);
- requests for password changes should be authenticated by Mrs Willis / Mrs Lamb to ensure that the new password can only be passed to the genuine user

The "master/administrator" passwords for the school ICT system, used by the Network Manager (or other person) are made available to the Head teacher or other nominated senior leader and kept in a secure place.

### **Audit/Monitoring/Reporting/Review:**

The responsible person (Mrs Lamb) will ensure that full records are kept of:

- User Ids and requests for password changes;
- User log-ons;
- Security incidents related to this Policy and procedures.

In the event of a serious security incident, the Police may request and will be allowed access to passwords used for encryption. Local Authority Auditors also have the right of access to passwords for audit investigation purposes.

User lists, IDs and other security related information must be given the highest security classification and stored in a secure manner. These records will be reviewed by (Online Safety Coordinator/Online Safety Governor) at regular intervals.

## **5. Electronic Communications**

### **5.1 Managing Email**

Our general principles for email use are as follows:

- Pupils may only use approved email accounts for school purposes.
- Pupils must immediately tell a designated member of staff if they receive an offensive email or one which upsets or worries them.
- Pupils must not reveal personal details of themselves or others in email communication or arrange to meet anyone without specific permission from an adult.
- Whole-class or group email addresses will be used in primary schools for communication outside of the school.
- Pupils at KS2 will be provided with individual school email addresses for educational use.
- Staff will only use official school provided email accounts to communicate with pupils and parents, as approved by the Senior Leadership Team. Any deviation from this must be agreed with the DSL/Head teacher.
- Any digital communication between staff and pupils or parents (email, chat, VLE etc.) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses or public chat/social networking programmes must not be used for these communications. Any unauthorised attempt to use a different system may be a safeguarding concern or disciplinary matter and should be notified to the DSL (if by a child) or to the Head teacher (if by a staff member).
- Staff are not permitted to use personal email accounts during school hours or for professional purposes.
- Pupils and staff are not permitted to use the school email system for personal use and should be aware that all use is monitored, their emails may be read and the same rules of appropriate behaviour apply at all times. Emails using inappropriate language, images, malware or to adult sites may be blocked and not arrive at their intended destination.
- Appropriate behaviour is expected at all times, and the system should not be used to send inappropriate materials or language which is or could be construed as bullying, aggressive, rude, insulting, illegal or otherwise inappropriate, or which (for staff) might bring the school into disrepute or compromise the professionalism of staff.
- Users must immediately report, to the DSL the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Pupils will be taught about email safety issues, such as the risks attached to the use of personal details. They will also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.
- Personal information must not be posted on the school website and only official email addresses will be used to identify members of staff.
- Spam, phishing and virus attachments can make email dangerous. The school ICT provider ensures mail is virus checked (ingoing and outgoing), includes spam filtering and backs emails up daily.

### **5.2 Emailing personal, sensitive, confidential or classified information**

Staff or pupil personal data should never be sent/shared/stored in emails and any data must be encrypted prior to being sent.

- Assess whether the information can be transmitted by other secure means before using email - emailing confidential data is not recommended and should be avoided where possible;
- The use of Hotmail, BTInternet, G-mail or any other Internet based webmail service for sending email containing sensitive information is not permitted;
- Where your conclusion is that email must be used to transmit such data:

- Obtain express consent from your manager to provide the information by email;
- Exercise caution when sending the email and always follow these checks before releasing the email:
  - Verify the details, including accurate email address, of any intended recipient of the information;
  - Verify (by phoning) the details of a requestor before responding to email requests for information;
  - Do not copy or forward the email to any more recipients than is necessary.
- Do not send the information to any person whose details you have been unable to separately verify (usually by phone);
- Send the information as an encrypted document **attached** to an email;
- Provide the encryption key or password by a **separate** contact with the recipient(s) e.g. by telephone or in writing;
- Do not identify such information in the subject line of any email;
- Request confirmation of safe receipt.

### 5.3 Zombie accounts

Zombie accounts refer to accounts belonging to users who have left the school and therefore no longer have authorised access to the school's systems. Such Zombie accounts when left active can cause a security threat by allowing unauthorised access.

- Ensure that all user accounts are disabled once the member of the school has left;
- Prompt action on disabling accounts will prevent unauthorised access;
- Regularly change generic passwords to avoid unauthorised access.

Staff will refer to further advice available at [IT Governance](#) as necessary.

## 6. School Website

The school website is a key public-facing information portal for the school community (both existing and prospective stakeholders) with a key reputational value. Mrs Lamb has day to day editorial responsibility for online content published by the school on the school website and will ensure that content published is accurate and appropriate. The school website is managed by/hosted by ParentApp.

The DfE has determined information which must be available on a school website. '[What schools must publish online](#)'.

Where other staff submit information for the website, they are asked to consider the following principles:

- The contact details on the website are the school address, email and telephone number. Staff, Governors or pupils' personal information are not published.
- The school website will comply with the school's guidelines for publications including respect for intellectual property rights, privacy procedures and copyright.
- Where pupil work, images or videos are published on the website, their identities are protected and full names are not published.

## 7. Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the Internet. However, staff, pupils and parents need to be aware of the risks associated with sharing images and with posting digital images on the Internet. Those images may remain available on the Internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement procedures to reduce the likelihood of the potential for harm:

- We gain parental permission for the use of digital photographs or video involving their child as part of the school agreement form when their child joins the school. This is a once in a school lifetime consent.

Parents are required to inform the school if their consent changes.

- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced digital materials. Photo file names/tags do not include full names to avoid accidentally sharing them.
- When using digital images, staff will inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. Pupils are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
- Staff are governed by their contract of employment, the staff Code of Conduct and sign the school's Acceptable Use Agreement. This includes a clause on the use of mobile phones/personal equipment for taking pictures of pupils.
- The school blocks/filter access to social networking sites or newsgroups unless there is a specific approved educational purpose.
- Staff are permitted to take digital/video images to support educational aims, but must follow school procedures concerning the sharing, distribution and publication of those images. Those images will, wherever possible only be taken on school equipment. No member of staff will ever use their personal phone to capture photos or videos of pupils.
- Staff will ensure that when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Digital images/videos are stored on the school network in line with the retention schedule of the school Data Protection Policy.
- Pupils are taught about how images can be manipulated in their online safety education programme and are taught to consider how to publish for a wide range of audiences which might include Governors, parents or younger children as part of their ICT scheme of work;
- Pupils are taught that they should not post images or videos of others without their consent. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location, such as house number, street name or school. We teach them about the need to keep their data secure and what to do if they or a friend are subject to bullying or abuse.
- Staff and parents are regularly reminded about the importance of not sharing without consent, due to child protection concerns (e.g. children looked-after often have restrictions for their own protection) data protection, religious or cultural reasons or simply for reasons of personal privacy.

