The Federation of

Stoke Hill Schools

Online Safety Policy

Date agreed: 15th June 2021…………

Term to be reviewed: …Autumn 2023…………………….

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Online Safety Policy

1   Background/Rationale

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

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

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. This Online -safety policy helps to ensure safe and appropriate use. The development and implementation of such a strategy involves all the stakeholders in a child's education from the head teacher and governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the pupils themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement.

However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

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

Many of these risks reflect situations in the off-line world and it is essential that this Online safety policy is used in conjunction with other school policies (eg behaviour, anti-bullying and child protection policies).

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

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

2   Development / Monitoring / Review of this Policy

This Online-safety policy has been developed by a working group / committee made up of:
- *Child protection officers - Sarah Mackay Head teacher (SHINS); Roy Souter Headteacher (SHJS)*
- *Senior Leaders*
- *Teachers*
- *Support Staff*
- *ICT Technical staff*
- *Governors*

Consultation with the whole school community has taken place through the following:
- *Staff meetings*
- *Governors meeting / sub committee meeting*

Schedule for Development / Monitoring / Review

This Online safety policy was approved by the *Governing Body :*	17th May 2018
The implementation of this Online-safety policy will be monitored by the:	*Senior Leadership Team,*
Monitoring will take place at regular intervals:	*Once a year -*
The *Governing Body* will receive updates through the head teachers report.	*Every Full Governors Meeting.*
The Online -Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	*One year from above date*
Should serious Online-safety incidents take place, the following external persons / agencies should be informed:	*Sarah Mackay – Head teacher (SHINS). Roy Souter – Headteacher (SHJS) Claire McKimm Safeguarding Lead LADO for LA LA ICT Manager, LA Safeguarding Officer, Police Commissioner's Office*

The school will monitor the impact of the policy using:
- *Logs of reported incidents*
- *SWGfL monitor internet activity (including sites visited)*
- *Internal monitoring data for network activity*
- *Technician to run termly health check and inform FLT of any concerns / issues.*
- *Surveys / questionnaires of*
- o *students / pupils*
- o *parents / carers*
- o *staff*

3 Scope of the Policy

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

The Education and Inspections Act 2006 empowers Head teachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

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.

4 Roles and Responsibilities

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

4.1 Governors:

Governors are responsible for the approval of the Online -Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Teaching and Learning *Committee* receiving regular information about Online-safety incidents and monitoring reports. A member of the Governing Body has taken on the role of Online -*Safety Governor* (it is suggested that schools consider this being a separate appointment to the ICT Link Governor). The role of the Online -Safety Governor will include:
- *regular meetings with the Designated Safeguarding Lead – Head teacher*
- *regular monitoring of e-safety incident logs*
- *regular monitoring of filtering / change control logs*
- *reporting to relevant Governors committee / meeting*

4.2 Head teacher and Senior Leaders:

The Head teacher is responsible for ensuring the safety (including Online Safety) of members of the school community.

- The Head teacher / Senior Leaders are responsible for ensuring that staff receive suitable CPD to enable them to carry out their Online-safety roles and to train other colleagues, as relevant

- The Senior Leadership Team will receive regular monitoring reports from the ICT technician.

- **The Headteacher and 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.** (see SWGfL flow chart on dealing with Online safety incidents – included in a later section – "Responding to incidents of misuse" and relevant Local Authority HR / disciplinary procedures)

- The Headteacher/ Senior Leaders are responsible for ensuring that relevant staff receive suitable training to enable them to carry out their Online safety roles and to train other colleagues, as relevant.

- The Headteacher // 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. This is to provide a safety net and also support to those colleagues who take on important monitoring roles

- The Senior Leadership Team / Senior Management Team will receive regular monitoring reports.

- Termly advice to parents/carers/grandparents/relatives around E-safety and recommended usage of ICT at home.

