



Online Safety Policy

Approved by:

Children's Committee

Date: 12th July 2023

Signed by:

(Chair)

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Summer 43

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Introduction

SWGfL / UK Safer Internet Centre

The South West Grid for Learning Trust is an educational trust that has an international reputation in supporting schools with online safety in addition to its commitment to provide educational establishments in the South West of England with safe, secure and reliable broadband internet connections and broadband-enabled teaching & learning resources and services.

SWGfL, along with partners Childnet and IWF, launched the UK Safer Internet Centre (UKSIC) in January 2011 as part of the European Commission's Safer Internet Programme. The Safer Internet Centre is, for example, responsible for the

organisation of Safer Internet Day each February. More information about UKSIC services and resources can be found on the website: www.saferinternet.org.uk/

SWGfL is a founding member of UKCCIS (UK Council for Child Internet Safety) and has spoken at conferences across Europe, America and Africa. More information about its wide ranging Online Safety services for schools can be found on the SWGfL website – www.swgfl.org.uk

SWGfL BOOST – Schools online safety toolkit

The SWGfL BOOST package brings you extra empowerment and support to deal with your online safety challenges, official or otherwise. It comprises a toolkit of apps, services, tools and resources that all go to save time, equip your school to be more sensitive to, and better manage, online safety situations and issues. This document will reference specific aspects of BOOST to illustrate how it integrates with policy. For further information on BOOST, or to subscribe, please visit <http://boost.swgfl.org.uk/home.aspx>

Development / Monitoring / Review of this Policy

This Online Safety policy has been developed by a working group made up of

- *Headteacher / Senior Leaders*
- *Online Safety Coordinator*
- *Staff – including Teachers, Support Staff, Technical staff*
- *Governors*
- *Parents and Carers*
- *Community users*

Consultation with the whole school community has taken place through a range of formal and informal meetings.

Schedule for Development / Monitoring / Review

This Online Safety policy was approved by the <i>Governing Body / Governors Sub Committee</i> on:	
Last Reviewed:	June 2023
The implementation of this Online Safety policy will be monitored by the:	<i>Online Safety Coordinator and Senior Leadership Team</i>

Monitoring will take place at regular intervals:	<i>Termly</i>
The <i>Governing Body</i> will receive a report on the implementation of the Online Safety policy generated by the monitoring group (which will include anonymous details of Online Safety incidents) at regular intervals:	Termly Governor Committee Meetings
The Online Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to Online Safety or incidents that have taken place. The next anticipated review date will be:	<i>Summer 2024</i>
Should serious Online Safety incidents take place, the following external persons / agencies should be informed:	<i>LA ICT Manager, LA Safeguarding Coordinator, Police</i>

The school will monitor the impact of the policy using:

- *Logs of reported incidents*
- *Monitoring logs of internet activity (including sites visited)*
- *Internal monitoring data for network activity*
- *Surveys / questionnaires of*
 - *students / pupils*
 - *parents / carers*
 - *staff*

Scope of the Policy

This policy applies to all members of the *school* community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of the *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 cyber-bullying, or other Online Safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school / academy. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix for template policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The *school* will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate Online Safety behaviour that take place out of school.

Roles and Responsibilities

The following section outlines the Online Safety roles and responsibilities of individuals and groups within the *school*. This document is also compliant with the changes following the publication of Keeping Children Safe in Education (2022).

Governors

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the *School Committee* receiving regular information about Online Safety incidents and monitoring reports. A member of the *Governing Body* has taken on the role of *Online Safety Governor*. The role of the *Online Safety Governor* will include:

- *regular meetings with the Online Safety Co-ordinator*
- *regular monitoring of Online Safety incident logs*
- *regular monitoring of filtering / change control logs*
- *reporting to relevant Governors meetings*

Executive Headteacher and Senior Leaders:

- The Executive *Headteacher* has a duty of care for ensuring the safety (including Online Safety) of members of the school community, though the day to day responsibility for Online Safety will be delegated to the Online Safety Co-ordinator
- The Executive Headteacher and Head of School should be aware of the procedures to be followed in the event of a serious Online Safety allegation being made against a member of staff. (see flow chart on dealing with Online Safety incidents “Responding to incidents of misuse” and relevant *Local Authority HR / other relevant body* disciplinary procedures.
- The Executive Headteacher and Head of School are responsible for ensuring that the Online Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their Online Safety roles and to train other colleagues, as relevant. *SWGfL BOOST includes access to unlimited online webinar training – further details are at <http://www.swgfl.org.uk/Staying-Safe/Online-Safety-BOOST/Boost-landing-page/Boost-Hub/Professional-Development>*
- The Executive Headteacher and Head of School will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal Online Safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Senior Leadership Team will receive regular monitoring reports from the Online Safety Co-ordinator.