## 8. Cloud Platforms

Many schools are recognising the benefits of cloud computing platforms, not just for cost savings, but to enhance teaching and learning. This school adheres to the principles of the Department for Education document '[Cloud computing services: guidance for school leaders, school staff and governing bodies](#)'. As more and more systems move to the cloud, it becomes easier to share and access data. Our Data Protection Policy and procedures includes the use of Cloud services.

For online safety, basic rules of good password management, expert administration and training is used to keep staff and pupils safe and to avoid incidents. The DPO and network manager will analyse and document systems and procedures before they are implemented and regularly review them.

The following principles apply:

- Privacy statements inform parents and children when and what type of data is stored in the cloud.
- Regular training ensures all staff understand sharing functionality and this is audited to ensure that pupil data is not shared by mistake. Open access or widely shared folders are clearly marked as such.
- Pupils and staff are only given access and/or sharing rights when they can demonstrate an understanding of what data may be stored and how it can be seen.
- Only school-approved platforms are used by students or staff to store pupil work.
- All stakeholders understand the difference between consumer and education products (e.g. a private Gmail account or Google Drive and those belonging to a managed educational domain).

## 9. Social Media

### 9.1 Managing social networking, social media and personal publishing sites

This school works on the principle that if we don't manage our social media reputation, someone else will. Online reputation management is about understanding and managing our digital footprint (everything that can be seen or read about the school online). Negative coverage almost always causes some level of disruption and can result in distress to individuals.

We therefore manage our social media footprint carefully to know what is being said about the school and in order to respond to criticism and praise in a fair, responsible manner.

Email / Class Dojo is the official electronic communication channel between parents and the school.

#### **Staff, pupils' and parents Social Media presence:**

Social media is a fact of modern life and, as a school, we accept that many parents, staff and pupils will use it. However, as stated in the Acceptable Use Agreements and our Whole School Behaviour Policy and procedures we expect everybody to behave in a positive manner, engaging respectfully with the school and each other on social media, in the same way as they would face to face.

This positive behaviour can be summarised as not making any posts which are, or could be construed as bullying, aggressive, rude, insulting, illegal or otherwise derogatory or inappropriate or which might bring the school, student body or teaching profession into disrepute. This applies to both public pages and to private posts e.g. parent chats, pages or groups.

If parents have a concern about the school, we would urge them to contact us directly and in private to resolve the matter. If an issue cannot be resolved in this way, the school complaints procedure (available via the school website) should be followed. Sharing complaints on social media is unlikely to help resolve the matter but can cause upset to staff, pupils and parents, also undermining staff morale and the reputation of the school.

Many social media platforms have a minimum age of 13 but the school regularly deals with issues arising on social media with pupils under the age of 13. We ask parents to respect age ratings on social media platforms wherever possible and not encourage or condone underage use. However, the school accept that there is a balance between not encouraging underage use whilst at the same time needing to acknowledge reality in order to best help our pupils to avoid or cope with issues if they arise. Online safety lessons will look at social media and other online behaviour, how to be a good friend online and how to report bullying, misuse, intimidation or abuse. However, children will often learn most from the models of behaviour they see and experience. Parents can best support this by talking to their children about the apps, sites and games they use, with whom, for how long, and when (late at night is not helpful for a good night's sleep and productive teaching and learning at school the next day).

Pupils are not allowed<sup>1</sup> to be 'friends' with or make a 'friend request'<sup>2</sup> to any staff, Governors, volunteers or regular school contractors or otherwise communicate via social media. Pupils are discouraged from 'following' staff, Governors, volunteers or regular school contractors public accounts (e.g. following a staff member with a public Instagram account). However, we accept that this can be difficult to control. This, however, highlights the need for staff to remain professional in their private lives. Conversely staff must not follow public pupil accounts.

Staff are reminded that they should not bring the school or profession into disrepute and the best way to avoid this is to have the strictest privacy settings and avoid inappropriate sharing and oversharing online. Staff must never discuss the school or its stakeholders on social media and ensure that their personal opinions are not attributed to the school.

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<sup>1</sup> Exceptions may be made, e.g. for pre-existing family links, but these must be approved by the Head teacher and should be declared upon entry of the pupil or staff member to the school.

<sup>2</sup> Any attempt to do so may be a safeguarding concern or disciplinary matter and should be notified to the DSL (if by a child) or to the Head teacher (if by a staff member).

The following principles apply:

- The school will control access to social media and social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email addresses, full names of friends/family, specific interests and clubs etc.
- Staff wishing to use Social Media tools with pupils as part of the curriculum will risk assess the sites before use and check the sites terms and conditions to ensure the site is age appropriate. Staff will obtain documented consent from the Senior Leadership Team before using Social Media tools in the classroom.
- Personal publishing will be taught via age appropriate sites that are suitable for educational purposes. They will be moderated by the school where possible.
- Pupils will be advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications.
- Pupils will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private.
- All members of the school community are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.
- Concerns regarding a pupil's use of social networking, social media and personal publishing sites (in or out of school) will be raised with their parents, particularly when concerning the underage use of sites.
- Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and outlined in the school Staff Acceptable Use Agreement – see Appendix F.

#### **Personal devices and bring your own device (BOYD) procedures:**

We recognise the widespread use of personal devices makes it essential that schools take steps to ensure mobile phones and devices, including wearable or “smart” technologies like health or fitness trackers, are used responsibly at school and it is essential that pupil use of their devices does not impede teaching, learning and good order in classrooms. Staff will be given clear boundaries on professional use.

Mobile devices can present a number of problems when not used appropriately:

- They are valuable items which may be stolen or damaged;
- Their use can render pupils or staff subject to cyberbullying;
- Apps or mobile devices which broadcast location data can make staff or pupils vulnerable to behaviours like stalking and can provide perpetrators with information to take cyberbullying into the real world.
- Internet access on phones and personal devices can allow pupils to bypass school security settings and filtering;
- They can undermine classroom discipline as they can be used on “silent” mode;
- Mobile phones with integrated cameras could lead to child protection, bullying and data protection issues in relation to inappropriate capture, use or distribution of images of pupils or staff;

Permitted use of mobile phones and personal devices is a school decision and the following will apply:

- The use of mobile phones and other personal devices by pupils and staff in school will be decided by the school and covered in the school Acceptable Use Agreement.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/Behaviour Policy.
- The school reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable materials, including those which promote pornography, violence or bullying. Staff mobiles or hand-held devices may be searched at any time as part of routine monitoring.
- School staff may confiscate a phone or device if they believe it is being used to contravene the school's behaviour Policy or bullying procedures.
- If there is suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation.
- Mobile phones and personal devices will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff. They

should be switched off (not placed on silent) and stored out of sight on arrival at school. Staff members may use their phones during school break times. All visitors are requested to keep their phones on silent whilst in the school.

