EDGEBOROUGH SCHOOL

Online Safety (E-Safety) Policy

(including EYFS and Boarding)

Contents

Context

This Online Safety Policy outlines the commitment of Edgeborough to safeguard members of our school community online and when using technology, in accordance with statutory guidance and best practice.

This Online Safety Policy applies to all members of the school community (including staff, learners, governors, volunteers, parents and carers, visitors, activity providers and community users) who have access to and are users of school digital systems, both in and out of the school. It also applies to the use of personal digital technology on the school site (where allowed).

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.

The Education and Inspections Act 2006 empowers Heads 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 online-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. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken

over issues covered by the published Behaviour Policy, Safeguarding Policy and Policy for searching pupils' possessions.

The school Online Safety Policy:

- sets expectations for the safe and responsible use of digital technologies for learning, administration, and communication
- allocates responsibilities for the delivery of the policy
- is regularly reviewed in a collaborative manner, taking account of online safety incidents and changes/trends in technology and related behaviours
- establishes guidance for staff in how they should use digital technologies responsibly, protecting themselves and the school and how they should use this understanding to help safeguard learners in the digital world
- describes how the school will help prepare learners to be safe and responsible users of online technologies
- establishes clear procedures to identify, report, respond to and record the misuse of digital technologies and online safety incidents, including external support mechanisms
- is supplemented by a series of related acceptable use agreements
- is made available to staff at induction and can be found on the R:Drive in the Policies folder.
- is published on the school website.

Policy development, monitoring and review

This online safety policy has been developed by a working group made up of: The Deputy Head Pastoral, the DSL, the Head of IT, the Network Manager, the Bursar, the ARK (PSHE) lead teacher, the Head of LEAP, the Head of Pre-Prep. The policy is then checked by other members of SLT and governors. It is made available to the rest of the school community via our website. Consultation with the whole school community has taken place through a range of formal and informal meetings. We welcome input from other staff and parents as we are constantly reviewing online safety and aiming to improve it.

This policy should be read in conjunction with:

- The Taking, Storing and Using Images of Children Policy
- The Staff IT Acceptable Use Policy
- The Data Protection Policy
- The Safeguarding Policy
- The Staff Code of Conduct
- The Behaviour Policy.

Schedule for development, monitoring and review

This Online Safety Policy was approved by the *school governing body on:*	*2nd December 2022 (next full GB meeting is on 1st December 2023, this policy will be ratified at the ESC on 3rd October 2023)*
The implementation of this Online Safety Policy will be monitored by:	*Senior Leadership Team, the Safeguarding Team and the Online Working Group*
Monitoring will take place at regular intervals:	*Termly at Online Working Group meetings*
The *governing body* 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:	*Annually*
The Online Safety Policy will be reviewed annually, or more regularly in the light of any significant new technological developments, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	*September 2024*
Should serious online safety incidents take place, the following external persons/agencies should be informed:	*Insert names/titles of relevant persons/agencies, e.g. MAT officers, LA safeguarding officer, police etc*

Process for monitoring the impact of the Online Safety Policy:

The school will monitor the impact of the policy using:

- logs of reported incidents
- filtering and monitoring logs
- internal monitoring data for network activity
- surveys/questionnaires of:
    - learners
    - parents and carers
    - staff.

Professional Standards

There is an expectation that required professional standards will be applied to online safety as in other aspects of school life i.e., policies and protocols are in place for the use of online communication technology between the staff and other members of the school and wider community, using officially sanctioned school mechanisms.

Policy and leadership

Responsibilities

To ensure the online safeguarding of members of our school community it is important that all members of that community work together to develop safe and responsible online behaviours, learning from each other and from good practice elsewhere, reporting inappropriate online behaviours, concerns, and misuse as soon as these become apparent. While this will be a team effort, the following sections outline the online safety roles and responsibilities of individuals and groups within the school.

Governors/Board of Directors

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy.

This review will be carried out by the governing board, whose members will receive regular information about online safety incidents and monitoring reports. A member of the governing body holds the role of Online Safety Governor to include:

- regular meetings with the Designated Safeguarding Lead
- regularly receiving (collated and anonymised) reports of online safety incidents
- checking that provision outlined in the Online Safety Policy (e.g. online safety education provision and staff training is taking place as intended)
- ensuring that the filtering and monitoring provision is reviewed and recorded, at least annually. (The review will be conducted by members of the SLT, the DSL, and the IT service provider and involve the responsible governor) - in-line with the DfE Filtering and Monitoring Standards
- reporting to relevant other members of the governing body
- receiving (at least) basic cyber-security training to enable the governors to check that the school meets the DfE Cyber-Security Standards
- receiving invitations to the school Online Safety Group.