  - Online Safety Coordinator / Officer:
    (It is strongly recommended that each school should have a named member of staff with a day to day responsibility for Online Safety, For the Federation of Stoke Hill Schools, this role is carried out by Claire McKimm
    • 	leads the Online Safety Group
    • 	takes day to day responsibility for Online safety issues and has a leading role in establishing and reviewing the school Online safety policies / documents
    • 	ensures that all staff are aware of the procedures that need to be followed in the event of an Online safety incident taking place.
    • 	provides training and advice for staff
    • 	liaises with the Local Authority / relevant body
    • 	liaises with school technical staff
    • 	receives reports of Online safety incidents and creates a log of incidents to inform future Online safety developments, /
    • 	meets regularly with Online Safety Governor / Director to discuss current issues, review incident logs and filtering / change control logs
    • 	attends relevant meeting / committee of Governors / Directors
    • 	reports regularly to Senior Leadership Team
    (The school will need to decide how these incidents will be dealt with and whether the investigation / action / sanctions will be the responsibility of the Online Safety Co-ordinator / Officer or another member of staff eg Headteacher / Senior Leader / Designated Safeguarding Lead / Class teacher.)

4.3   Network Manager / Technical staff:

Scomis is responsible for ensuring:
- **that the school's ICT infrastructure is secure and is not open to misuse or malicious attack**

- **that the school meets the Online-safety technical requirements outlined in the SWGfL Security Policy and Acceptable Usage Policy and any relevant Local Authority Online - Safety Policy and guidance**
- **that users may only access the school's networks through a properly enforced password protection policy, in which passwords are regularly changed**
- SWGfL is informed of issues relating to the filtering applied by the Grid
- the school's filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person (see appendix "Filtering Policy Template" for good practice document)
- that he / she keeps up to date with Online-safety technical information in order to effectively carry out their Online -safety role and to inform and update others as relevant
- that the use of the network / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Head teacher / Senior Leader ICT Co-ordinator
- that monitoring software / systems are implemented and updated as agreed in school policies

4.4   Teaching and Support Staff

are responsible for ensuring that:

- **they have an up to date awareness of Online-safety matters and of the current school Online -safety policy and practices**
- **they have read, understood and signed the school Staff Acceptable Use protocol.**
- **they report any suspected misuse or problem to the Headteacher / Leadership Team for investigation**
- **digital communications with pupils/parents/carers should be on a *professional level and only carried out using official school systems.***
- Online-safety issues are embedded in all aspects of the curriculum and other school activities
- pupils understand and follow the school Online -safety and acceptable use policy
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- they monitor ICT activity in lessons, extra curricular and extended school activities
- they are aware of Online safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

4.5   Designated Safeguarding Lead

should be trained in Online-safety issues and be aware of the potential for serious child protection/Safeguarding issues to arise from:
- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

Note: It is important to emphasise that these are child protection issues, not technical issues, simply that the technology provides additional means for child protection issues to develop. Therefore at Stoke Hill we have decided to combine the role of Safeguarding Lead and Online Officer.

4.6 Teaching and Learning Committee (ICT SIP Team)

Members of *the Teaching and Learning Committee; ICT SIP Team/LT* will assist the *Head teacher with:*

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- . •• the production / review / monitoring of the school filtering policy (if the school chooses to have one) and requests for filtering changes.
- mapping and reviewing the Online safety curricular provision – ensuring relevance, breadth and progression
- monitoring network / internet / incident logs
- consulting stakeholders – including parents / carers and the students / pupils about the Online safety provision
- monitoring improvement actions identified through use of the 360 degree safe self-review tool

4.7 Pupils in KS2:

- **are responsible for using the school ICT systems in accordance with the Pupil Acceptable Use Policy, which the Parents/Carers are expected to sign on behalf of the pupil before being given access to school systems.**
- 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 school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good Online-safety practice when using digital technologies out of school and realise that the school's Online -Safety Policy covers their actions out of school, if related to their membership of the school

4.8 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. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through newsletters, letters, website 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   and on-line student / pupil records and applications such as Seesaw
- their children's personal devices in the school (where this is allowed)

Parents and carers will be responsible for:

- **endorsing (by signature) the acceptable use of internet / ICT for their children in the Infant and Nursery school.**
At KS2 the Parent/Carer is responsible for ensuring their child understands and signs the Pupil Acceptable Use Policy

4.9 Community Users

Community Users who access school ICT systems / website as part of the Extended School provision will be expected to sign a Community User AUP before being provided with access to school systems.