- The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided, except where it has been explicitly agreed otherwise by the Head teacher. Such authorised use is to be monitored and recorded. All mobile phone use is to be open to scrutiny and the Head teacher is authorised to withdraw or restrict authorisation for use at any time if it is deemed necessary. Where permission is given by the Head teacher, no images or videos are to be taken on mobile phones or personally-owned mobile devices without the prior consent of the person or people in the image.
- Electronic devices of all kinds that are brought into school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.

#### **Pupil use of personal devices:**

- The school strongly advise that pupil mobile phones should not be brought into school. However, the school accepts that there may be circumstances in which a parent wishes their child to have a mobile phone for their own safety. If this is the case, the circumstances should be discussed with the class teacher and the normal rules regarding use during the school day will apply.
- If a pupil breaches the school procedures, then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents in accordance with the school procedures.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members.
- Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.

#### **Staff use of personal devices:**

- Staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity.
- Mobile phones and personally owned devices will be switched off or switched to 'silent' mode; Bluetooth communication should be "hidden" or switched off, location data switched off unless being used only for the duration of a specific task like route directions on a school trip, and mobile phones or personally owned devices will not be used during teaching periods unless permission has been given by a member of Senior Leadership Team for emergency circumstances.
- If members of staff have an educational reason to allow children to use mobile phones or personal devices as part of an educational activity, then it will only take place when approved by the Senior Leadership Team.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work-provided equipment for this purpose.
- In an emergency where a staff member does not have access to a school-owned device, they should use their own device and hide their own mobile number for confidentiality purposes.
- If a member of staff breaches the school Policy and procedures, then disciplinary action may be taken.

Parents must ask permission before taking any photos e.g. of displays in corridors or classrooms and avoid capturing other children.

#### ***Network/internet access on school devices***

Pupils are not allowed networked file access via personal devices. However, they are permitted to access the school wireless internet network for school-related internet use within the framework of the Acceptable Use Agreement. All such use is monitored.

#### ***Searching, Screening and Confiscation***

In line with the DfE guidance 'Searching, screening and confiscation: advice for schools', the Head teacher and staff authorised by them have a statutory power to search pupils/property on school premises. This includes the content of mobile phones and other devices, for example as a result of a reasonable suspicion that a device contains illegal or undesirable material, including but not exclusive to sexual images,

pornography, upskirting, violence or bullying. Further details are available in the Whole School Behaviour Policy and procedures.

## 10. Managing filtering

The following issues will be addressed in relation to the management of filtering:

- The school's broadband access will include filtering appropriate to the age and maturity of pupils.
- The school will work with the School's Broadband team (Westcom) to ensure that filtering procedures are continually reviewed.
- The school will have a clear procedure for reporting breaches of filtering. All members of the school community (all staff and all pupils) will be aware of this procedure.
- If staff or pupils discover unsuitable sites, the URL will be reported to the School Online Safety Coordinator who will then record the incident and escalate the concern as appropriate.
- The School filtering system will block all sites on the [Internet Watch Foundation](#) (IWF) list.
- Changes to the school filtering procedures will be risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the Senior Leadership Team.
- The School Senior Leadership Team will ensure that regular checks are made to ensure that the filtering methods selected are effective.
- Any material that the school believes is illegal will be reported to appropriate agencies such as [IWF](#), the Police or [CEOP](#).
- The school's access strategy will be designed by educators to suit the age and curriculum requirements of the pupils, with advice from network managers.

## 11. Webcams

In relation to webcams:

- We do not use publicly accessible webcams in school **or** Webcams in school are only ever used for specific learning purposes, i.e. monitoring egg hatching and never using images of children or adults.
- Misuse of the webcam by any member of the school community will result in sanctions.
- As for all images, content captured by webcams can only be published if pupil and parental consent is valid.

## 12. Managing emerging technologies

Many emerging communications technologies offer the potential to develop new teaching and learning tools, including mobile communications, internet access, collaboration and multimedia tools. We will undertake a risk assessment on each new technology for effective and safe practice in classroom use to be developed. The safest approach is to deny access until a risk assessment has been completed and safe practice has been established.

Virtual online classrooms and communities widen the geographical boundaries of learning. Approaches such as online learning are becoming embedded within school systems.

The safety and effectiveness of virtual communities depends on users being trusted and identifiable. This may not be easy, as authentication beyond the school may be difficult as demonstrated by social networking sites and other online tools such as Facebook, YouTube, Skype and Twitter. The registering of individuals to establish and maintain validated electronic identities is essential for safe communication but is often not possible. Video conferencing introduces new dimensions; webcams are increasingly inexpensive and, with faster internet access, enable video to be exchanged across the Internet. The availability of live video can sometimes increase safety - you can see who you are talking to - but if inappropriately used, a video link could reveal security details.

New applications are continually being developed based on the Internet, the mobile phone network, wireless, Bluetooth or infrared connections. Users can be mobile using a phone, games console or personal digital assistant with wireless internet access. This can offer immense opportunities for learning as well as dangers.



Schools should keep up to date with new technologies, including those relating to mobile phones and handheld devices, and be ready to develop appropriate strategies. For instance, text messaging via mobile phones is a frequent activity for many pupils and families.

The inclusion of inappropriate language or images is difficult for staff to detect. Pupils may need reminding that such use is inappropriate and conflicts with school Policy and procedures. Abusive messages should be dealt with under the Whole School Behaviour Policy.

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupils will be instructed about safe and appropriate use of personal devices both on and off site in accordance with the school Acceptable Use Agreement/Mobile Phone procedures.

## **13. Policy Decisions**

### **13.1 Authorising internet access**

The school will allocate internet access to staff and pupils based on educational need. It will be clear who has internet access and who has not. Normally most pupils will be granted internet access. We will not prevent pupils from accessing the Internet unless the parents have specifically denied permission or the child is subject to a sanction as part of the Whole School Behaviour policy.

- The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.
- All staff will read and sign the Staff Acceptable Use Agreement before using any school ICT resources.
- Parents will be asked to read and sign the School Acceptable Use Agreement for pupil access and discuss it with their child, where appropriate.
- Parents will be informed that pupils will be provided with supervised internet access appropriate to their age and ability.
- When considering access for vulnerable members of the school community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).

According to Setting Type:

- At Key Stage 2 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary.