The governing body will also support the school in encouraging parents/carers and the wider community to become engaged in online safety activities.

Head and Senior Leaders

- The Head has a duty of care for ensuring the safety (including online safety) of members of the school community and fostering a culture of safeguarding, though the day-to-day responsibility for online safety is held by the Designated Safeguarding Lead, as defined in Keeping Children Safe in Education.
- The Head and (at least) another member of the senior leadership team 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.
- The Head/senior leaders are responsible for ensuring that the Designated Safeguarding Lead / Online Safety Lead, IT provider/technical staff, and other relevant staff carry out their

responsibilities effectively and receive suitable training to enable them to carry out their roles and train other colleagues, as relevant.

- The Head/senior leaders 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.
- The Head/senior leaders will receive regular monitoring reports from the Designated Safeguarding Lead / Online Safety Group.
- The Head/senior leaders will work with the responsible Governor, the Designated Safeguarding Lead (DSL) and IT service providers in all aspects of filtering and monitoring.

Designated Safeguarding Lead/Online Safety Lead

The DSL will:

- hold the lead responsibility for online safety, within their safeguarding role.
- Receive relevant and regularly updated training in online safety to enable them to understand the risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online.
- Meet regularly with the Online Safety Governor to discuss current issues, review (anonymised) incidents and filtering and monitoring logs and ensuring that annual (at least) filtering and monitoring checks are carried out.
- Attend relevant governing body meetings/groups.
- Report regularly to head/senior leadership team.
- Be responsible for receiving reports of online safety incidents and handling them, and deciding whether to make a referral by liaising with relevant agencies, ensuring that all incidents are recorded.
- Liaise with staff and IT providers on matters of safety and safeguarding and welfare (including online and digital safety).
- Lead the Online Safety Working Group.
- Have a leading role in establishing and reviewing the school online safety policies/documents.
- Promote an awareness of and commitment to online safety education / awareness raising across the school and beyond.
- Liaise with curriculum leaders to ensure that the online safety curriculum is planned, mapped, embedded and evaluated.
- Ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place and the need to immediately report those incidents.
- Provide (or identify sources of) training and advice for staff/governors/parents/carers/learners.
- Liaise with (school/local authority/MAT/external provider) technical staff, pastoral staff and support staff (as relevant).
- Receive regularly updated training to allow them to understand how digital technologies are used and are developing (particularly by learners) with regard to the areas defined In Keeping Children Safe in Education:
    - content
    - contact
    - conduct
    - commerce.

Teaching, support staff and activity providers

School staff are responsible for ensuring that:

- they have an awareness of current online safety matters/trends and of the current school Online Safety Policy and practices.
- They understand that online safety is a core part of safeguarding.
- They have read, understood, and signed the staff IT acceptable use policy (send via the VWV).
- They immediately report any suspected misuse or problem to the DSL for investigation/action, in line with the school safeguarding procedures.
- All digital communications with learners and parents/carers are on a professional level and only carried out using official school systems.
- Online safety issues are embedded in relevant aspects of the curriculum and other activities.
- Ensure learners understand and follow the Online Safety Policy and acceptable use agreements, have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- They supervise and monitor the use of digital technologies, mobile devices, cameras, etc., in lessons and other school activities (where allowed) and implement current policies regarding these devices.
- In lessons where internet use is pre-planned learners are 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 lessons take place using live-streaming or video-conferencing, staff will be required to have regard to national safeguarding guidance and local safeguarding policies.
- There is a zero-tolerance approach to incidents of online-bullying, sexual harassment, discrimination, hatred etc.
- They model safe, responsible, and professional online behaviours in their own use of technology, including out of school and in their use of social media.

Network Manager/Head of IT

The Network manager is responsible for ensuring that:

- they are aware of and follow the school Online Safety Policy and carry out their work effectively in line with this school policy.
- In liaising with external providers, carrying out all the online safety measures that the school's obligations and responsibilities require.
- The school technical infrastructure is secure and is not open to misuse or malicious attack.
- The school meets the required online safety technical requirements as identified by the DfE Meeting Digital and Technology Standards in Schools & Colleges and guidance from local authority.
- There is clear, safe, and managed control of user access to networks and devices.
- 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.

- The use of technology is regularly and effectively monitored in order that any misuse/attempted misuse can be reported to the DSL for investigation and action.
- Filtering procedures are applied and updated on a regular basis and their implementation is not the sole responsibility of any single person.
- Monitoring systems are implemented and regularly updated as agreed in school policies.

