

# Thomas Telford School



## Online Safety Policy

<b>Prepared by:</b>	<b>Chloe Wright</b>
<b>Date:</b>	<b>September 2025</b>
<b>Approved by LGB date:</b>	<b>July 2025</b>
<b>Review Date:</b>	<b>September 2026</b>

## Scope of the Policy

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

The Education and Inspections Act 2006 empowers Headmasters to such extent as is reasonable, to regulate the behaviour of students 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 outside of the School, but is linked to membership of the School.

The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data.

In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

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 E-Safety behaviour that take place out of the School.

## Policy development, monitoring and review

This Policy has been developed by the E-Safety Lead Teacher, in conjunction with:

- Headmaster/senior leaders
- DSL's
- Staff – including teachers/support staff/technical staff
- Governors

## Schedule for Development, Monitoring & Review

The implementation of this policy will be monitored by the:	I Rawlings- Headmaster C Wright – Safeguarding / DSL D Smith- Director of I.T
Monitoring will take place at regular intervals:	Termly
The E-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:	July each year for publication in the Autumn Term or as developments dictate earlier revision
Should serious E-Safety incidents take place, the following external persons/agencies should be informed:	LA Safeguarding Officer, Police

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited) • Internal monitoring data for network activity • Surveys/questionnaires of:
  - a) students
  - b) parents/carers
  - c) staff

<b>Roles and Responsibilities</b>	Governors Headmaster and Senior Leaders E-Safety Co-ordinator- Chloe Wright Network Manager/Technical Staff Teaching and Support Staff Child Protection/Safeguarding Designated Person Students Parents/Carers
<b>Policy Statements</b>	Education – Students Education – Parents/Carers Education and training – Staff/Volunteers Training – Governors Technical – infrastructure/equipment, filtering and monitoring Use of digital and video images Data protection Communications User Actions – unsuitable/inappropriate activities
<b>Appendices</b>	Acceptable Use Policy – Staff Acceptable Use Policy – Students Responding to incidents of misuse – flowchart Actions and Sanctions

## Roles and Responsibilities

The following section outlines the E-Safety roles and responsibilities of individuals and groups within the school:

### Governors

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about E-Safety incidents and monitoring reports. **Mr Bromley Jones**, a member of the Governing Board has taken on the role of E-Safety Governor.

The role of the E-Safety Governor will include:

- regular meetings with the E-Safety Co-ordinator and Officer
- regular monitoring of E-Safety incident logs
- regular monitoring of filtering/change control logs
- reporting to Governing Board

### Headmaster and Senior Leaders

The Headmaster has a duty of care for ensuring the safety (including E-Safety) of members of the school community, though the day-to-day responsibility for E-Safety will be delegated to the Safeguarding Officer, E-Safety Co-ordinator and Officer.

The Headmaster and another member of the Senior Leadership Team will be aware of the procedures to be followed in the event of a serious E-Safety allegation being made against a member of staff (see flow chart on dealing with E-Safety).

The Headmaster and Senior Leaders are responsible for ensuring that the E-Safety Coordinator and Officer and other relevant staff receive suitable training to enable them to carry out their E-Safety roles and to train other colleagues, as relevant.

- The Headmaster and Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in the school who carry out the internal E-Safety monitoring role. This is to provide a safety net and support to those colleagues who take on important monitoring roles
- The Senior Leadership Team will receive regular monitoring reports from the E-Safety Co-ordinator and Officer

### **E-Safety Coordinator and Officer**

Chloe Wright (E-Safety Officer / DSL) has a day-to-day responsibility for E-Safety within the School. She:

- takes day to day responsibility for E-Safety issues and has a leading role in establishing and reviewing the School's E-Safety policies/documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an ESafety incident taking place
- provides training and advice for staff
- liaises with the Local Authority where appropriate
- liaises with School technical staff, receives reports of E-Safety incidents and creates a log of incidents to inform future E-Safety developments,
- meets regularly with E-Safety Governor to discuss current issues, review incident logs and filtering/change control logs
- reports to Senior Leadership Team
- Follows the Safeguarding Policy and passes on concerns to the Headmaster.