### **13.2 Assessing risks**

As the quantity and breadth of information available through the Internet continues to grow it is not possible to guard against every undesirable situation. The school will need to address the fact that it is not possible to completely remove the risk that pupils might access unsuitable materials via the school system.

Risks can be considerably greater where tools are used which are beyond the school's control such as most popular social media sites.

- The school 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 school nor the LA can accept liability for the material accessed, or any consequences resulting from internet use.
- The school will audit ICT use to establish if the Online Safety Policy and procedures is adequate and that the implementation of the Online Safety Policy is appropriate.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the Police using 101 or the appropriate online report from available from our local Constabulary website.
- Methods to identify, assess and minimise risks will be reviewed regularly.

### **13.3 Responding to incidents of concern**

Refer to Section 3 above.

## 14. Communicating Policy and procedures

### 14.1 Introducing the Policy and procedures to Pupils

Many pupils are very familiar with the culture of mobile and internet use and we will involve them in designing the School Online Safety Policy, possibly through a pupil council. As pupils' perceptions of the risks will vary, the online safety rules will be explained or discussed in an age-appropriate manner.

Posters covering online safety rules are displayed in every room with a computer to remind pupils of the rules at the point of use.

The following apply in our school:

- All users will be informed that network and internet use will be monitored.
- An online safety training programme will be established across the school to raise the awareness and importance of safe and responsible internet use amongst pupils.
- Pupil instruction regarding responsible and safe use will precede internet access.
- An online safety module will be included in the PSHE, Citizenship and ICT programmes covering both safe school and home use.
- Online Safety rules or copies of the pupil Acceptable Use Agreement will be posted in all rooms with internet access.
- Safe and responsible use of the Internet and technology will be reinforced across the curriculum and subject areas.
- Particular attention to Online Safety education will be given where pupils are considered to be vulnerable.

### 14.2 Discussing the Policy and procedures with Staff

It is important that all staff feel confident to use new technologies in teaching and the School Online Safety Policy and procedures will only be effective if all staff subscribe to its values and methods. Staff will be given opportunities to discuss the issues and develop appropriate teaching strategies. It would be unreasonable, for instance, if cover or supply staff were asked to take charge of an internet activity without preparation.

If a member of staff is concerned about any aspect of their ICT or internet use either on or off site, they should discuss this with their line manager to avoid any possible misunderstanding.

Consideration is given when members of staff are provided with devices by the school which may be accessed outside of the school network. Staff are made aware of their responsibility to maintain confidentiality of school information.

ICT use is widespread and all staff including administration, midday supervisors, caretakers, Governors and volunteers are included in awareness raising and training. Induction of new staff includes a discussion about the school Online Safety Policy and procedures.

- The Online Safety Policy and procedures will be formally provided to, and discussed, with all members of staff.
- To protect all staff and pupils, the school will implement Acceptable Use Agreements.
- Staff will be made aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are essential.
- Up-to-date and appropriate staff training in safe and responsible internet use, both professionally and personally, will be provided for all members of staff.
- Staff who manage filtering systems or monitor ICT use will be supervised by the Senior Leadership Team and have clear procedures for reporting issues.
- The School will highlight useful online tools which staff should use with children in the classroom. These tools will vary according to the age and ability of the pupils.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

### 14.3 Enlisting Parents' Support

Internet use in pupils' homes is increasing rapidly, encouraged by low cost access and developments in mobile technology. Unless parents are aware of the dangers, pupils may have unrestricted and unsupervised access to the Internet in the home. The school may be able to help parents plan appropriate, supervised use of the Internet at home and educate them about the risks. Parents will also be advised to check whether their child's use elsewhere in the community is covered by an appropriate Acceptable Use Agreement.

- Parents' attention will be drawn to the school Online Safety Policy and procedures in newsletters, and on the school website.
- A partnership approach to online safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home internet use or highlighting online safety at other attended events e.g. parent evenings and sports days.
- Parents will be asked to read and sign the school Acceptable Use Agreement for younger pupils and discuss its implications with their children with support to do this offered if required.
- Information and guidance for parents on online safety will be made available to parents in a variety of formats.
- Interested parents will be referred to organisations listed in the "online safety Links" at Appendix K.

## 15. Complaints

The school will take all reasonable precautions to ensure online safety. However, owing to the international scale and linked nature of internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable materials will never appear on a school computer or mobile device. Neither the school staff nor the Governing Body/Board of Directors can accept liability for material accessed, or any consequences of internet access.

- Complaints about the misuse of on-line systems will be dealt with under the school's Complaints procedure.
- Complaints about cyberbullying are dealt with in accordance with our Anti-bullying procedures.
- Complaints related to child protection are dealt with in accordance with school/LA Child Protection Policy and procedures.
- Any complaints about staff misuse will be referred to the Head teacher.
- All online safety complaints and incidents will be recorded by the school including any actions taken.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- Interview/counselling by class teacher/Online Safety Coordinator/Head teacher;
- Informing parents;
- Removal of internet or computer access for a period, which could ultimately prevent access to files held on the system);
- Referral to the Police.

## MONKWRAY JUNIOR SCHOOL ONLINE SAFETY AUDIT

This self-audit should be completed by the member of the Senior Leadership Team (SLT) responsible for Online Safety. Staff that could contribute to the audit include: Designated Safeguarding Lead, SENCO, Online Safety Coordinator, Network Manager and Head teacher.

Does the school have an Online Safety Policy and procedures	YES / NO
Date of latest update:	
Date of future review:	
The school Online Safety Policy and procedures was agreed by Governors on:	
The Policy and procedures are available for staff to access at:	
The Policy and procedures are available for parents to access at:	
The responsible member of the Senior Leadership Team is:	
The Governor responsible for Online Safety is:	
The Designated Safeguarding Lead is:	
The Online Safety Coordinator is:	
Were all stakeholders (e.g. pupils, staff and parents) consulted when updating the school Online Safety Policy and procedures?	YES / NO
Has up-to-date Online Safety training been provided for all members of staff? (not just teaching staff)	YES / NO
Do all members of staff sign an Acceptable Use Agreement on appointment?	YES / NO
Are all staff made aware of the school's expectation around safe and professional online behaviour?	YES / NO
Is there a clear procedure for staff, pupils and parents to follow when responding to or reporting an online safety incident of concern?	YES / NO
Have online safety materials from CEOP, Childnet and UKCIS etc. been obtained?	YES / NO
Is online safety training provided for all pupils (appropriate to age and ability and across all Key Stages and curriculum areas)?	YES / NO
Are online safety rules displayed in all rooms where computers are used and expressed in a form that is accessible to all pupils?	YES / NO
Do parents or pupils sign an Acceptable Use Agreement?	YES / NO
Are staff, pupils, parents and visitors aware that network and internet use is closely monitored and individual usage can be traced?	YES / NO
Has an ICT security audit been initiated by SLT?	YES / NO
Is personal data collected, stored and used according to the principles of the Data Protection Act 2018?	YES / NO
Is internet access provided by an approved educational internet service provider which complies with DfE requirements?	YES / NO
Has the school filtering been designed to reflect educational objectives and been approved by SLT?	YES / NO
Are members of staff with responsibility for managing filtering, network access and monitoring systems adequately supervised by a member of SLT?	YES / NO
Does the school log and record all online safety incidents, including any action taken?	YES / NO
Are the Governing Body and SLT monitoring and evaluating the school Online Safety Policy and procedures on a regular basis?	YES / NO