Learners

- are responsible for using the school digital technology systems in accordance with the learner acceptable use agreement and Online Safety Policy;
- are taught to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so;
- are informed what to do if they or someone they know feels vulnerable when using online technology;
- are taught to understand the importance of adopting good online safety practice when using digital technologies in and out of school.

Parents and carers

Parents and carers play a crucial role in ensuring that their children understand the need to use the online services and devices in an appropriate way.

The school will take every opportunity to help parents and carers understand these issues through:

- publishing the school Online Safety Policy on the school website
- providing them with a copy of the Acceptable Use of IT Policy for Pupils when the pupil is issues with a school device
- seeking their permissions concerning digital images
- parents'/carers' evenings, newsletters, website, social media and information about national/local online safety campaigns and literature.

Parents and carers will be encouraged to support the school in:

- reinforcing the online safety messages provided to learners in school
- encouraging the safe and responsible use of their children's personal devices in the school (where this is allowed).

Community users

Community users who access school systems/website/learning platform as part of the wider school provision will be given the school Wi-Fi password, this means that the school filtering system is applied.

The Online Safety Group

The Online Safety Group is a consultative group, with responsibility for issues regarding online safety and monitoring the Online Safety Policy including the impact of initiatives. The group is also responsible for regular reporting to senior leaders and the governing body.

The Online Safety Group has the following members:

- the Designated Safeguarding Lead
- senior leaders
- technical staff
- teacher and support staff members.

But will also at times invite/consult with:

- learners
- parents/carers
- community representatives
- online safety governor.

Members of the Online Safety Group meet termly and assists the DSL 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 education provision – ensuring relevance, breadth and progression and coverage
- reviewing network/filtering/monitoring/incident logs, where possible
- encouraging the contribution of learners to staff awareness, emerging trends and the school online safety provision
- consulting stakeholders – including staff/parents/carers about the online safety provision
- monitoring improvement actions identified through use of the 360-degree safe self-review tool.

Acceptable Use Agreements

The Online Safety Policy and acceptable use agreements define acceptable use at the school. The acceptable use agreements will be communicated/re-enforced through:

- staff induction and handbook
- communication with parents/carers
- built into education sessions
- school website
- information evenings and talks
- the parent handbook.

Students/Pupils:

- are responsible for using the school digital technology systems in accordance with the pupil acceptable use agreement;
- 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 guidelines on the use of mobile devices and digital cameras. They should also know and understand guidelines on the taking/use of images and on online-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, social media 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/Learning Platform and on-line student/pupil records;
- their children's personal devices in the school or devices the children have been lent by the school.

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

- when communicating in a professional capacity, staff should ensure that the technologies they use are officially sanctioned by the school.
- Any digital communication between staff and learners or parents/carers (e-mail, social media, learning platform, etc.) must be professional in tone and content. Personal e-mail addresses, text messaging or social media must not be used for these communications.
- Staff should be expected to follow good practice when using personal social media regarding their own professional reputation and that of the school and its community.
- Users should immediately report to a nominated person – 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.
- Relevant policies and permissions should be followed when posting information online e.g., school website and social media.
- Adhering to parental requests when it comes to taking and sharing photographs and/or information about their children.

The school has defined what it regards as acceptable/unacceptable use and this is shown in the tables below.

User actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not access online content (including apps, games, sites) to make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	**Any illegal activity for example:** • Child sexual abuse imagery* • Child sexual abuse/exploitation/grooming • Terrorism • Encouraging or assisting suicide • Offences relating to sexual images i.e., revenge and extreme pornography • Incitement to and threats of violence • Hate crime • Public order offences - harassment and stalking • Drug-related offences • Weapons / firearms offences • Fraud and financial crime including money laundering N.B. Schools should refer to guidance about dealing with self-generated images/sexting – UKSIC Responding to and managing sexting incidents and UKCIS – Sexting in schools and colleges					**X**
Users shall not undertake activities that might be classed as cyber-crime under the Computer Misuse Act (1990)	• Using another individual's username or ID and password to access data, a program, or parts of a system that the user is not authorised to access (even if the initial access is authorised) • Gaining unauthorised access to school networks, data and files, through the use of computers/devices • Creating or propagating computer viruses or other harmful files • Revealing or publicising confidential or proprietary information (e.g., financial / personal information, databases, computer / network access codes and passwords) • Disable/Impair/Disrupt network functionality through the use of computers/devices • Using penetration testing equipment (without relevant permission) N.B. Schools will need to decide whether these should be dealt with internally or by the police. Serious or repeat offences should be reported to the police. The National Crime Agency has a remit to prevent learners becoming involved in cyber-crime and harness their activity in positive ways– further information here					**X**

User actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not undertake activities that are not illegal but are classed as unacceptable in school policies:	Accessing inappropriate material/activities online in a school setting including pornography, gambling, drugs. (Informed by the school's filtering practices and/or AUAs)			X	X	
	Promotion of any kind of discrimination				X	
	Using school systems to run a private business				X	
	Using systems, applications, websites or other mechanisms that bypass the filtering/monitoring or other safeguards employed by the school				X	
	Infringing copyright				X	
	Unfair usage (downloading/uploading large files that hinders others in their use of the internet)			X	X	
	Any other information which may be offensive to others or breaches the integrity of the ethos of the school or brings the school into disrepute				X	

Consideration should be given for the following activities when undertaken for non-educational purposes: Schools may wish to add further activities to this list.	Staff and other adults				Learners			
	Not allowed	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission/awareness
Online gaming			X	X				X
Online shopping/commerce		X			X			
File sharing		X					X	
Social media				X	X			
Messaging/chat		X						X
Entertainment streaming e.g. Netflix, Disney+		X					X	
Use of video broadcasting, e.g. YouTube, Twitch, TikTok				X	X			
Mobile phones may be brought to school		X						X
Use of mobile phones for learning at school	X				X			
Use of mobile phones in social time at school		X			X			
Taking photos on mobile phones/cameras		X						X
Use of other personal devices, e.g. tablets, gaming devices				X				X
Use of personal e-mail in school, or on school network/wi-fi		X			X			
Use of school e-mail for personal e-mails	X						X	

Reporting and responding

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.

The school will take all reasonable precautions to ensure online safety for all school users but recognises that incidents may occur inside and outside of the school (with impact on the school) which will need intervention. The school will ensure:

- there are clear reporting routes which are understood and followed by all members of the school community which are consistent with the school safeguarding procedures, and with the whistleblowing, complaints and managing allegations policies;
- all members of the school community will be made aware of the need to report online safety issues/incidents;
- reports will be dealt with as soon as is practically possible once they are received;
- the Designated Safeguarding Lead and other responsible staff have appropriate skills and training to deal with online safety risks.

If there is any suspicion that the incident involves any illegal activity or the potential for serious harm (see flowchart), the incident must be escalated through the agreed school safeguarding procedures, this may include:

- non-consensual images
- self-generated images
- terrorism/extremism
- hate crime/ abuse
- fraud and extortion
- harassment/stalking
- Child Sexual Abuse Material (CSAM)
- Child Sexual Exploitation
- grooming
- extreme pornography
- sale of illegal materials/substances
- cyber or hacking offences under the Computer Misuse Act
- copyright theft or piracy.

