



Bentley CEVC Primary and Copdock Primary School Online Safety Policy



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This policy is part of the School's Statutory Safeguarding Policy. Any issues and concerns with online safety must follow the school's safeguarding and child protection processes.

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1. Aims

Our schools aim to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Identify and support groups of pupils that are potentially at greater risk of harm online than others
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as ‘mobile phones’)
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

The 4 categories of risk

Our approach to online safety is based on addressing the following categories of risk:

Content – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism

Contact – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

Conduct – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and

Commerce – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

2. Legislation and guidance

This policy is based on the Department for Education’s (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#) and [cyber-bullying: advice for headteachers and school staff](#)
- [Relationships and sex education](#)
- [Searching, screening and confiscation](#)

It also refers to the Department's guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

3. Roles and responsibilities

3.1 The Governing Board

The Governing Board has overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation.

The Governing Board will make sure all staff undergo online safety training as part of child protection and safeguarding training, and ensure staff understand their expectations, roles and responsibilities around filtering and monitoring.

The Governing Board will also make sure all staff receive regular online safety updates (via email, e-bulletins and staff meetings), as required and at least annually, to ensure they are continually provided with the relevant skills and knowledge to effectively safeguard children.

The Governing Board will co-ordinate regular meetings with appropriate staff to discuss online safety, requirements for training and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The Governing Board should ensure children are taught how to keep themselves and others safe, including keeping safe online.

The Governing Board must ensure the school has appropriate filtering and monitoring systems in place on school devices and school networks and, will regularly review their effectiveness. The Board will review the DfE filtering and monitoring standards, and discuss with IT staff and service providers what needs to be done to support the school in meeting those standards, which include:

- Identifying and assigning roles and responsibilities to manage filtering and monitoring systems;
- Reviewing filtering and monitoring provisions at least annually;
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning;
- Having effective monitoring strategies in place that meet their safeguarding needs.

The governor who oversees online safety is Laurie Page.

All governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (Appendix 3)
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole-school approach to safeguarding and related policies and/or procedures

Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

3.2 The Headteacher

The Headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The designated safeguarding lead (DSL)

Details of the school's DSL and deputies (ADSL) are set out in our child protection and safeguarding policy as well as relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the Headteacher (if applicable) in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the Headteacher (if applicable) and Governing Board to review this policy annually and ensure the procedures and implementation are updated and reviewed regularly
 - Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks
 - Working with the external ICT manager (CPW) to make sure the appropriate systems and processes are in place
- Working with the Headteacher, (if applicable), Online Safety Lead and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues in line with the schools' child protection and safeguarding policy
- Ensuring that any online safety incidents are logged (see Appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the schools' behaviour policy
- Updating and delivering staff training on online safety (Appendix 4 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the Headteacher (if applicable) and/or Governing Board
- Undertaking annual risk assessments that consider and reflect the risks children face
 - Providing regular safeguarding and child protection updates, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively

This list is not intended to be exhaustive.

3.4 The Online Safety Lead

The Online Safety Lead (Joanne Austin) is responsible for:

- Putting in place, with IT Technical Support from CPW, an appropriate level of security protection procedures, such as filtering and monitoring systems on school devices and school networks, which are reviewed and updated on a regular basis, at least annually, to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material as well as sites that encourage self-harm
- Ensuring that the schools' ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the schools' ICT systems on a termly basis using admin staff or IT Technical Support staff
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged (see Appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the schools' behaviour policy

This list is not intended to be exhaustive.

3.5 All staff

All staff, including contractors and agency staff, are responsible for:

- Maintaining an understanding of this policy
- Monitoring the filtering of information accessed on, or downloaded from the internet
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the schools' ICT systems and the internet (Appendix 3), and ensuring that pupils follow the schools' terms on acceptable use (Appendices 1 and 2)
- Knowing that the DSL is responsible for the filtering and monitoring systems and processes, and being aware of how to report any incidents of those systems or processes failing to the DSL
- Following the correct procedures by contacting the Headteacher, Online Safety lead / CPW if they need to bypass the filtering and monitoring systems for educational purposes
- Ensuring children receive termly updates on Online Safety and these are recorded in Safeguarding Folders in class (teachers)
- Working with the DSL/ Online Safety Lead to ensure that any online safety incidents are logged (see Appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and /or harassment, both online and offline, and maintaining an attitude of 'it could happen here'

This list is not intended to be exhaustive.