### **Network Manager/Technical Staff**

The Network Manager and IT Technical staff are responsible for ensuring:

- that the School's technical infrastructure is secure and is not open to misuse or malicious attack
- that the School meets required E-Safety technical requirements and any Local Authority E-Safety policy/guidance which may apply
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- the filtering policy (if it has one), is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- that they keep up to date with E-Safety technical information in order to effectively carry out their ESafety role and to inform and update others as relevant
- that the use of the network/internet/Virtual Learning Environment/remote access/email is regularly monitored in order that any misuse/attempted misuse can be reported to the Headmaster/Senior Leader/E-Safety Coordinator/Officer for investigation/action/sanction
- that monitoring software/systems are implemented kept up-to-date
- Follows the Safeguarding Policy and passes on concerns to the DSL

### **Teaching and Support Staff**

All other staff are responsible for ensuring that:

- they have an up-to-date awareness of E-Safety matters and of the current School E-Safety policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy/Agreement (AUP)
- they report any suspected misuse or problem to the Headmaster/Senior Leader/E-Safety Coordinator/Officer for investigation/action/sanction

- all digital communications with students/parents/carers should be on a professional level and only carried out using official School systems
- E-Safety issues are embedded in all aspects of the curriculum and other activities
- students understand and follow the E-Safety and acceptable use policies
- students 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
- in lessons where internet use is pre-planned students 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
- Follows the Safeguarding Policy and passes on concerns to the DSL

### **Child Protection/Safeguarding Designated Person/Officer / DSL**

The School Child Protection/Safeguarding Designated Officer is C Wright (Assistant Head) and is trained in E-Safety issues and aware of the potential for serious child protection/safeguarding issues to arise from:

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

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

### **Students / Learners**

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

### **Parents/Carers**

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Parents/carers will be encouraged to support the school in promoting good E-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 records
- their children's personal devices in the school (where this is allowed)

## **Policy Statements**

### **Education - Students**

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students 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.

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

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

### **Education – Parents/Carers**

Many parents/carers have only a limited understanding of 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 behaviours. Parents can underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

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

- Curriculum activities
- Year 7 Information Evening presentation
- Letters, newsletters, web site
- High profile events/campaigns eg Safer Internet Day
- Reference to the relevant web sites/publications

### **Education & Training – Staff**

It is essential that all staff are aware of E-Safety and understand their responsibilities, as outlined in this policy:

- All new staff should receive E-Safety policies as part of their induction programme, ensuring that they fully understand the School's E-Safety policy and Acceptable Use Agreements

- The E-Safety Coordinator/Officer will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations
- This E-Safety policy and its updates will be presented to staff in staff/team meetings/INSET days
- The E-Safety Coordinator/Officer will provide advice/guidance/training to individuals as required

### **Technical – Infrastructure/Equipment, Filtering & Monitoring**

The school is responsible for ensuring that the school's infrastructure/network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will ensure that the relevant people named in the previous sections will be effective in carrying out their E-Safety responsibilities

- School technical systems will be managed in ways that ensure that the establishment meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of School technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to School technical systems and devices
- All users will be provided with a username and secure password by Mr Dave Smith, Director of IT, who will keep an up-to-date record of users and their usernames. Users are responsible for the security of their username and password
- The "master/administrator" passwords for the School ICT system used by the Network Manager must also be available to the Headmaster or other nominated Senior Leader and kept in a secure place
- Mr Smith is responsible for ensuring that software licence logs are accurate and up-to-date and that regular checks are made to reconcile the number of licences purchased against the number of software installations

Internet access is filtered for all users, and we use the Smoothwall monitoring system to monitor internet use across the school. 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 filtering system cannot, however, provide a 100% guarantee that it will do so, because the content on the web changes dynamically and new technologies are constantly being developed. It is important, therefore, to understand that filtering is only one element in a larger strategy for online safety and acceptable use.

- The school has provided enhanced/differentiated user-level filtering (allowing different filtering levels for different ages/stages and different groups of users – staff/students etc)
- School technical staff regularly monitor and record the activity of users on the technical systems and users are made aware of this in the Acceptable Use Agreement
- An appropriate system is in place for users to report any actual/potential technical incident/security breach to the relevant person
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, workstations, mobile devices etc from accidental or malicious attempts which might threaten the security of the School systems and data. These are tested regularly. The School infrastructure and individual workstations are protected by up-to-date virus software
- A policy is in place for the provision of temporary access of "guests" (eg trainee teachers, supply teachers, visitors) onto the school's systems
- A policy is in place regarding the extent of personal use that users (staff/students/community users) and their family members are allowed on the school devices that may be used out of the School
- A policy is in place that prevents staff from downloading executable files and installing programmes on School devices
- A policy is in place regarding the use of removable media (eg memory sticks/CDs/DVDs) by users on the school devices. Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured

## Use of Digital and Video Images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and students need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees.

The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate students 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 and volunteers are allowed to take digital/video images to support educational aims, but must follow School policies concerning the sharing, distribution and publication of those images. Those images should only be taken on School equipment, the personal equipment of staff should not be used for such purposes
- Care should be taken when taking digital/video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute
- Students must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images

## Home Learning

Thomas Telford School is committed to providing a safe environment for online learning. This commitment remains the same in the difficult circumstances brought about by the COVID-19 outbreak.