Online Safety Coordinator:

It is strongly recommended that each school should have a named member of staff with a day to day responsibility for Online Safety. Alisdair Wilson is the Online safety officer at Evergreen and he is supported by Judith Benson – Head of School- and designated Safeguarding Lead. Their role is to

- lead the Online Safety Committee
- take day to day responsibility for Online Safety issues and has a leading role in establishing and reviewing the school Online Safety policies / documents
- ensure that all staff are aware of the procedures that need to be followed in the event of an Online Safety incident taking place.

- provide training and advice for staff
 - liaise with the Local Authority
 - liaise with school technical staff
 - receive reports of Online Safety incidents and creates a log of incidents to inform future Online Safety developments.
 - meets regularly with Online Safety Governor to discuss current issues, review incident logs and filtering / change control logs
 - attends relevant Governor meetings
 - reports regularly to Senior Leadership Team
- That school is prepared in the event of a subject access request (SAR) or freedom of information request (FIR) and that a clear and concise plan is in place in the event of these occurring.

Network Manager / Technical staff:

The School Technician – Gavin Thompson is responsible for ensuring:

- that the *school's* technical infrastructure is secure and is not open to misuse or malicious attack
 - that the *school* meets required Online Safety technical requirements and any Local Authority Online Safety Policy / Guidance that may apply.
 - that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
 - the filtering policy, is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person.
 - that they keep up to date with Online Safety technical information in order to effectively carry out their Online Safety role and to inform and update others as relevant
 - that the use of the *network / internet / Virtual Learning Environment / remote access / email* is regularly monitored in order that any misuse / attempted misuse can be reported to the Executive Headteacher / Head of School / Online Safety Coordinator for investigation / action / sanction.
- that monitoring software / systems are implemented and updated as agreed in school
- That school is prepared in the event of a subject access request (SAR) or freedom of information request (FIR) and that a clear and concise plan is in place in the event of these occurring.

Teaching and Support Staff

are responsible for ensuring that:

- they have an up to date awareness of Online Safety matters and of the current school Online Safety policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy.
- they report any suspected misuse or problem to the Head of School /Online Safety Coordinator/ Executive Headteacher for investigation / action / sanction
- **all digital communications with pupils / parents / carers should be on a professional level** and only carried out using official school systems via school email and devices

- Online Safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the Online Safety and acceptable use policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities and implement current policies with regard to these devices
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

All low level concerns are reported to the DSL (Judith Benson – Headteacher) and are recorded on CPOMS, alerting the appropriate member of staff.

Child Protection / Safeguarding Designated Person

should be trained in Online Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

it is important to emphasise that these are child protection issues, not technical issues, simply that the technology provides additional means for child protection issues to develop.

Online Safety Group

The Online Safety Group provides a consultative group that has wide representation from the *school* community, with responsibility for issues regarding Online Safety and the monitoring the Online Safety policy including the impact of initiatives. The group will also be responsible for regular reporting to the Governing Body.

Members of the Online Safety Group will assist the Online Safety Coordinator with:

- the production / review / monitoring of the school Online Safety policy / documents.
- the production / review / monitoring of the school filtering policy and requests for filtering changes.
- mapping and reviewing the Online Safety curricular provision – ensuring relevance, breadth and progression
- monitoring network / internet / incident logs
- consulting stakeholders – including parents / carers and the pupils about the Online Safety provision
- monitoring improvement actions identified

E Safety Group

Judith Benson (Headteacher and DSL)

Alisdair Wilson
Danielle Oliver
Gavin Thompson (Computing Technician)
Gary McCallum (Governor)
Members of the School Council

The Online Safety Group Terms of Reference can be found in the appendices

Students / pupils:

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Policy
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good Online Safety practice when using digital technologies out of school and realise that the *school's* Online Safety Policy covers their actions out of school, if related to their membership of the school

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will 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. Parents and carers will be encouraged to support the school in promoting good Online Safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website/Facebook page and on-line student / pupil records
- their children's personal devices in the school / academy (where this is allowed)

Community Users

Community Users who access school systems / website / VLE as part of the wider school provision will be expected to sign a Community User AUA before being provided with access to school systems.

Policy Statements

Education – pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in Online Safety is therefore an essential part of the school's Online Safety provision. Children and young people need the help and support of the school to recognise and avoid Online Safety risks and build their resilience.