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# Think then Click



*We ask permission before using the Internet.*



*We only use websites that our teacher has chosen.*

*We immediately close any webpage we don't like.*

*We only email people our teacher has approved.*



*We send emails that are polite and friendly.*

*We never give out a home address or phone number.*



*We never arrange to meet anyone we don't know.*

*We never open emails sent by anyone we don't know.*



*We never use Internet chat rooms.*

*We tell the teacher if we see anything we are unhappy with.*



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## PUPIL ACCEPTABLE USE AGREEMENT

### *(Primary Schools)*

**These rules will help us to be fair to others and keep everyone safe.**

- ★ I will only use ICT in school for school purposes.
- ★ I will only use my class email address or my own school email address when emailing.
- ★ I will only open email attachments from people I know, or who my teacher has approved.
- ★ I will not give my username and passwords to anyone else but my parents.
- ★ If I think someone has learned my password then I will tell my teacher.
- ★ I will only open/delete my own files.
- ★ I will 'log-off' when I leave a computer.
- ★ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ★ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ★ I will not give out or share my own/or others details such as name, phone number or home address.
- ★ I will be aware of 'stranger danger' when I am communicating online and will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ★ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ★ I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online and will not show it to other pupils.
- ★ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- ★ I know that my use of the school ICT systems and email can be checked and my parent contacted if a member of school staff is concerned about my safety.
- ★ I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.
- ★ I will not create, link to or post material that is offensive, obscene or otherwise inappropriate.

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MONWKRAY JUNIOR SCHOOL

### **Pupil Acceptable Use – Pupil and Parent Agreement**

Dear Parent,

ICT including the internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation, please contact Mrs Willis.

**Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.**

We have discussed this document with ..... (child name) and we agree to follow the online safety rules and to support the safe use of ICT at Monkway Junior School.

<b>Parent Name</b>		<b>Pupil Class</b>	
<b>Signed (Parent)</b>		<b>Date</b>	
<b>Signed (Pupil)</b>		<b>Date</b>	



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## STAFF / VOLUNTEER ACCEPTABLE USE POLICY AGREEMENT

ICT (including data) and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This Agreement is designed to ensure that all staff and volunteers are aware of their responsibilities when using any form of ICT. This applies to ICT used in school to the use of school ICT systems and equipment out of school and the use of personal equipment in school or in situations related to their employment by the school. All staff and volunteers (where they are using technology in school) are expected to sign this Agreement and always adhere to its content. Any concerns or clarification should be discussed with **Mrs Lamb** (Online Safety Coordinator) or **Mrs Willis** (Head teacher).

This Acceptable Use Agreement is intended to ensure that:

- staff and volunteers are responsible users and stay safe while using technologies for educational, personal and recreational use;
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- staff are protected from potential risk from the use of ICT in their everyday work and work to ensure that young people in their care are safe users.

### Acceptable Use Agreement

**I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.**

#### Keeping Safe

- ★ I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.
- ★ I will only use my own usernames and passwords which I will choose carefully so they cannot be guessed easily. I will also change the passwords on a regular basis.
- ★ I will not use any other person's username and password.
- ★ I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils.
- ★ I will ensure that my data is regularly backed up.
- ★ I will ensure that I 'log off' after my network session has finished.
- ★ If I find an unattended machine logged on under another user's username, I will **not** continue using the machine – I will 'log off' immediately.
- ★ I will ensure that my online activity, both in school and outside school, will not bring my professional role or the school into disrepute.
- ★ I will not accept invitations from school pupils to add me as a friend to their social networking sites, nor will I invite them to be friends on mine.

As damage to professional reputations can inadvertently be caused by quite innocent postings or images, I will also be careful with who has access to my pages through friends and friends of friends, especially with those connected with my responsibilities as a Governor at the school, such as parents and their children.

- ★ I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when it is deemed necessary that I am required by law or by school procedures to disclose it an appropriate authority.
- ★ I will only transport, hold, disclose or share personal information about myself or others as outlined in the school personal data guidelines. I will not send personal information by email as it is not secure.
- ★ Where personal data is transferred outside the secure school network, it must be encrypted. Personal data can only be taken out of school or accessed remotely when authorised, in advance, by the Head teacher or Governing Body. Personal or sensitive data taken off site in an electronic format must be encrypted, e.g. on a password secured laptop or memory stick. Staff leading a trip are expected to take relevant pupil information with them, but this must always be held securely.
- ★ I will ensure that any private social networking sites/blogs etc. that I create, or actively contribute to:
  - do not reveal confidential information about the way the school operates;
  - are not confused with my school responsibilities in any way;
  - do not include inappropriate or defamatory comments about individuals connected with the school community;
  - support the school's approach to online safety which includes not uploading or posting to the Internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute;
- ★ I will not try to bypass the filtering and security systems in place.

- ★ I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

### Promoting Safe Use by Learners

- ★ I will support and promote the school's Online Safety, Data Protection and Behaviour Policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- ★ I will model safe use of the Internet in school.
- ★ I will educate young people on how to use technologies safely according to the school teaching programme.
- ★ I will take immediate action in line with school procedures if an issue arises in school that might compromise a learner, user or school safety or if a pupil reports any concerns.

### Communication

- ★ I will only use the school's email/Internet/Intranet/Learning Platform and any related technologies for professional purposes or for uses deemed 'acceptable' by the Head teacher or Governing Body.
- ★ I will communicate on-line in a professional manner and tone; I will not use aggressive or inappropriate language and I appreciate that others may have different opinions. Anonymous messages are not permitted.
- ★ I will not engage in any on-line activity that may compromise my professional responsibilities.
- ★ I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- ★ I will only communicate with pupils and parents using the school's approved, secure email system(s). Any such communication will be professional in tone and manner.
- ★ I am aware that any communication could be forwarded to an employer or Governors.
- ★ I will only use chat and social networking sites that are approved by the school.
- ★ I will not use personal email addresses on the school ICT systems unless I have permission to do so.