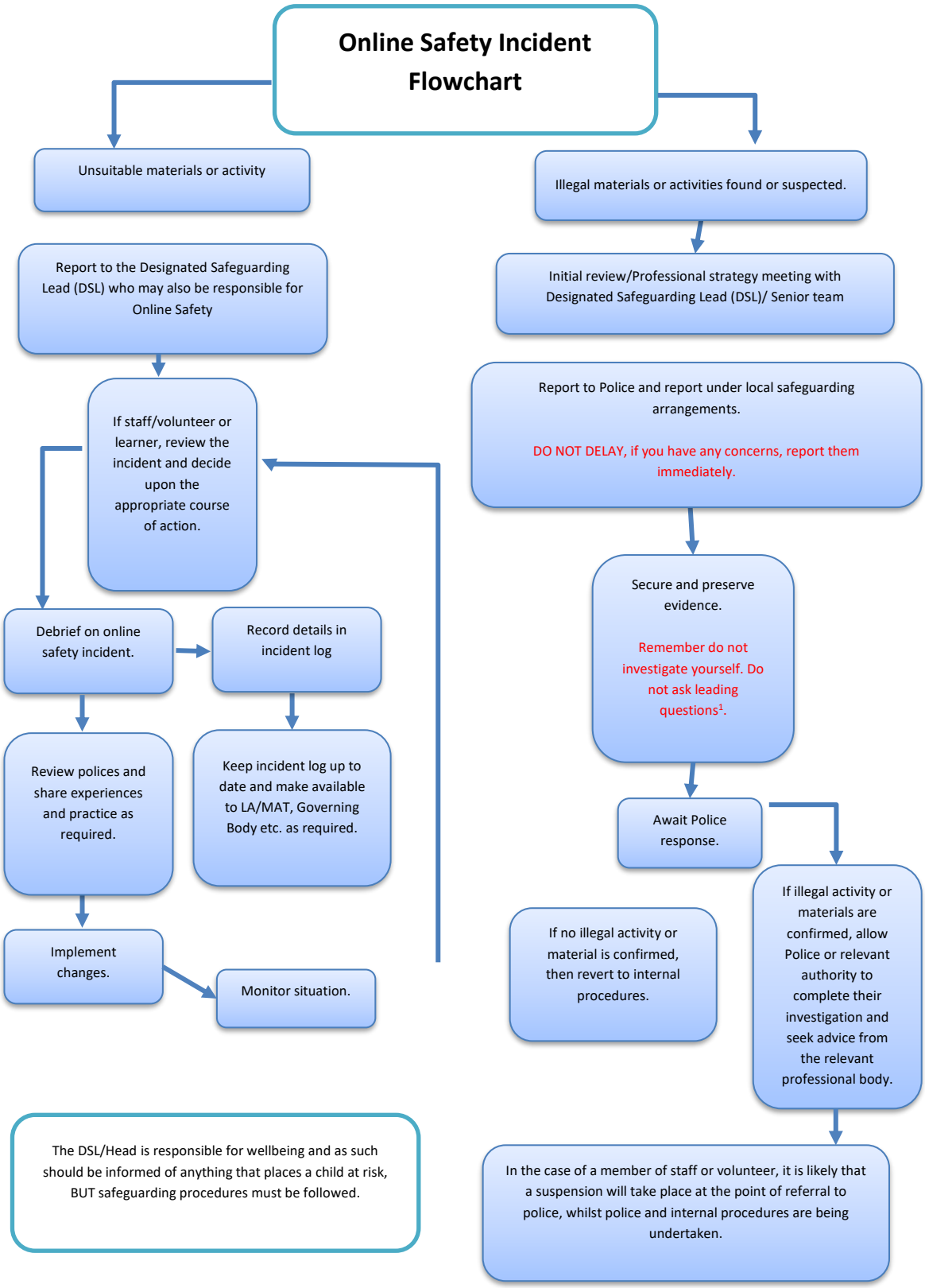
Any concern about staff misuse will be reported to the Head, unless the concern involves the Head, in which case the complaint is referred to the Chair of Governors and the local authority.

Where there is no suspected illegal activity, devices may be checked using the following procedures:

- one or more senior members of staff should be involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated device that will not be used by learners and, if necessary, can be taken off site by the police should the need arise (should illegal activity be subsequently suspected). Use the same device for the duration of the procedure.

- Ensure that the relevant staff 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.
- 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
    - police involvement and/or action.
- It is important that those reporting an online safety incident have confidence that the report will be treated seriously and dealt with effectively.
- There are support strategies in place e.g., peer support for those reporting or affected by an online safety incident.
- Incidents should be logged, using a uniform template, within staff personnel files.
- Relevant staff are aware of external sources of support and guidance in dealing with online safety issues, e.g. local authority; police; Professionals Online Safety Helpline; Reporting Harmful Content; CEOP.
- Those involved in the incident will be provided with feedback about the outcome of the investigation and follow up actions.
- Learning from the incident (or pattern of incidents) will be provided (as relevant and anonymously) to:
    - the Online Safety Group for consideration of updates to policies or education programmes and to review how effectively the report was dealt with
    - staff, through regular briefings
    - learners, through assemblies/lessons
    - parents/carers, through newsletters, school social media, website
    - governors, through regular safeguarding updates
    - local authority/external agencies, as relevant.

The school will make the flowchart below available to staff to support the decision-making process for dealing with online safety incidents.


Online Safety Incident Flowchart
Unsuitable materials or activity
Illegal materials or activities found or suspected.
Report to the Designated Safeguarding Lead (DSL) who may also be responsible for Online Safety
Initial review/Professional strategy meeting with Designated Safeguarding Lead (DSL)/ Senior team
If staff/volunteer or learner, review the incident and decide upon the appropriate course of action.
Report to Police and report under local safeguarding arrangements.
DO NOT DELAY, if you have any concerns, report them immediately.
Debrief on online safety incident.
Record details in incident log
Secure and preserve evidence.
Remember do not investigate yourself. Do not ask leading questions[1].
Review polices and share experiences and practice as required.
Keep incident log up to date and make available to LA/MAT, Governing Body etc. as required.
Await Police response.
If no illegal activity or material is confirmed, then revert to internal procedures.
If illegal activity or materials are confirmed, allow Police or relevant authority to complete their investigation and seek advice from the relevant professional body.
Implement changes.
Monitor situation.
The DSL/Head is responsible for wellbeing and as such should be informed of anything that places a child at risk, BUT safeguarding procedures must be followed.
In the case of a member of staff or volunteer, it is likely that a suspension will take place at the point of referral to police, whilst police and internal procedures are being undertaken.