Online Safety should be a focus in all areas of the curriculum and staff should reinforce Online Safety messages across the curriculum. The Online Safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned Online Safety curriculum is provided as part of Computing / PHSE / other lessons and should be regularly revisited
- Key Online Safety messages will be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, pupils may need to research topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education – parents / carers

Many parents and carers have only a limited understanding of Online Safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, website, VLE
- Parents / Carers sessions
- High profile events / campaigns e.g. Safer Internet Day
- Reference to the relevant web sites / publications e.g. www.swgfl.org.uk
www.saferinternet.org.uk/ <http://www.childnet.com/parents-and-carers>
- Information available at school events and parents/carers evenings

Education – The Wider Community

The school may, where appropriate, provide opportunities for local community groups / members of the community to gain from the school's Online Safety knowledge and experience. This may be offered through the following:

- Providing family learning courses in use of new digital technologies, digital literacy and Online Safety
- Online Safety messages targeted towards grandparents and other relatives as well as parents.
- The school website will provide Online Safety information for the wider community
- Supporting community groups to enhance their Online Safety provision.

Education & Training – Staff / Volunteers

It is essential that all staff receive Online Safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal Online Safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the Online Safety training needs of all staff will be carried out as part of performance management. It is expected that some staff will identify Online Safety as a training need within the performance management process.
- All new staff should receive Online Safety training as part of their induction programme, ensuring that they fully understand the school Online Safety policy and Acceptable Use Agreements.
- The Online Safety Coordinator will receive regular updates through attendance at external training events from LA / other relevant organisations and by reviewing guidance documents released by relevant organisations.
- This Online Safety policy and its updates will be presented to and discussed by staff in staff meetings / briefings/ INSET days.
- The Online Safety Coordinator will provide advice / guidance / training to individuals as required. SWGfL BOOST includes an array of presentation resources that the Online Safety coordinator can access to deliver to staff (<http://www.swgfl.org.uk/Staying-Safe/Online-Safety-BOOST/Boost-landing-page/Boost-Hub/Resources>). It includes presenter notes to make it easy to confidently cascade to all staff

Training – Governors / Directors

Governors should take part in Online Safety training / awareness sessions, with particular importance for those who are members of any subcommittee / Online Safety / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation.
- Participation in school training / information sessions for staff or parents.

Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their Online Safety responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements.
- There will be regular reviews and audits of the safety and security of school technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school / academy technical systems and devices.
- Where appropriate to their cognitive ability users will be provided with a username and secure password by Gavin Thompson who will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password and will be required to change their password regularly.
- The “master / administrator” passwords for the school ICT system, used by the Network Manager (or other person) must also be available to the Executive Headteacher and Head of School and kept in a secure place (eg school safe)
- Gavin Thompson ‘Technician’ is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering changes. Requests should be made to Alisdair Wilson.
- The school has provided enhanced / differentiated user-level filtering allowing different filtering levels for staff / pupils.
- School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement.
- An appropriate system is in place, *E Safety Incident Sheet*, for users to report any actual / potential technical incident / security breach to the relevant person, as agreed. Incidents can also be logged on CPOMS See appendix
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.
- An agreed policy is in place for the provision of temporary access of “guests” e.g. trainee teachers, supply teachers onto the school systems.
- An agreed policy is in place [AUP](#) regarding the extent of personal use that users (staff / students / pupils / community users) and their family members are allowed on school devices that may be used out of school.
- An agreed policy is in place [AUP](#) that allows staff to / forbids staff from downloading executable files and installing programmes on school devices.

- An agreed policy is in place [in the Data protection policy](#) regarding the use of removable media (e.g. memory sticks / CDs / DVDs) by users on school devices.

Bring Your Own Device (BYOD)

Pupil use of own devices in school is not allowed except in extenuating circumstances for example a pupil may have an iPad on transport as a behavior support. These devices will be kept safe by an adult whilst the pupil is in school and should not be used whilst in school.

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, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- To respect everyone's privacy and in some cases protection Parents / carers are asked not to take videos and digital images of their children at school events where other pupils are included.
- Staff are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken 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.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully in accordance with parents/cares permission and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students / pupils are published on the school website. Class staff should ensure they are aware of permissions for pupils in their class.
- Pupil's work can only be published with the permission of the pupil and parents or carers.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

The school must ensure that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing".
- It has a Data Protection Policy (Staff drive – policies folder)
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)
- Responsible persons are appointed / identified - Senior Information Risk Coordinator (SIRO) and Information Asset Owners (IAOs)
- Risk assessments are carried out
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties
- There are clear policies about the use of cloud storage / cloud computing which ensure that such data storage meets the requirements laid down by the Information Commissioner's Office.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "**logged-off**" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

When personal data is stored on any portable computer system, memory stick or any other removable media:

- the data/device must be encrypted and/or password protected
- the device must offer approved virus and malware checking software

- the data must be securely deleted from the device once it has been transferred or its use is complete.