5 Policy Statements

5.1 Education – pupils

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

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

- A planned Online-safety programme should be provided as part of ICT / PHSE / other lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school

- Key Online -safety messages should be reinforced as part of a planned programme of assemblies and pastoral activities

- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information

- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet

- Pupils should be 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. (Nb. additional duties for schools / academies under the Counter Terrorism and Securities Act 2015 which requires schools to ensure that children are safe from terrorist and extremist material on the internet.)

- Pupils should be helped to understand the need for the pupil safety and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school

- Rules for use of ICT systems / internet will be posted in all classrooms.

- Staff should act as good role models in their use of ICT, the internet and mobile devices

5.2   Education – parents / carers

Many parents and carers have only a limited understanding of Online e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide". (Byron Report). The school will therefore seek to provide information and awareness to parents and carers through:

• Letters, newsletters, web site.
• Parents evenings

5.3   Education - Extended Schools

The school will signpost family learning courses in ICT, media literacy and Online-safety so that parents and children can together gain a better understanding of these issues. Messages to the public around e safety should also be targeted towards grandparents and other relatives as well as parents. Everyone has a role to play in empowering children to stay safe while they enjoy these new technologies, just as it is everyone's responsibility to keep children safe in the non-digital world.

5.4   Education & Training – Staff

It is essential that all staff receive Online safety training and understand their responsibilities, as outlined in this policy.
   • *An audit of the Online safety training needs of all staff will be carried out regularly. Online Safety BOOST includes unlimited Online webinar training for all, or nominated, staff (https://boost.swgfl.org.uk/)*
• *All new staff should receive Online safety training as part of their induction programme, ensuring that they fully understand the school / academy Online Safety Policy and Acceptable Use Agreements. •   It is expected that some staff will identify Online safety as a training need within the performance management process.*
• *The Online Safety Coordinator (or other nominated person) will receive regular updates through attendance at external training events (eg from SWGfL / 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 Online Safety Coordinator (or other nominated person) will provide advice / guidance / training to individuals as required.*

5.5   Training – Governors

Teaching and Learning Committee Governors should take part in annual e-safety training / awareness sessions. This may be offered in a number of ways:
• Attendance at training provided by the Local Authority / National Governors Association / SWGfL or other relevant organisation.
• Participation in school training / information sessions for staff or parents

5.6   Technical – infrastructure / equipment, filtering and monitoring

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

- School ICT systems will be managed in ways that ensure that the school meets the Online-safety technical requirements outlined in the SWGfL Security Policy and Acceptable Usage Policy and any relevant Local Authority Online-Safety Policy and guidance
- There will be regular reviews and audits of the safety and security of school ICT systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school ICT systems.
- All pupils will be provided with an individual username and password for use with Chromebooks
- The "master / administrator" passwords for the school ICT system are held in the school safe and a copy is held by administrative staff.
- The Computing Lead is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations (Inadequate licencing could cause the school to breach the Copyright Act which could result in fines or unexpected licensing costs)
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored. (the school will need to decide on the merits of external / internal provision of the filtering service – see appendix). There is a clear process in place to deal with requests for filtering changes (see appendix for more details)
- Internet filtering should ensure that children are safe from terrorist and extremist material when accessing the internet. Nb. additional duties for schools / academies under the Counter Terrorism and Securities Act 2015 which requires schools / academies to ensure that children are safe from terrorist and extremist material on the internet. (see appendix for information on "appropriate filtering").
- The school maintains and supports the managed filtering service provided by SWGfL –
- In the event of the need to switch off the filtering for any reason, or for any user, this must be logged and carried out by a process that is agreed by the Head teacher. Office staff (TW and LL) hold the password and access for managing the system.
- Any filtering issues should be reported immediately to SWGfL.
- Requests from staff for sites to be removed from the filtered list will be considered by Sarah Mackay and Roy Souter – Head teacher.

If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the Teaching and Learning committee

- *Remote management tools are used by Scomis to manage problems and carry out updates.*
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc from accidental or malicious

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attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.