### Research and Recreation

- ★ I will not browse, upload, download, distribute or otherwise access any materials which are illegal, discriminatory or inappropriate or may cause harm or distress to others.
- ★ I will not (unless I have permission) make large downloads or uploads that might take up internet capacity.
- ★ I know that all school ICT is primarily intended for educational use and I will only use the systems for personal or recreational use if this is allowed by the school.

### Sharing

- ★ I will not access, copy, remove or otherwise alter any other user's file, without their permission.
- ★ I will always respect the privacy and ownership of others' work online and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission, and will credit them if I use it.
- ★ Where work is protected by copyright, I will not download or distribute copies (including music and videos). If I am unsure about this, I will seek advice.
- ★ Images of pupils and/or staff will only be taken, stored and used for professional purposes using school equipment in line with school procedures.
- ★ I will only take images/video of pupils and staff where it relates to agreed learning and teaching activities and will ensure I have parent/staff permission before I take them.
- ★ If images are to be published online or in the media, I will ensure that parental/staff permission allows this.
- ★ I will not use my personal equipment to record images/video unless I have permission to do so from the Head teacher or other Senior Manager.
- ★ I will not keep images and/or videos of pupils stored on my personal equipment unless I have permission to do so. If this is the case, I will ensure that these images cannot be accessed or copied by anyone else or used for any purpose other than that for which I have permission.
- ★ Where these images are published (e.g. on the school website/prospectus), I will ensure that it is not possible to identify the people who are featured by name or other personal information.
- ★ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.

### Buying/Selling/Gaming

- ★ I will not use school equipment for on-line purchasing, selling or gaming unless I have permission to do so.

### Problems

- ★ I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the Online Safety Coordinator or Head teacher.
- ★ I will not install any hardware or software on a computer or other device without permission of the Network Manager/Head teacher.
- ★ I will not try to alter computer settings without the permission of the Network Manager.
- ★ I will not cause damage to ICT equipment in school.
- ★ I will immediately report any damage or faults involving equipment or software, however this may have happened, to the ICT co-ordinator.
- ★ I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- ★ I understand this forms part of the terms and conditions set out in my contract of employment.
- ★ I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.

✂ -----

**Staff/Volunteer Acceptable Use Agreement**

I will use the school network in a responsible way and observe all the restrictions as explained in the staff ICT Acceptable Use Agreement. I agree to use ICT by these rules when:

- ✓ I use school ICT systems at school or at home when I have permission to do so
- ✓ I use my own ICT (where permitted) in school
- ✓ I use my own ICT out of school to access school sites or for activities relating to my employment by the school

<b>Staff/Volunteer Name</b>			
<b>Job Title (where applicable)</b>			
<b>Signed</b>		<b>Date:</b>	

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## GOVERNOR ACCEPTABLE USE AGREEMENT

This Agreement is designed to ensure that all Governors are aware of their responsibilities when using any form of ICT as it relates to their role in this school. This applies to ICT used in school, to the use of school ICT systems and equipment out of school and the use of personal equipment in school or in situations related to a Governor's role in the school. All Governors (where they are using technology in relation to their role) are expected to sign this Agreement and always adhere to its contents. Any concerns or clarification should be discussed with **Mrs Lamb** (Online Safety Coordinator) or **Mrs Willis** (Head teacher).

This Acceptable Use Agreement is intended to ensure that:

- Governors are responsible users and stay safe while using technologies for educational, personal and recreational use;
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- Governors are protected from potential risk from the use of ICT.

School networked resources are intended for educational purposes and may only be used for legal activities consistent with the rules of the school. If you make a comment about the school, you must state that it is an expression of your own personal view. Any use of the network that would bring the name of the school into disrepute is not permitted.

All users are required to follow the conditions laid down in the Agreement. Any breach of these conditions may lead to withdrawal of the user's access, monitoring and/or retrospective investigation of the user's use of the services, and in some instances could lead to criminal prosecution.

### Personal Responsibility

- ★ Users are responsible for their behaviour and communications.
- ★ Governors are expected to use the resources for the purposes for which they are made available.
- ★ It is the responsibility of the User to take all reasonable steps to ensure compliance with the conditions set out in this Agreement, and to ensure that unacceptable use does not occur.
- ★ Users will accept personal responsibility for reporting any misuse of the network to the Head teacher/Chair of Governors

### Keeping Safe

- ★ I will not reveal any personal information (e.g. home address, telephone number, social networking details) of other users to any unauthorised person.
- ★ I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils.
- ★ I will only use my own usernames and passwords which I will choose carefully so they cannot be guessed easily. I will also change the passwords on a regular basis and always where I think someone may have learned my password.
- ★ I will not use any other person's username and password or, where they are known, pass the details to any other individual.
- ★ I will not attempt to access other users' files or folders.
- ★ I will ensure that I 'log off' after my network session has finished.
- ★ If I find an unattended machine logged on under another user's username, I will **not** continue using the machine – I will 'log off' immediately.
- ★ I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.
- ★ I will report any accidental access, receipt of inappropriate materials or filtering breaches/unsuitable websites to the Head teacher as soon as I become aware of the access/receipt.
- ★ I will not accept invitations from pupils to add me as a friend to their social networking sites, nor will I invite them to be friends on mine.

As damage to professional reputations can inadvertently be caused by quite innocent postings or images, I will also be careful with who has access to my pages through friends and friends of friends, especially with those connected with my responsibilities as a Governor at the school, such as parents and their children.

- ★ I will ensure that any private social networking sites/blogs etc. that I create, or actively contribute to:
  - Do not reveal confidential information about the way the school operates
  - Are not confused with my school responsibilities in any way.

## Promoting Safe Use by Learners

- ★ I will support and promote the school's Online Safety and Data Security Policies and procedures and help pupils be safe and responsible in their use of the Internet and related technologies.

## Communication

- ★ I will not create, transmit, display or publish any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person or bring the school into disrepute.
- ★ I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- ★ I will not use language that could be calculated to incite hatred against any ethnic, religious or minority group.
- ★ I am aware that email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the Head teacher. Anonymous messages are not permitted.
- ★ I will not send or publish material that violates the Data Protection Act or breaches the security this Act requires for personal data, including data held in Scholarpack.
- ★ I will not receive, send or publish material that violates copyright law. This includes materials sent/received using Video Conferencing or Web Broadcasting.
- ★ I will ensure that any personal data (where the Data Protection Act applies) that is sent over the Internet (or taken off-site in any other way) will be encrypted.