During any period of Guided Home Learning our expectations of staff and pupils also remain the same, and the principles and practices of the School's *Safeguarding and Child Protection Policy* and *E-Safety Policy*, staff Code of Conduct and *Acceptable Use Agreements* for staff and pupils will continue to apply, both to existing and any new online and distance learning arrangements introduced. Staff and pupils must review these policies and ensure that they always adhere to them.

Given any changes in circumstances to everyday teaching and learning practices, the following guidelines will also apply:

### Providing a safe system

- Where the site remains open, the school will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the School's IT systems or recommended resources.
- For the purposes of guided home learning, the primary platforms used across the school network are:
  - Microsoft Teams
  - Sparx
  - Languagenut
  - Kaboodle
  - Everlearner

The school has central oversight of and can monitor activity and communications through these platforms. The platforms are restricted to School users only and permissioned accordingly. Other platforms may be used at times for specific purposes. The online safety implications of any platform are carefully considered before use.

- The school network both have technical support dedicated to maintaining a safe and operational online environment.



- The School's Designated Safeguarding Lead (DSL) and E-Safety Officer has day to day responsibility for online safety and will maintain an active oversight of the management of guided home learning from a safeguarding perspective. Procedures will be kept under review and action will be taken swiftly if concerns about the use of technologies arise.
- The school will keep in regular contact with parents, updating them as appropriate with information on how the School is providing guided home learning, how they can keep their children safe online, and any new developments.

### **Guided home learning**

There is a wide range of formats for guided home learning through our online portal, including:

- Posting activities for students at regular intervals, with student responses
- Directing students to web-based resources and activities they can engage with on or offline.

Teachers will provide a variety of learning experiences within a lesson, across the school day/week and through a scheme of work.

### **Protocols for staff in relation to guided home learning:**

- Only use School approved platforms; do not use social media in communicating with students
- Reinforce online safety messages regularly in your teaching
- Bear in mind the current circumstances and how they are affecting students and families when setting expectations
- Consider online safety when sharing resources – vet websites and videos/apps/software carefully and bear in mind that the home environment will not have the same content filtering systems as at the school. If introducing new apps and resources, ensure these meet GDPR requirements. Contact your line manager / network manager for further guidance.
- If concerned about online safety/resources, check with IT support/digital leader
- Ensure that passwords and secure information – such as logins for Bromcom – are kept confidential
- Adhere to copyright and GDPR guidelines
- Continue to look out for signs that a student may be at risk – which may differ from typical triggers in the school environment. Report any concerns to the DSL without delay in the usual way
- Do not provide students or parents with personal contact details – email, home or mobile numbers, details of web-based identities etc.
- Do not arrange to meet students or ask them to deliver work to your home
- Remain professional and objective in all email and other forms of correspondence

### **Reporting an issue for staff:**

- Any child protection or safeguarding concern must be reported to the DSL without delay
- Concerns about the safety of procedures, behaviours or use of technology should be referred to the DSL
- Routine queries about the use of apps or online materials should be addressed to your line manager or IT support depending on the nature of the issue
- UKSICs Professionals Online Safety Helpline is a good source of external advice

### **Protocols for students in relation to guided home learning:**

- Always log on through your school account and use your School email for School business
- Do not make recordings, take screenshots/screengrabs or photographs, or store footage of teachers or other students
- If you have concerns about online safety, or if you feel you are being bullied, talk to someone you trust

### **Reporting an issue for students:**

- Speak to a trusted adult
- Email your tutor
- Contact Childline 0800 1111 or CEOP

### **The role of parents**

- It is the responsibility of parents to ensure that pupils are monitored in their use of technology for guided home learning as they would ordinarily do when their children are using technology at home. Monitoring screen time is particularly important in the current circumstances
- While students are working from home, they are connected to their home broadband so their traffic doesn't go through the school firewall – parents will therefore need to ensure that age-appropriate filtering or safe search is enabled at home. Information on setting this up can be found at: <https://saferinternet.org.uk/> and here: <https://www.internetmatters.org/parental-controls/>
- Communication during online learning is between student and teacher: parents should communicate with School/staff in the usual manner, via School email or telephone during a period of guided home learning
- Any parent wishing to supplement the school's guided home learning with support from online companies or individual tutors should be mindful of the importance of using reputable organisations or individuals who can provide evidence that they are safe and can be trusted to have access to children – further information can be found in the sources of support below
- Social media, networking apps and gaming platforms are particularly popular at the moment. Parents are advised to be mindful of age restrictions and to oversee their child's social media activity
- The school will update parents regularly on online safety matters. Parents are requested to heed the school's advice and contact the School if they have concerns or encounter risk online.