- *An agreed policy is in place for the provision of temporary access of "guests" (eg trainee teachers, visitors) onto the school system by logging on as a pupil according to the year group they are working within. In the case of long term placements e.g. SCITT students then a log on will be provided by the ICT SIP Team, in accordance with the staff protocol.*
- *An agreed policy is in place regarding the extent of personal use that users (staff / students / pupils / community users) and their family members are allowed on laptops and other portable devices that may be used out of school. (See staff protocol)*
- The school infrastructure and individual workstations are protected by up to date virus software.
- Teaching staff are provided with an encrypted memory stick for storing pupil / personal data. All laptops are password protected.

  Staff are aware of the need to back up data and clear cameras etc. of pictures of children.

6   Curriculum

Online-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of ICT across the curriculum.

- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, e.g. using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- At KS2 Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

7   Use of digital and video images - Photographic, Video

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

- **In KS2 When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In**

particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.

• Staff are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.

- Any photos taken to identify H&S risks/maintenance needs need to be free of images of children

• Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
• *Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.*
• *Pupils names will not be used anywhere on a website without prior parental/carer consent.*
• *Written permission from parents or carers will be obtained before photographs of pupils / pupil's work are published on the school website as part of the consent form for pupil images and internet use signed by parents or carers.*

• *In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images.*

8   Data Protection

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

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

The school must ensure that:
• It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
• Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.

- All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing". (see Privacy Notice section in the appendix)
- It has a Data Protection Policy (see appendix for template policy)
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)

Staff must ensure that they:

- **At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.**

- **Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.**

- **Transfer data using encryption and secure password protected devices.**

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

- the data must be encrypted and password protected

- the device must be password protected

- the device must offer approved virus and malware checking software

- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

9   Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

Communication Technologies	Staff & other adults				Students / Pupils			
	Allowed	Allowed at lunch times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	✓							✓
Use of mobile phones in lessons				✓				✓
Use of mobile phones in social time	✓							✓
Taking photos on mobile phones				✓				✓
Use of hand held devices eg PDAs, PSPs	✓ , but not in a teaching session.							✓
Use of personal email addresses in school, or on school network		✓						✓
Use of school email for personal emails	✓							✓
Use of chat rooms / facilities		✓						✓
Use of instant messaging		✓						✓
Use of social networking sites		✓						✓
Use of blogs		✓						✓

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 need to be aware that email communications may be monitored**

- **Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.**

- **Any digital communication between staff and pupils or parents / carers (email, chat, VLE etc) must be professional in tone and content.** These communications may only take place on

official (monitored) school systems. Personal email addresses, text messaging or public chat / social networking programmes must not be used for these communications.

- *at KS2 and above will be provided with individual school email addresses for educational use.*
- Pupil should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Pupils are allowed to bring mobile phones to school for use in an emergency, but they must remain in bags at all times whilst on school premises

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

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

- **Ensuring that personal information is not published**

- **Training is provided including: acceptable use; social media risks; checking of settings; data protection; reporting issues.**

- **Clear reporting guidance, including responsibilities, procedures and sanctions**

- **Risk assessment, including legal risk**

Federation staff should ensure that:

- **No reference should be made in social media to students / pupils, parents / carers or school   staff**

- **They do not engage in Online discussion on personal matters relating to members of the school community**

- **Personal opinions should not be attributed to the Federation or local authority**

- **Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information**

When official Federation social media accounts are established there should be:

- **A process for approval by senior leaders**

- **Clear processes for the administration and monitoring of these accounts –** involving at least two members of staff

- **A code of behaviour for users of the accounts, including**

- **Systems for reporting and dealing with abuse and misuse**

- **Understanding of how incidents may be dealt with under Federation disciplinary procedures**

Personal Use:

- **Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with the Federation or impacts on the Federation, it must be made clear that the member of staff is not communicating on behalf of the Federation with an appropriate disclaimer. Such personal communications are within the scope of this policy**

- **Personal communications which do not refer to or impact upon the Federation are outside the scope of this policy**

- **Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken**

- **The Federation permits reasonable and appropriate access to private social media sites**

Monitoring of Public Social Media

- **As part of active social media engagement, it is considered good practice to pro-actively monitor the Internet for public postings about the Federation**

- **The Federation should effectively respond to social media comments made by others according to a defined policy or process**

The Federation's use of social media for professional purposes will be checked regularly by the senior risk officer to ensure compliance with the Federation policies.