## Sharing

- ★ I will not use personal digital cameras or camera phones for creating or transferring images of children or young people without the express permission of the school leadership team.

## General Equipment Use

- ★ I will not use the network in any way that would disrupt the use of the network by others.
- ★ I will not use 'USB drives', portable hard-drives, tablets or personal laptops on the network without having them 'approved' by the school and checked for viruses.
- ★ I will not download any unapproved software, system utilities or resources from the Internet that might compromise the network or are not adequately licensed.
- ★ I will not attempt to harm or destroy any equipment or data of another user or network connected to the school system.
- ★ I understand that I must comply with the Acceptable Use Agreement of any other network which is accessed via the school network.

Users of the school network are expected to inform the Head teacher/Network Manager immediately if a security problem is identified and should not demonstrate this problem to other users. Files held on the school's network will be regularly checked and monitored. Users identified as a security risk will be denied access to the network.

✂ -----

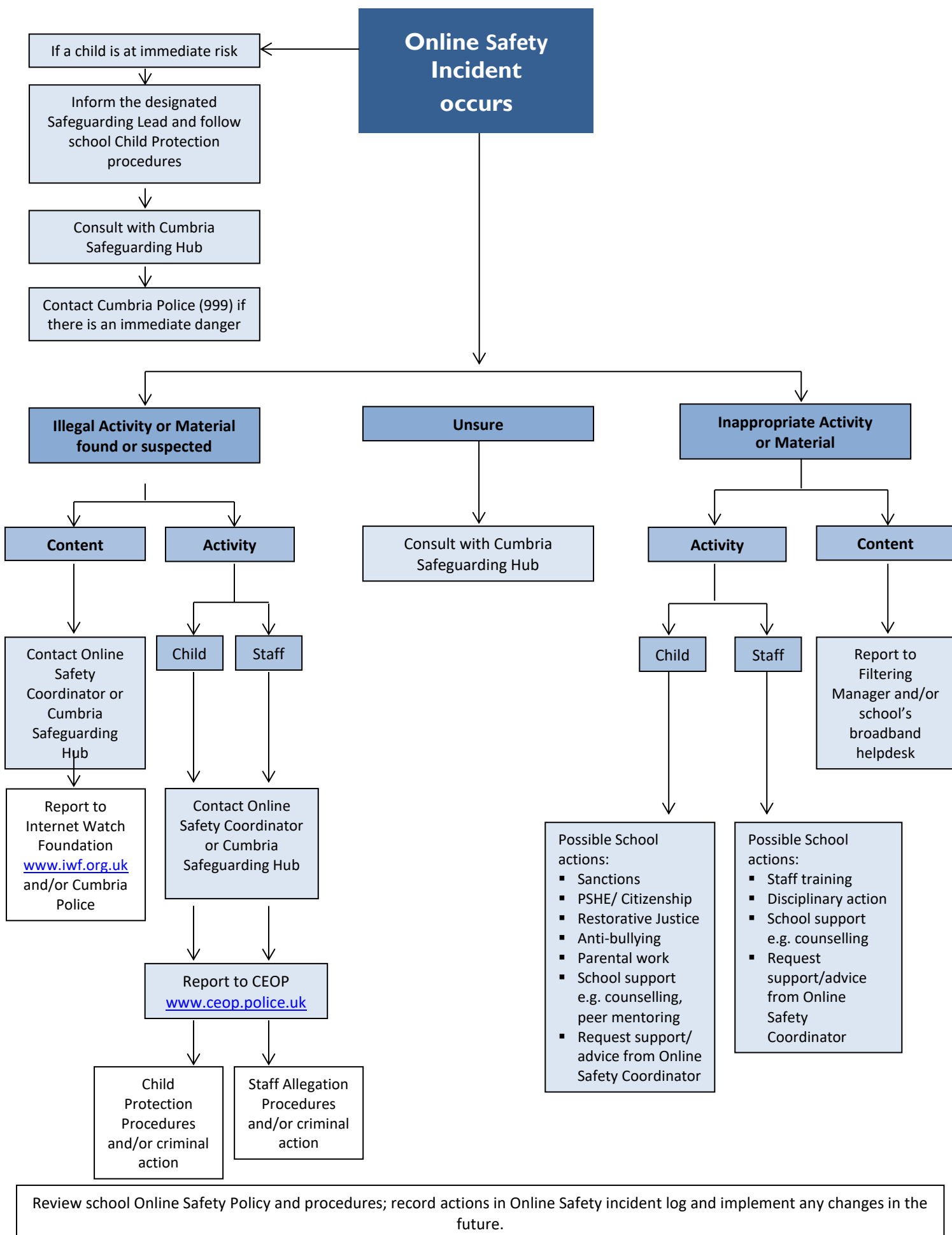
## Governor User Acceptable Use Agreement

As a school user of the network resources, I agree to follow the school rules (set out above) on its use. I will use the network in a responsible way and observe all the restrictions explained in the school Online Safety Policy and procedures and Acceptable Use Agreement. If I am in any doubt, I will consult the Head teacher.

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that Governors under reasonable suspicion of misuse in terms of access or content may be placed under retrospective investigation or have their usage monitored.

<b>Governor Name</b>			
<b>Signed</b>		<b>Date:</b>	

## RESPONSE TO AN INCIDENT OF CONCERN





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## ONLINE SAFETY LINKS

The following links may help those who are developing or reviewing a school Online Safety Policy and procedures.

- **CEOP (Child Exploitation and Online Protection Centre):** [Click here to access](#)
- **Childline:** [Click here to access](#)
- **Childnet:** [Click here to access](#)
- **Internet Watch Foundation (IWF):** [Click here to access](#)
- **Cumbria Local Safeguarding Children Board (Cumbria LSCB):** [Click here to access](#)
- **Think U Know website:** [Click here to access](#)
- **Virtual Global Taskforce — Report Abuse:** [Click here to access](#)
- **EE Safety Education:** [Click here to access](#)
- **O2 Safety Education:** [Click here to access](#)
- **Information Commissioner’s Office (ICO)** [Click here to access](#)
- **INSAFE** [Click here to access](#)
- **Cyberbullying.org -** [Click here to access](#)
- **Learning Curve Education:** [Click here to access](#)
- **UK Safer Internet Centre:** [Click here to access](#)
- **UK Council for Child Internet Safety (UKCIS):** [Click here to access](#)
- **Wise Kids:** [Click here to access](#)
- **Teem:** [Click here to access](#)
- **Family Online Safety Institute:** [Click here to access](#)
- **e-safe Education:** [Click here to access](#)
- **Facebook Advice to Parents:** [Click here to access](#)
- **Test your online safety skills:** [Click here to access](#)

The above Internet site links were correct at the time of publishing. School staff are advised to check the content of each site prior to allowing access to pupils.