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.

Responding to Learner Actions

Incidents	Refer to class teacher/tutor	Refer to Head of Department / Principal Teacher / Deputy Head	Refer to The Head	Refer to Police/Social Work	Refer to local authority technical support for advice/action	Inform parents/carers	Remove device/ network/internet access rights	Issue a warning	Further sanction, in line with behaviour policy
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on User Actions on unsuitable/inappropriate activities).		X	X	X					
Attempting to access or accessing the school network, using another user's account (staff or learner) or allowing others to access school network by sharing username and passwords									
Corrupting or destroying the data of other users.									
Sending an e-mail, text or message that is regarded as offensive, harassment or of a bullying nature									
Unauthorised downloading or uploading of files or use of file sharing.									
Using proxy sites or other means to subvert the school's filtering system.									

Accidentally accessing offensive or pornographic material and failing to report the incident.									
Deliberately accessing or trying to access offensive or pornographic material.									
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act.									
Unauthorised use of digital devices (including taking images)									
Unauthorised use of online services									
Actions which could bring the school into disrepute or breach the integrity or the ethos of the school.									
Continued infringements of the above, following previous warnings or sanctions.									

Responding to Staff Actions

Incidents	Refer to line manager	Refer to The Head	Refer to local authority/MAT/HR	Refer to Police	Refer to LA / Technical Support Staff for action re filtering, etc.	Issue a 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**				
Deliberate actions to breach data protection or network security rules.								
Deliberately accessing or trying to access offensive or pornographic material								
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software								
Using proxy sites or other means to subvert the school's filtering system.								
Unauthorised downloading or uploading of files or file sharing								

Breaching copyright or licensing regulations.								
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.								
Sending an e-mail, text or message that is regarded as offensive, harassment or of a bullying nature								
Using personal e-mail/social networking/messaging to carry out digital communications with learners and parents/carers								
Inappropriate personal use of the digital technologies e.g. social media / personal e-mail								
Careless use of personal data, e.g. displaying, holding or transferring data in an insecure manner								
Actions which could compromise the staff member's professional standing								
Actions which could bring the school into disrepute or breach the integrity or the ethos of the school.								
Failing to report incidents whether caused by deliberate or accidental actions								
Continued infringements of the above, following previous warnings or sanctions.								

Online Safety Education Programme

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/digital literacy 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. The online safety curriculum is broad, relevant and provides progression, with opportunities for creative activities and is provided in the following ways:

- A planned online safety curriculum for all year groups within our ARK and Computing schemes of work. This is based upon the Education for a Connected Work Framework by UKCIS/DCMS and uses resources from the SWGfL Project Evolve.
- Lessons are matched to need; are age-related and build on prior learning.
- Lessons are context-relevant with agreed objectives leading to clear and evidenced outcomes.
- Delivering key online safety messages as part of a planned programme of assemblies and tutorial/pastoral activities.
- Pupils are taught to be critically aware of the materials/content they access on-line and are guided to validate the accuracy of information.
- Pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Pupils are supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.

- Relevant national initiatives and opportunities e.g. Safer Internet Day and Anti-bullying week will be incorporated.
- The programme will be accessible to learners at different ages and abilities such as those with additional learning needs or those with English as an additional language.
- Vulnerability is actively addressed as part of a personalised online safety curriculum e.g., for victims of abuse and SEND.
- Learners should be helped to understand the need for the learner 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 learners 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 learners are allowed to freely search the internet, staff are vigilant in supervising the learners and monitoring the content of the websites the young people visit.
- There is an open dialogue between the IT Manager and the staff about any restrictions to websites that are needed for teaching and for learners to access a range of material.

Contribution of Learners

The school acknowledges, learns from, and uses the skills and knowledge of learners in the use of digital technologies. We recognise the potential for this to shape the online safety strategy for the school community and how this contributes positively to the personal development of young people. Their contribution is recognised through:

- pupil surveys to canvass learner feedback and opinion
- learners contribute to online safety events
- contributing to online safety events with the wider school community e.g. parents' evenings, family learning programmes etc.