10   Unsuitable / inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from Federation and all other technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school /academy context, either because of the age of the users or the nature of those activities. The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts certain internet usage as follows:

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	Pornography				X	
	Promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	Promotion of extremism or terrorism				X	
	Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business					X	

|				
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy				X
Infringing copyright				X
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)				X
Creating or propagating computer viruses or other harmful files				X
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)				X
On-line gaming (educational)	X			
On-line gaming (non-educational)		X		
On-line gambling				X
On-line shopping / commerce		X		
File sharing	X			
Use of social media		X		
Use of messaging apps		X		
Use of video broadcasting e.g. Youtube	X			

11 Responding to incidents of misuse

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:

If any apparent or actual misuse appears to involve illegal activity ie.
- **child sexual abuse images**
- **adult material which potentially breaches the Obscene Publications Act**
- **criminally racist material**
- **other criminal conduct, activity or materials**

the SWGfL flow chart – below and http://www.swgfl.org.uk/safety/default.aspshould be consulted and actions followed in line with the flow chart, in particular the sections on reporting the incident to the police and the preservation of evidence.
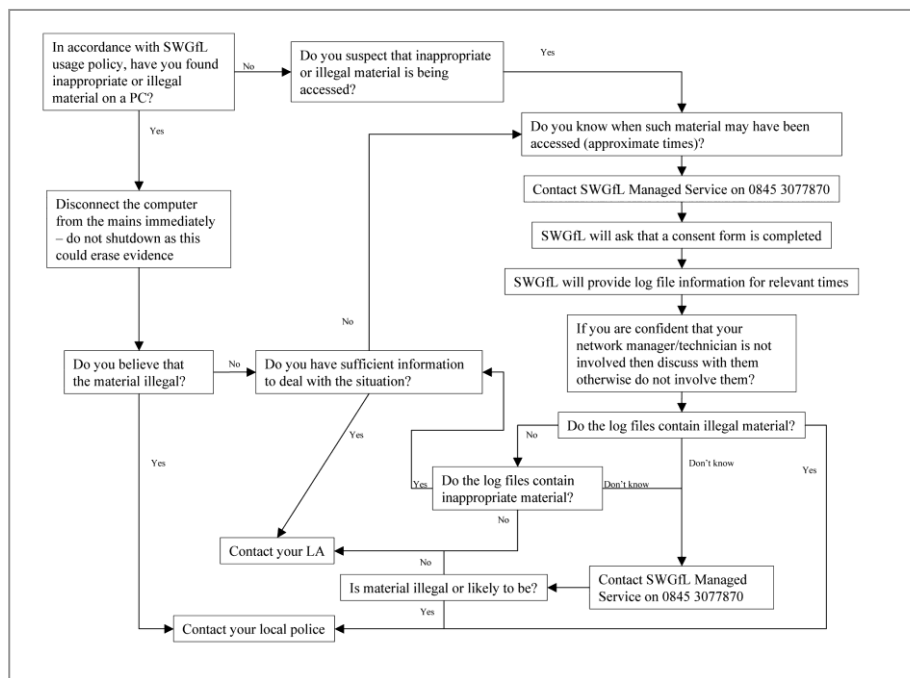
If members of staff suspect that misuse might have taken place, but that the misuse is not illegal (as above) it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation. In such event the SWGfL "Procedure for Reviewing Internet Sites for Suspected Harassment and Distress" should be followed. This can be found on the SWGfL Safe website within the "Safety and Security booklet". This guidance recommends that more than one member of staff is involved in the investigation which should be carried out on a "clean" designated computer.

In the event of suspicion, all steps in this procedure should be followed:
- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).

• Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
• Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
o Internal response or discipline procedures
o Involvement by Local Authority / Academy Group or national / local organisation (as relevant).
o Police involvement and/or action
• If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
o incidents of 'grooming' behaviour
o the sending of obscene materials to a child
o adult material which potentially breaches the Obscene Publications Act
o criminally racist material
o promotion of terrorism or extremism
o other criminal conduct, activity or materials
• Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.
It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

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

Pupils   Actions / Sanctions

Incidents:	Refer to class teacher / tutor	Refer to Head of Department / Head of Year / other	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal	✓	N/A	✓	✓	✓				✓
Unauthorised use of non-educational sites during lessons	✓	N/A	✓		✓				✓
Unauthorised use of mobile phone / digital camera / other handheld device	✓	N/A	✓			✓			✓

Incidents								
Unauthorised use of social networking/ instant messaging / personal email	✓	N/A	✓			✓			✓
Unauthorised downloading or uploading of files	✓	N/A	✓		✓	✓			✓
Allowing others to access school network by sharing username and passwords	✓	N/A	✓						
Attempting to access or accessing the school network, using another student's / pupil's account	✓	N/A	✓						
Attempting to access or accessing the school network, using the account of a member of staff	✓	N/A	✓						
Corrupting or destroying the data of other users	✓	N/A	✓		✓	✓			✓
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	✓	N/A	✓						✓
Continued infringements of the above, following previous warnings or sanctions	✓	N/A	✓						
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	✓	N/A	✓						✓
Using proxy sites or other means to subvert the school's filtering system	✓	N/A	✓						
Accidentally accessing offensive or pornographic material and failing to report the incident	✓	N/A	✓		✓	✓		✓	
Deliberately accessing or trying to access offensive or pornographic material	✓	N/A	✓		✓	✓			✓
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	✓	N/A	✓						

Staff   Actions / Sanctions

Incidents:	Refer to line managerr	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action

Behaviour								
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		✓	✓	✓	✓		✓	✓
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email		✓						
Unauthorised downloading or uploading of files		✓			✓	✓		
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		✓			✓		✓	
Careless use of personal data eg holding or transferring data in an insecure manner	✓	✓				✓		
Deliberate actions to breach data protection or network security rules		✓	✓	✓	✓		✓	✓
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		✓	✓	✓	✓		✓	✓
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature		✓	✓				✓	✓
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils		✓	✓			✓		
Actions which could compromise the staff member's professional standing		✓	✓	✓		✓		
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		✓	✓			✓		✓
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		✓	✓		✓	✓	✓	✓
Breaching copyright or licensing regulations	✓	✓				✓		
Continued infringements of the above, following previous warnings or sanctions		✓	✓					✓

12   Acknowledgements

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• Members of the SWGfL Online Safety Group
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Date on which policy was approved: Reviewed by T & L June 2021
This policy will be reviewed annually on (date): November 2022

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Federation of Stoke Hill Schools

Staff, Governor and Visitor

Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the school ICT coordinators or the Head teacher.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.

- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities

- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.

- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.

- I will only use the approved, secure e-mail system(s) for any school business.

- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted.

- I will not install any hardware of software without permission of the Head teacher or ICT Coordinator

- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.

- I will support the school approach to Online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community

- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.

- I will respect copyright and intellectual property rights.

- I will ensure that my Online activity, both in school and outside school, will not bring my professional role into disrepute.

- I will support and promote the school's Online -Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

- I understand this forms part of the terms and conditions set out in my contract of employment.

-

User Signature
I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature …….……………….………… Date ……………………

Full Name …………………………………..(printed)

Federation of Stoke Hill Schools

Primary Pupil Acceptable Use

Agreement / Online Safety Rules

- I will only use ICT in school for school purposes.

- I will only use my class e-mail address or my own school e-mail address when e-mailing.

- I will only open e-mail attachments from people I know, or who my teacher has approved.

- I will not tell other people my ICT passwords.

- I will only open/delete my own files.

- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.

- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.

- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

- I will support the school approach to Online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community

- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my OnlineSafety.

Dear Parent/ Carer

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

Please read and discuss these Online Safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the Headteacher

✂ -

Parent/ carer signature

We have discussed this and …………………………………........(child name) agrees to follow the Online Safety rules and to support the safe use of ICT at the Federation of Stoke Hill Schools.

Parent/ Carer Signature ……………………….………………………….

Class ………………………………… Date ………………………………