3.6 Parents/carers

Parents/carers are expected to:

- Notify a member of staff or the Headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (Appendices 1 and 2)

Parents/carers can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? - [UK Safer Internet Centre](#)
- Hot topics - [Childnet International](#)
- Parent factsheet - [Childnet International](#)

3.7 Visitors, Volunteers and members of the community

Visitors, volunteers and members of the community who use the schools' ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (Appendix 3).

4. Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum:

All schools have to teach:

- [Relationships education and health education](#) in primary schools
- [Relationships and sex education and health education](#) in secondary schools

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage 2** will be taught to:

- › Use technology safely, respectfully and responsibly
- › Recognise acceptable and unacceptable behaviour
- › Identify a range of ways to report concerns about content and contact

By the **end of primary school**, pupils will know:

- › That people sometimes behave differently online, including by pretending to be someone they are not.
- › That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous
- › The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them
- › How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
- › How information and data is shared and used online
- › What boundaries are appropriate in friendships with peers and others (including in a digital context)
- › How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

The safe use of social media and the internet will also be covered in other subjects where relevant.

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

5. Educating parents about online safety

The school will raise parents'/carer's awareness of internet safety in letters, weekly news emails or other communications home, and in information via our website. This policy will also be shared with parents/carers.

Online safety will also be covered during parents' information sessions.

The school will let parents/carers know:

- What systems are used for filtering and monitoring online use
- What their children are being asked to do online, including the sites they access

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the Headteacher and/or the Online Safety Lead.

Concerns or queries about this policy can be raised with any member of staff or the Headteacher.

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their class, and the issue will be addressed in assemblies.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

The school also sends information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

The Headteacher, and any member of staff authorised to do so by the Headteacher, can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

- o Poses a risk to staff or pupils, and/or
- o Is identified in the school rules as a banned item for which a search can be carried out, and/or
- o Is evidence in relation to an offence

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- o Make an assessment of how urgent the search is and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the Headteacher.
- o Explain to the pupil why they are being searched, how the search will happen, and give them the opportunity to ask questions about it
- o Seek the pupil's co-operation

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

- o Cause harm, and/or
- o Undermine the safe environment of the school or disrupt teaching, and/or
- o Commit an offence

If inappropriate material is found on the device, it is up to the staff member in conjunction with the Headteacher to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- o They reasonably suspect that its continued existence is likely to cause harm to any person, and/or
- o The pupil and/or the parent/carer refuses to delete the material themselves

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- o **Not** view the image
- o Confiscate the device and report the incident to the DSL immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on [screening, searching and confiscation](#) and the UK Council for Internet Safety (UKCIS) guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

Any searching of pupils will be carried out in line with:

- o The DfE's latest guidance on [searching, screening and confiscation](#)

- o UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- o Our behaviour policy

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

6.4 Artificial intelligence (AI)

Generative artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard.

Our schools recognises that AI has many uses to help pupils learn, but may also have the potential to be used to bully others. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real.

We will treat any use of AI to bully pupils in line with our Anti-bullying and Behaviour policies.

Staff should be aware of the risks of using AI tools whilst they are still being developed and should carry out a risk assessment where new AI tools are being used by the school.

7. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the schools' ICT systems and the internet (Appendices 1-3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above and restrict access through filtering systems where appropriate.

More information is set out in the acceptable use agreements in Appendices 1, 2 and 3.

8. Pupils using mobile devices in school

Pupils may bring mobile devices into school and keep them in the school Office, but are not permitted to use them during:

- › Lessons
- › Clubs before or after school, or any other activities organised by the school

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see Appendices 1 and 2).

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

9. Staff using work devices outside school

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- o Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol); and that they do not share their password with others.
- o Making sure the device locks if left inactive for a period of time
- o Not sharing the device among family or friends
- o Installing anti-virus and anti-spyware software
- o Keeping operating systems up to date by always installing the latest updates

Staff members must not use the device in any way that would violate the school's terms of acceptable use, as set out in Appendix 3. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the ICT manager (CPW).