### Department for Education/Home Office guidance for schools

PREVENT Duty statutory guidance for Public Bodies: England and Wales – March 2015

The PREVENT Duty – non-statutory Departmental advice for Schools and Childcare Providers – DfE – June 2015

How Social Media is used to encourage travel to Syria and Iraq – Home Office advice to schools – June 2015

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## LEGAL FRAMEWORK

### **Protection of Children Act 1978**

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence may face up to 10 years in prison.

### **Racial and Religious Hatred Act 2006**

This Act makes it a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

### **Criminal Justice Act 2003**

Section 146 of the Criminal Justice Act 2003 came into effect in April 2005, empowering courts to impose tougher sentences for offences motivated or aggravated by the victim's sexual orientation in England and Wales.

### **Sexual Offences Act 2003**

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). This can include images taken by and distributed by the child themselves (often referred to as "Sexting"). A person convicted of such an offence may face up to 10 years in prison.

The offence of grooming is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet). It is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence.

Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification.

It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. (Typically, teachers, social workers, health professionals, connexions staff etc. fall in this category of trust).

Any sexual intercourse with a child under the age of 13 commits the offence of rape.

N.B. Schools should have a copy of The Home Office "Children & Families: Safer from Sexual Crime" document as part of their child protection packs. [Click here to access.](#)

### **Communications Act 2003 (section 127)**

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent; there is no need to prove any intent or purpose.

### **Data Protection Act 2018 / GDPR**

The Data Protection Act 2018 came into force on 25 May 2018. The Act, which replaces the 1998 Act, provides a legal framework for data protection in the UK. It is supplemented by the General Data Protection Regulation (GDPR), the legal framework that sets guidelines for the collection and processing of personal information of individuals within the European Union (EU).

The General Data Protection Regulation (GDPR) significantly updates previous Data Protection law to reflect changes in technology and the way organisations collect and use information about people in the 21<sup>st</sup> century. It regulates the processing of personal data and gives rights of privacy protection to all living persons.

Data Controllers are responsible for, and need to be able to demonstrate that they comply with the principles set out in Article 5 of the GDPR which requires that:

- Personal data shall be processed lawfully, fairly and in a transparent manner in relation to individuals.

- Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data shall be kept for no longer than is necessary.
- Personal data shall be processed in a manner that ensures appropriate security of it.

The first principle of data protection is **fair, lawful and transparent processing**, and is the foundation on which everything else is built.

### **The Computer Misuse Act 1990 (sections 1 - 3)**

This Act makes it an offence to:

- Erase or amend data or programs without authority.
- Obtain unauthorised access to a computer.
- “Eavesdrop” on a computer.
- Make unauthorised use of computer time or facilities.
- Maliciously corrupt or erase data or programs.
- Deny access to authorised users.

UK citizens or residents may be extradited to another country if they are suspected of committing any of the above offences.

### **Malicious Communications Act 1988 (section 1)**

This legislation makes it a criminal offence to send an electronic message (email) that conveys indecent, grossly offensive, threatening material or information that is false; or is of an indecent or grossly offensive nature if the purpose was to cause a recipient to suffer distress or anxiety.

### **Copyright, Design and Patents Act 1988**

Copyright is the right to prevent others from copying or using his or her “work” without permission. The material to which copyright may attach (known in the business as “work”) must be the author’s own creation and the result of some skill and judgement. It comes about when an individual expresses an idea in a tangible form. Works such as text, music, sound, film and programs all qualify for copyright protection. The author of the work is usually the copyright owner, but if it was created during employment it belongs to the employer.

It is an infringement of copyright to copy all or a substantial part of anyone’s work without obtaining the author’s permission. Usually a licence associated with the work will allow a user to copy or use it for limited purposes. It is advisable always to read the terms of a licence before you copy or use someone else’s material. It is also illegal to adapt or use software without a licence or in ways prohibited by the terms of the software licence.

### **Trademarks Act 1994**

This provides protection for Registered Trademarks, which can be any symbol (words, shapes or images) that are associated with a set of goods or services. Registered Trademarks must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

### **Public Order Act 1986 (sections 17 – 29)**

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence.

### **Obscene Publications Act 1959 and 1964**

Publishing an “obscene” article is a criminal offence. Publishing includes electronic transmission.

### **Protection from Harassment Act 1997**

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other. A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

### **Freedom of Information Act 2000**

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they must follow a number of set procedures.

**Regulation of Investigatory Powers Act 2000**

It is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic communications is permitted, in order to:

- Establish the facts.
- Ascertain compliance with regulatory or self-regulatory practices or procedures.
- Demonstrate standards, which are or ought to be achieved by persons using the system.
- Investigate or detect unauthorised use of the communications system.
- Prevent or detect crime or in the interests of national security.
- Ensure the effective operation of the system.
- Monitoring but not recording is also permissible in order to:
  - ascertain whether the communication is business or personal;
  - Protect or support help line staff.
- The school reserves the right to monitor its systems and communications in line with its rights under this act.

**Criminal Justice and Immigration Act 2008**

- Section 63 – it is an offence to possess “extreme pornographic image”
- Section 63 (6) – the image must be “grossly offensive, disgusting or otherwise obscene”
- Section 63 (7) - this includes images of “threats to a person life or injury to anus, breasts or genitals, sexual acts with a corpse or animal whether alive or dead” and must also be “explicit and realistic”. Penalties can be up to 3 years imprisonment.

**Education and Inspections Act 2006**

Education and Inspections Act 2006 outlines legal powers for schools which relate to Cyberbullying/ Bullying:

- Head teachers have the power, “to such an extent as is reasonable”, to regulate the conduct of pupils off site.
- School staff can confiscate items such as mobile phones etc. when they are being used to cause a disturbance in class or otherwise contravene the school behaviour/anti-bullying procedures.

**Telecommunications Act 1984**

It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

**Criminal Justice & Public Order Act 1994**

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they:

- Use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- Display any writing, sign or other visible representation, which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

**Human Rights Act 1998**

This does not deal with any issue specifically or any discrete subject area within the law. It is a type of “higher law”, affecting all other laws. In the school context, human rights to be aware of include:

- The right to a fair trial.
- The right to respect for private and family life, home and correspondence.
- Freedom of thought, conscience and religion.
- Freedom of expression.
- Freedom of assembly.
- Prohibition of discrimination.
- The right to education.

These rights are not absolute. The school is obliged to respect these rights and freedoms, balancing them against those rights, duties and obligations, which arise from other relevant legislation.