Communications

The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

Communication Technologies	Staff & other adults				Students / Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school		*						*
Use of mobile phones in lessons				*				*
Use of mobile phones in social time		*						*
Taking photos on mobile phones / personal cameras				*				*
Use of other mobile devices e.g. tablets, gaming devices		*					*	
Use of personal email addresses in school, or on school network				*				*
Use of school email for personal emails				*				*
Use of messaging apps		*						*
Use of social media			*					*
Use of blogs			*					*

When using communication technologies the school considers the following as good practice:

- The official school email service, Microsoft Office 365, may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access).
- Users must immediately report, to the Executive Head Teacher or Head of School – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and pupils or parents / carers must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email

addresses, text messaging or social media must not be used for these communications.

- Pupils, where appropriate will be provided with individual school email addresses for educational use.
- Pupils should be taught about Online Safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

All schools, academies and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools/academies and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the *school* or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- No reference should be made in social media to pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

The school's use of social media for professional purposes will be checked regularly by the senior risk coordinator and Online Safety coordinator to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

Unsuitable / inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school / academy and all other technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

User Actions

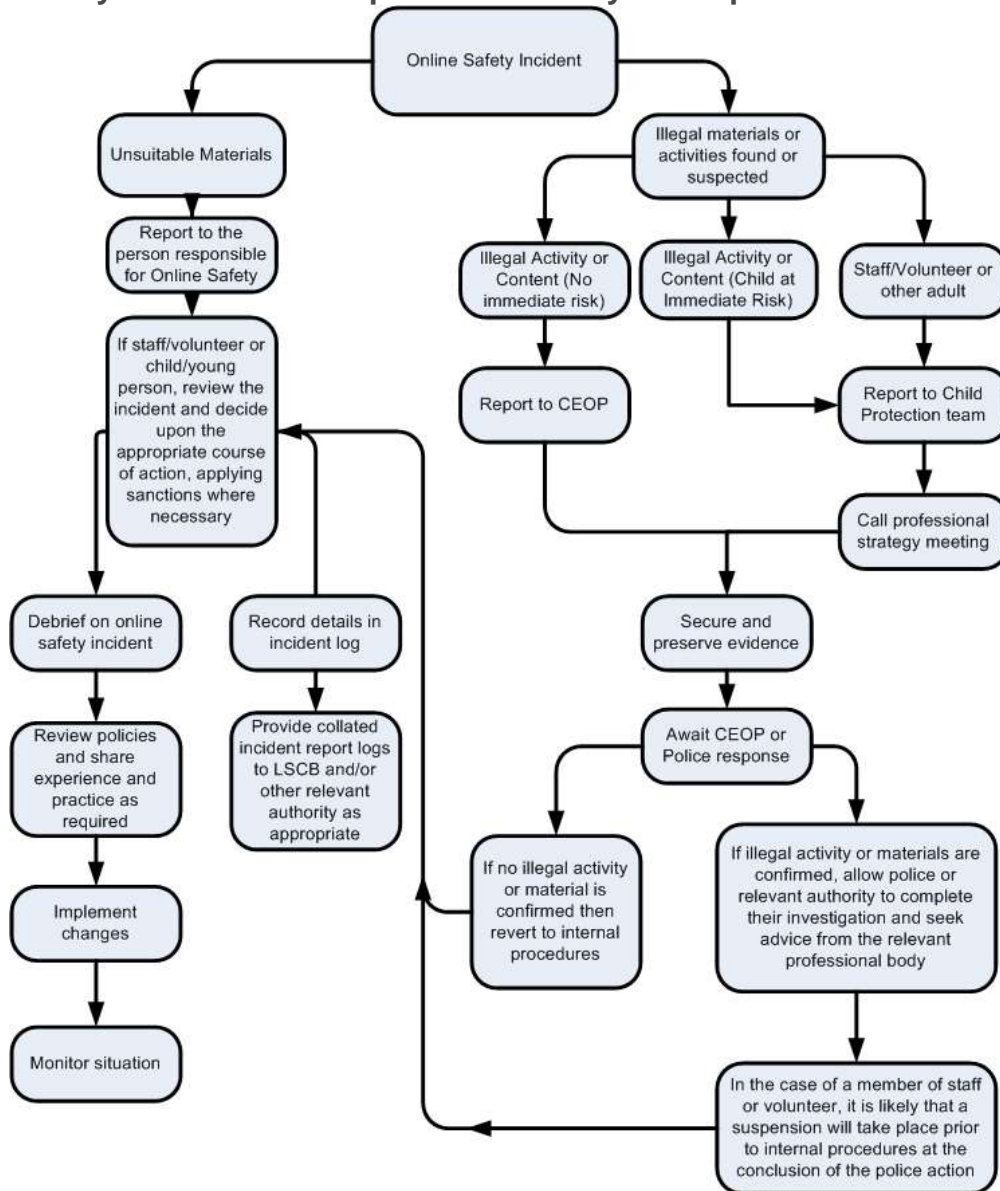
		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business				X		
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy				X		
Infringing copyright				X		
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)				X		
Creating or propagating computer viruses or other harmful files				X		
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)				X		
On-line gaming (educational)	X					
On-line gaming (non educational)		X				
On-line gambling				X		
On-line shopping / commerce – ordering resources			X			
File sharing			X			
Use of social media			x			
Use of messaging apps				X		
Use of video broadcasting e.g. Youtube			X			