Work devices must be used solely for work activities.

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our policies on behaviour and ICT, and in our Acceptable Use Agreements. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures/staff code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
 - Abusive, harassing, and misogynistic messages
 - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
 - Sharing of abusive images and pornography, to those who don't want to receive such content
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse
- Develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

The DSL and ADSL will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable, annually.

More information about safeguarding training is set out in our child protection and safeguarding policy.

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in Appendix 5.

This policy will be reviewed every year by the Online Safety Lead. At every review, the policy will be shared with the Governing Board. The review (such as the one available [here](#)) will be supported by an annual risk assessment that considers and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

13. Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Anti-bullying policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure
- ICT Policy and Acceptable Use Agreements
- Staff Code of Conduct

Appendix 1: EYFS + KS1 Acceptable Use Agreement (pupils and parents/carers)



ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

When I use the school's ICT systems (like computers and tablets) and get onto the internet in school I will:

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - I click on a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- Be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends (teachers and parents may need to know to help me)
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 2: KS2 Acceptable Use Agreement (pupils and parents/carers)



ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I have read, understand and agree to follow the rules in the acceptable use agreement policy. When I use the school's ICT systems (like computers and tablets) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address, telephone number, school to anyone without the permission of my teacher or parent/carer
- Be polite and responsible when I communicate with others
- Tell a teacher (or sensible adult) immediately if I find any unpleasant or inappropriate material or messages which might upset, distress or harm me or others
- Look after the school IT equipment and immediately report any damage or faults involving equipment or software, however this may have happened
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites, video broadcasting (e.g. YouTube), unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any aggressive or inappropriate language when communicating online, including in emails and understand that others may have different opinions to me
- Create, link to or post any material that could be considered inaccurate, offensive or inappropriate
- Share personal information about other people
- Take or use photos of anyone without their permission.
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will hand it in at the office on entering the school grounds.
- I will not use it during school time, at after school clubs or during other activities organised by the school, without a teacher's permission

I understand that the school will take action if I am involved in incidents outside of school of inappropriate behaviour (e.g. cyber-bullying, use of photos or personal information).

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules. This may include not being able to use school IT equipment, contacting my parents and in the event of illegal activities, involvement of the police.

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 3: Acceptable Use Agreement (staff, volunteers and visitors)

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

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF

Name of staff member:

For my professional and personal safety:

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, website) 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 use with permission from the Headteacher.

I will not disclose my username or password to anyone else, especially children, 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 understand that my email password must be unique and not used on other online applications.

I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, including reports from pupils, to the appropriate person – Online safety Lead, Headteacher, or Deputy/Assistant Headteacher.

I will use strong passwords to protect important accounts. The National Cyber Security Centre recommends the use of 3 random words which provides the added security of a longer password that users can remember but are not easy to guess.

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

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 take all reasonable steps to ensure that my personal devices are secure and password-protected when using them in or outside school, and keep all data securely stored in accordance with this policy and the school's Data Protection Policy.

I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Data Policy. Paper based Protected and Restricted data must be held securely in lockable storage.

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) it will not be possible to identify by name, or other personal information, those who are featured. I will not take pictures / video of those pupils whose parent(s) / carer(s) have not given written permission for their child's images to be published.

I will only 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.

I will not engage in any on-line activity that may compromise my professional responsibilities.

Where possible I will communicate with parents via the school office, where this is not possible I will exclusively communicate with parents using my school business email account.

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

When I use my mobile devices (PDAs/laptops/mobile phones/USB devices/wearable technology etc.) 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 open any hyperlinks in emails or any attachments to emails, , 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), unless the source is known and trusted.

I will ensure that my data is regularly backed up, in accordance with relevant 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 I have permission from the Headteacher.

I will not disable or deliberately cause any damage to school equipment, or the equipment belonging to others.

Where necessary, school-based staff will be issued with an encrypted school memory stick which is to be used purely for school work. Only curriculum information should be stored on it, anything else should be saved on the OneDrive. No personal data will be stored on the memory stick. Personal USB sticks are not permitted.