Staff/volunteers

All staff will 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 and data protection training will be made available to all staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly;
- the training will be an integral part of the school's annual safeguarding and data protection training for all staff;
- all new staff will receive online safety training as part of their induction programme, ensuring that they fully understand the school online safety policy and acceptable use agreements. It includes explicit reference to classroom management, professional conduct, online reputation and the need to model positive online behaviours;

- the Online Safety Lead and Designated Safeguarding Lead (or other nominated person) will receive regular updates through attendance at external training events, (e.g. UKSIC / SWGfL / MAT / 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/team meetings/INSET days;
- the Designated Safeguarding Lead/Online Safety Group will provide advice/guidance/training to individuals as required.

Governors

- Governors take part in online safety training/awareness sessions, with particular importance for those who are members of any sub-committee/group involved in technology/online safety/health and safety/safeguarding. This is mainly offered through participation in school training but may at times include attendance at training provided by the local authority or other relevant organisation (e.g., SWGfL).

A higher level of training will be made available to (at least) the Online Safety Governor. This will include:

- Cyber-security training (at least at a basic level);
- Training to allow the governor to understand the school's filtering and monitoring provision, in order that they can participate in the required checks and review.

Families

Many parents and carers have an understanding of online safety risks and issues, and they play an essential role in the education of their children and in the monitoring/regulation of the children's online 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 seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site
- Parents/carers evenings/sessions
- High profile events/campaigns e.g. Safer Internet Day
- Providing further guidance and resources.

The Wider Community

The school will provide opportunities for 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;

- sharing their online safety expertise/good practice with other local schools.

Technology

The school is 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. The school ensures that all staff are made aware of policies and procedures in place on a regular basis and explain that everyone is responsible for online safety and data protection.

Filtering & Monitoring

The school filtering and monitoring provision is agreed by senior leaders, governors and the IT manager and is regularly reviewed and updated in response to changes in technology and patterns of online safety incidents/behaviours.

Day to day management of filtering and monitoring systems requires the specialist knowledge of both safeguarding and IT staff to be effective. The DSL has lead responsibility for safeguarding and online safety and the IT manager has technical responsibility. Checks on the filtering and monitoring system are carried out by the IT manager with the involvement of the Designated Safeguarding Lead and the online safety governor. When a safeguarding risk is identified, there may be a change in working practice.

Filtering

The school manages access to content across its systems for all users and on all devices using the school's internet provision. The filtering provider meets the standards defined in the DfE Filtering standards for schools and colleges and the guidance provided in the UK Safer Internet Centre 'Appropriate filtering'.

The considerations within the filtering system are that:

- illegal content (e.g., child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation URL list and the police assessed list of unlawful terrorist content, produced on behalf of the Home Office. Content lists are regularly updated;
- there are established and effective routes for users to report inappropriate content, recognising that no system can be 100% effective;
- there is a clear process in place to deal with, and log, requests/approvals for filtering changes;
- filtering logs are regularly reviewed and alert the Designated Safeguarding Lead to breaches of the filtering policy, which are then acted upon;
- the school has (if possible) provided enhanced/differentiated user-level filtering (allowing different filtering levels for different abilities/ages/stages and different groups of users: staff/learners, etc.);
- younger learners will use child friendly/age-appropriate search engines e.g. SWGfL Swiggle.

If necessary, the school will seek advice from, and report issues to, the SWGfL Report Harmful Content site.

Monitoring

The school has monitoring systems in place to protect the school, systems and users.

- The school monitors all network use across all its devices and services.
- Monitoring reports are urgently picked up, acted on and outcomes are recorded by the Designated Safeguarding Lead, all users are aware that the network (and devices) are monitored.
- There are effective protocols in place to report abuse/misuse. There is a clear process for prioritising response to alerts that require rapid safeguarding intervention.
- Management of serious safeguarding alerts is consistent with safeguarding policy and practice.

The school follows the UK Safer Internet Centre Appropriate Monitoring guidance and protects users and school systems through the use of the appropriate blend of strategies including:

- physical monitoring (adult supervision in the classroom)
- internet use is logged, regularly monitored and reviewed
- filtering logs are regularly analysed and breaches are reported to senior leaders
- where appropriate, pro-active alerts inform the school of breaches to the filtering policy, allowing effective intervention
- where possible, school technical staff regularly monitor and record the activity of users on the school technical systems.

