



Online Safety Policy

1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and management committee members
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

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 staff members 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 Management Committee

The Management Committee has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

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 Deputy are set out in our Safeguarding/Child Protection Policy.

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

- Ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the ICT manager and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged (see appendix 3) 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 school behaviour policy
- Updating and delivering staff training on online safety (appendix 2 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 Management Committee

This list is not intended to be exhaustive.

3.4 The ICT manager – this role is contracted to Cablers Ltd

Cablers are responsible for:

- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Monitoring the school's ICT systems on a fortnightly basis onsite with 24 hr remote monitoring.
- Monitoring the online support portal and ensuring incidents are dealt with appropriately
- Monitoring systems to keep pupils safe from potentially harmful and inappropriate content and contact online while at school. Filtering and monitoring systems are provided by Entrust who block access to potentially dangerous sites and, where possible, prevent the downloading of potentially dangerous files.

This list is not intended to be exhaustive.

3.5 All staff and volunteers

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

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Ensuring that pupils follow the school's terms on acceptable use (appendix 1)
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 3) 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

This list is not intended to be exhaustive.

3.6 Parents

Parents are expected to notify a member of staff or the headteacher of any concerns or queries regarding this policy. Parents 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 and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it.

4. Educating pupils about online safety

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

By the **end of secondary school**, pupils should know:

- *Their rights, responsibilities and opportunities online, including that the same expectations of behaviour apply in all contexts, including online*
- *About online risks, including that any material someone provides to another has the potential to be shared online and the difficulty of removing potentially compromising material placed online*
- *Not to provide material to others that they would not want shared further and not to share personal material which is sent to them*
- *What to do and where to get support to report material or manage issues online*
- *The impact of viewing harmful content*
- *That specifically sexually explicit material (e.g. pornography) presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others and negatively affect how they behave towards sexual partners*
- *That sharing and viewing indecent images of children (including those created by children) is a criminal offence which carries severe penalties including jail*
- *How information and data is generated, collected, shared and used online*
- *How to identify harmful behaviours online (including bullying, abuse or harassment) and how to report, or find support, if they have been affected by those behaviours*
- *The safe use of social media and the internet will also be covered in other subjects where relevant.*

Where possible, we will identify gaps in pupils learning and use PSHE sessions to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

5. Educating parents about online safety

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher.

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. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff 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).

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 Safeguarding Lead 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

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

Cause harm, and/or
Disrupt teaching, and/or
Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

Delete that material, or
Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on [screening, searching and confiscation](#).

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

7. Acceptable use of the internet in school

All pupils are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendix 1). We will monitor the websites visited by pupils to ensure they comply with the above. More information is set out in the acceptable use agreements in appendix 1.

8. Pupils using mobile devices in school

Pupils are not permitted to bring phones into school. Any use of mp3 players or other devices in school by pupils must be in line with the acceptable use agreement (see appendix 1). 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

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. If staff have any concerns over the security of their device, they must seek advice from the ICT manager.

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 the acceptable use agreement and our Behaviour Policy. 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 policy. 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 and staff meetings).

The DSL and deputy 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.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our Safeguarding/Child Protection Policy.

12. Monitoring arrangements

The DSL or Deputy log behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 3.

This policy will be reviewed annually by the Education team. At every review, the policy will be shared with the Management Committee.

13. Links with other policies

This online safety policy is linked to our:

Safeguarding/Child Protection Policy

Behaviour Policy & Preventing and Tackling Bullying

Code of Conduct and Staff disciplinary procedures

Data Protection Information Management Handbook and Privacy Notices

Complaints Procedure

Remote Learning Policy

Reviewed Oct 24

Agreed by Management Committee Nov 24

Appendix 1: Pupils ICT acceptable use agreement

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

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a member of staff is present, or with a staff member's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of a staff member or parent/carer
- Tell a staff member immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless a staff member 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 staff member
- Use any inappropriate language when communicating online, including in emails
- 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
- Access my personal email account(s) without permission from a teacher. Personal email should only be used to access school or college VLRs or for a purpose agreed in advance by my key teacher.

I will not bring a personal mobile phone into school. If I bring a MP3 player or other personal electronic device into school:

- I will not use it during lessons or other activities organised by the school, without a staff member's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

Photographs

I will not take photographs of any one. Staff will ask permission if they want to take photographs and I have the right to say no to my photo being taken, the right to have any image featuring me deleted and the right to say no to my photograph being displayed.

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules up to and including being banned from using the internet and computers.

Remote Learning

I understand that:

- these expectations are in place to help keep me safe when I am learning at home using Google Classrooms or Google Meet etc.

- I should read and talk about these rules with my parents/carers.
- remote learning will only take place using Google Classrooms or Google Meet and during usual SACTED school times.
- My use of Google Classrooms is monitored to help keep me safe.

Only members of the SACTED community can access Google Classrooms @sacted.org

- I will use my @sacted.org email account and login only to access remote learning.
- I will not share my login/password with others
- I will not share any access links to remote learning sessions with others.

When taking part in remote learning I will behave as I would in the classroom. This includes:

- Using appropriate language.
- Not taking or recording images/content without agreement from the teacher and those featured.

If taking part in live sessions, I will:

- mute my video and microphone when instructed.
- wear appropriate clothing including no nightwear and be in a suitable location.
- ensure backgrounds of videos are neutral and personal information is not visible.
- attend the session in full. If I cannot attend a session, I will let my teacher know.
- attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.

If I am concerned about anything that takes place during remote learning, I will report my concerns to the member of staff running the session or tell a parent/carer

I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:

- restricting/removing access
- informing parents/carers
- contacting police if a criminal offence has been committed.

Name	
Signed (pupil):	Date:

Appendix 2: 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?	
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 pupils?	
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 3: 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