I understand that data protection policy requires that any staff or 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 including online:

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 role in 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 or the Local Authority and in the event of illegal activities; the involvement of the police.

I understand that filtering and monitoring of the school's internet is the responsibility of all staff members and I understand my own role, expectations of me and my responsibilities, as well as those of the SLT. I have read and understood the schools' Online Safety policy, which details these.

Signed (staff member):

Date:

Appendix 4: Acceptable Use Agreement (Governors)

I understand that I must use ICT equipment in a responsible way, whether a school device or my own device on the school site, to ensure that there is no risk to my safety or to the safety and security of the ICT system and other users. I recognise the value of the use of ICT for enhancing learning and administration and will ensure full implementation of this policy.

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR, GOVERNORS, VOLUNTEERS AND VISITORS

Name of staff member/governor/volunteer/visitor:

For my professional and personal safety:

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, website) 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 use with permission from the Head teacher.

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 – Online safety Lead, Headteacher, or Deputy Headteacher.

I will use strong passwords to protect important accounts. The National Cyber Security Centre recommends the use of 3 random words which provides the added security of a longer password that users can remember but are not easy to guess

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

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 if 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) 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. Use of such sites outside of school will be in accordance with the school's policies. I will not accept friend requests from any pupils unless they are members of my own family or personal network at home. I will not share anything publicly that would disclose confidential information or be detrimental to the reputation of school or staff.

I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.

I will not engage in any on-line activity that may compromise my professional responsibilities.

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

When I use my mobile devices (PDAs / laptops / mobile phones / USB devices/ wearable technology etc.) 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 can use personal email addresses on the school ICT systems if I need to in relation to my work in school.

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 any data I hold is done so in accordance with relevant 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 I have permission from the Headteacher.

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 Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted or password protected on a memory stick. Paper based Protected and Restricted data must be held in lockable storage.

I understand that data protection policy requires that any staff or 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 role in 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 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.

| | |
|---|--------------|
| Signed (governor/volunteer/visitor): | Date: |
|---|--------------|

Appendix 5: Acceptable Use Agreement (parents)



When in school, I agree to:

Switch my phone to silent mode if attending assemblies or workshops, and not use my phone during these times. If I need to use my phone, I will exit the room.

Only take photos of my child, where possible. If I take photos of a larger group of children, I will use these photos responsibly and not share them with others or place them online with public access, including social media.

Ask for help or advice if I am not sure what to do in a situation which may pose a problem in terms of online safety.

Outside of school, I agree to:

Post images and comments on social media sites regarding our schools in a responsible manner. I will not create, link to or post any material that could be considered inaccurate, offensive or inappropriate.

Ensure my child knows how to use the internet safely in school and at home.

Report any concerns to school if I am worried about a child's use of the internet at home or in school e.g. cyber-bullying, use of images, online chat, or use of inappropriate websites.

Be aware that the minimum age for social network sites such as Facebook, is age 13.

Signed (parent/carer):

Date:

Appendix 6: online safety training needs – self audit for staff

| ONLINE SAFETY TRAINING NEEDS AUDIT | |
|--|------------------------------------|
| Name of staff member/volunteer: | Date: |
| Question | Yes/No (add comments if necessary) |
| Do you know the name of the person who has lead responsibility for online safety in school? | |
| Are you aware of the ways pupils can abuse their peers online? | |
| Do you know what you must do if a pupil approaches you with a concern or issue? | |
| Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors? | |
| Are you familiar with the school's acceptable use agreement for pupils and parents/carers? | |
| Are you familiar with the filtering and monitoring systems on the school's devices and networks? | |
| Do you understand your role and responsibilities in relation to filtering and monitoring? | |
| Do you regularly change your password for accessing the school's ICT systems? | |
| Are you familiar with the school's approach to tackling cyber-bullying? | |
| Are there any areas of online safety in which you would like training/further training? | |

Appendix 7: online safety incident report log

| ONLINE SAFETY INCIDENT LOG | | | | |
|----------------------------|-------------------------------|-----------------------------|--------------|---|
| Date | Where the incident took place | Description of the incident | Action taken | Name and signature of staff member recording the incident |
| | | | | |
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