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see “User Actions” above).

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may

be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
 - Internal response or discipline procedures
 - Involvement by Local Authority or national / local organisation (as relevant).
 - Police involvement and/or action
- **If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:**
 - incidents of 'grooming' behaviour
 - the sending of obscene materials to a child
 - adult material which potentially breaches the Obscene Publications Act
 - criminally racist material
 - other criminal conduct, activity or materials
- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

Actions / Sanctions

Pupils

Incidents:	Refer to class teacher / tutor	Refer to E Safety Co-ordinator	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction e.g. detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X					
Unauthorised use of non-educational sites during lessons	X							X	X
Unauthorised use of mobile phone / digital camera / other mobile device	X							X	X
Unauthorised use of social media / messaging apps / personal email	X	X							
Unauthorised downloading or uploading of files	X	X			X		X		
Allowing others to access school network by sharing username and passwords	X	X					X	X	
Attempting to access or accessing the school network, using another student's / pupil's account	X	X	X				X	X	
Attempting to access or accessing the school / network, using the account of a member of staff	X	X	X			X	X		
Corrupting or destroying the data of other users	X	X	X			X	X		
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X	X	X			X			
Continued infringements of the above, following previous warnings or sanctions			X			X	X		X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X	X			X	X	X	
Using proxy sites or other means to subvert the school's filtering system		X	X			X	X		X
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X	X					X	

Deliberately accessing or trying to access offensive or pornographic material		X	X			X	X		X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act		X	X			X	X		X

Staff

Actions / Sanctions

Incidents:	Refer to line manager	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X				
Inappropriate personal use of the internet / social media / personal email		X						
Unauthorised downloading or uploading of files		X						
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account		X						
Careless use of personal data e.g. holding or transferring data in an insecure manner		X						
Deliberate actions to breach data protection or network security rules		X						
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X						
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X						
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils		X						
Actions which could compromise the staff member's professional standing		X						
Actions which could bring the school / academy into disrepute or breach the integrity of the ethos of the school / academy		X						
Using proxy sites or other means to subvert the school's / academy's filtering system		X						
Accidentally accessing offensive or pornographic material and failing to report the incident		X						
Deliberately accessing or trying to access offensive or pornographic material		X		X				
Breaching copyright or licensing regulations		X						

Continued infringements of the above, following previous warnings or sanctions			X					
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Appendix

Copies of the more detailed template policies and agreements, contained in the appendix, can be downloaded from:

<http://www.swgfl.org.uk/Staying-Safe/Creating-an-Online-Safety-policy>

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Pupil Acceptable Use Policy Agreement

This is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers

I will only use activities that a teacher or suitable adult has told or allowed me to use.

I will take care of the computer and other equipment

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or suitable adult if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer.

Signed (child):.....
where appropriate

Signed (parent):

Parent / Carer Acceptable Use Agreement Template

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of Online Safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that *pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent / Carers Name Pupil Name

As the parent / carer of the above students / pupils, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, Online Safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's Online Safety.

Signed Date

Staff and Guest Acceptable Use Policy Agreement School Policy

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for *pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy 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. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed Online Safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, VLE e.t.c.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. Staff should be aware of the risks attached to using their personal email addresses / mobile phones / social networking sites for such communications.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

School and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of school:

- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices e.t.c.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date