Technical Security

The school technical systems will be managed in ways that ensure that the school meets recommended technical requirements:

- responsibility for technical security resides with SLT who may delegate activities to identified roles
- all users have clearly defined access rights to school technical systems and devices. Details of the access rights available to groups of users will be recorded by the IT service provider and will be reviewed, at least annually, by the SLT/HR
- the security of their username and password and must not allow other users to access the systems using their log on details
- all users have responsibility for the security of their username and password and must not allow other users to access the systems using their log on details
- all school networks and system will be protected by secure passwords. Passwords must not be shared with anyone
- the administrator passwords for school systems are kept in a secure place, e.g. school safe
- there will be regular reviews and audits of the safety and security of school technical systems
- servers, wireless systems and cabling are as securely located as possible
- there are rigorous and verified back-up routines, including the keeping of network-separated (air-gapped) copies off-site or in the cloud
- the Deputy Head, Academic co-ordinates the software requests for the school and then the Network Manager is responsible for ensuring that all software purchased by and used by the school is adequately licenced and that the latest software updates (patches) are applied

- an appropriate system is in place for users to report any actual/potential technical incident/security breach to the relevant person, as agreed
- staff members are not permitted to install software on a school-owned devices without the consent of the SLT/IT service provider
- removable media is not permitted unless approved by the SLT/IT service provider
- systems are in place to control and protect personal data and data is encrypted at rest and in transit
- mobile device security and management procedures are in place, using two-factor authentication for access to Microsoft Office 365.

Mobile technologies

Mobile technology devices may be school owned/provided or personally owned, in the case of adults and might include smartphone, tablet, wearable devices, notebook/laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include Mircosoft 365 and other cloud-based services such as e-mail and data storage.

The school allows:

	School devices			**Personal devices**		
	School owned for individual use	School owned for multiple users	Authorised device[1]	Student owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	Yes	No	Yes	Yes
Full network access	No	No	No	n/a	No	No
Internet access	Yes	Yes	Yes	n/a	Yes	Yes

Social media

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to learners through:

- ensuring that personal information is not published
- education/training being provided including acceptable use, age restrictions, social media risks, digital and video images policy, checking of settings, data protection and reporting issues
- risk assessment, including legal risk
- guidance for learners, parents/carers.

School staff should ensure that:

[1] Authorised device – purchased by the learner/family through the school-organised iPad scheme.

- no reference should be made in social media to learners, parents/carers or school staff, without permission
- 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.

When official school social media accounts are established, there should be:

- a process for approval by senior leaders
- clear processes for the administration, moderation, and monitoring of these accounts – involving at least two members of staff
- systems for reporting and dealing with abuse and misuse.

Monitoring of public social media

- As part of active social media engagement, the school may pro-actively monitor the Internet for public postings about the school.
- The school should effectively respond to social media comments made by others.
- When parents/carers express concerns about the school on social media we will urge them to make direct contact with the school, in private, to resolve the matter. Where this cannot be resolved, parents/carers should be informed of the school complaints procedure.

Digital and video images

Refer to the Taking, Storing and Using Images of Children Policy plus the Privacy Policies.

Online Publishing

The school communicates with parents/carers and the wider community and promotes the school through:

- paid for social media
- Google advertising
- public-facing website
- social media
- online ticketing platforms such as Eventbrite
- online reviews such as 'Good Schools Guide'
- online newsletters (only published to our parent data base).

The school website is managed/hosted by Datum Creative Media. The school ensures that online safety policy has been followed in the use of online publishing e.g., use of digital and video images, copyright, identification of young people, publication of school calendars and personal information – ensuring that there is least risk to members of the school community, through such publications.

Where learner work, images or videos are published, their identities are protected, and full names are not published.

Communications

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

- the official school email service 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 or Microsoft Teams to communicate with others when in school, or on school systems (e.g. by remote access);
- users should immediately report, to the nominated person – 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;
- 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.

Data Protection

Personal data will be recorded, processed, transferred, and made available according to the current data protection legislation.

For further information, please refer to the Privacy Policies on our website.

Impact and Outcomes of this Policy

The impact of the Online Safety Policy and practice is regularly evaluated through the review/audit of online safety incident logs; behaviour/bullying reports; surveys of staff, learners; parents/carers and is reported to relevant groups.
Also:

- there is balanced professional debate about the evidence taken from the reviews/audits and the impact of preventative work e.g., online safety education, awareness, and training;
- there are well-established routes to regularly report patterns of online safety incidents and outcomes to school leadership and Governors;
- parents/carers are informed of patterns of online safety incidents, as appropriate, as part of the school's online safety awareness raising;
- online safety (and related) policies and procedures are regularly updated in response to the evidence gathered from these reviews/audits/professional debate;
- the evidence of impact is shared with other schools, agencies and LAs to help ensure the development of a consistent and effective local online safety strategy.