### **Reporting an issue for parents:**

- Contact the DSL for any safeguarding or child protection or online safety concern
- Email the School – [Cwright@ttsonline.net](mailto:Cwright@ttsonline.net)
- You can also report an incident to CEOP <https://www.ceop.police.uk/Safety-Centre/Should-I-make-a-report-to-CEOP-YP/Should-I-make-a-report-to-CEOP-concerned-adult/> or Report Harmful Content <https://reportharmfulcontent.com/>
- Contact your child's tutor in the usual way for routine queries about guided home learning
- See the sources of support and advice below

### **Cybercrime**

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer) Children with skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime. If there are concerns about a child in this area, the designated safeguarding lead (or a deputy), will consider referring into the Cyber Choices programme. Our school will meet the required DfE Cyber security standards for schools.

### **Sources of support and advice:**

UK Safer Internet Centre <https://www.saferinternet.org.uk/> - includes a range of activities for children of different ages

CEOP / Thinkuknow <https://www.thinkuknow.co.uk/> - includes a range of home activity packs

National Online Safety <https://nationalonlinesafety.com/> - Good guides for parents and staff

Parent Info <https://parentinfo.org/> - specifically aimed at parents

Internet Matters <https://www.internetmatters.org/> - specifically aimed at parents

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

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and students will therefore use only the School email service to communicate with others when in the School, or on School systems (eg by remote access)
- Users must immediately report to the nominated person – in accordance with the School policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication
- Any digital communication between staff and students or parents/carers (email, chat, 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 social media must not be used for these communications
- Students should be taught about E-Safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

## Appendices

### Staff - Acceptable Use Policy Agreement

*The aim of this policy is to provide clarification to staff on the use of emerging technologies so that a teacher's professional position is not compromised. It should be read in conjunction with the Child Protection Policy which offers further guidance on safeguarding issues.*

I understand that I must use the School ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students 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 E-Safety in my work with young people.

For my professional and personal safety:

- I understand that the School will monitor my use of the ICT systems, email and other digital communications
- I understand that the rules set out in this agreement also apply to use of the School ICT systems (eg laptops, email, VLE etc) out of the School, and to the transfer of personal data (digital or paper based) out of the School
- I understand that the School ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person
- I will not communicate with students through social networking sites such as Facebook or on Twitter. I will not under any circumstances accept friend requests from a person who I believe to be either a parent/carer or a student at the School. I am responsible for ensuring that privacy settings are enabled, and that private content is not available to students. If I require support with this the IT staff will help me
- I will not issue my mobile phone number to students or ask for students' mobile phone numbers or keep a record of student mobile phone numbers for reasons other than official School business eg speaking to parents

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

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the School's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so.
- I will not use chat and social networking sites in the School in accordance with the School Policy
- I will only communicate with students and parents/carers using official School systems. Any such communication will be professional in tone and manner and any protracted communication will be referred to my line manager
- I will not engage in any on-line activity that may compromise my professional responsibilities

The School has 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 etc) in the School, I will follow the rules set out in this agreement, in the same way as if I was using School equipment. I will also follow any additional rules set by the School about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses
- I will not use personal email addresses on the School ICT systems
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programs)
- 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 programs 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 programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings, unless this is allowed in School policies
- I will not disable or cause any damage to School equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Personal Data Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage
- I understand that data protection policy requires that any staff or student 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 the School, but also applies to my use of School ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the School
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

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

## **Student - Acceptable Use Policy Agreement**

I understand that I must use School ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the School will monitor my use of the systems, devices and digital communications
- I will keep my username and password safe and secure – I will not share it, 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 be aware of "stranger danger", when I am communicating on-line
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the School systems and devices are intended for educational use and that I will not use them for personal or recreational use
- I will not try 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 use the School systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube)

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images of anyone without their permission

I recognise that the School has a responsibility to maintain the security and integrity of the technology it offers me and to ensure its smooth running:

- I will only use my own personal devices (mobile phones/USB devices etc) in the School if I have permission. I understand that, if I do use my own devices in the School, I will follow the rules set out in this agreement, in the same way as if I was using School equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I 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 immediately report any damage or faults involving equipment or software, however this may have happened
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, 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 not install or attempt to install or store programs of any type on any School device, nor will I try to alter computer settings
- I will not use social media sites

When using the internet, I recognise that:

- I should 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 try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

Use of Artificial Intelligence:

- I understand that I must reference the use of Artificial Intelligence in any assessments I undertake.
- I understand that passing work generated by Artificial Intelligence as my own and without reference is classed as plagiarism.

I understand that I am responsible for my actions, both in and out of the School:

- I understand that the School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of School and where they involve my membership of the School community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the School network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

### **Illegal Incidents**

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



## Other Incidents

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)

Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:

- Internal response or discipline procedures
- Involvement by Local Authority or national/local organisation (as relevant)
- Police involvement and/or action

If content being reviewed includes images of child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:

- incidents of 'grooming' behaviour
- the sending of obscene materials to a child
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials
- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation

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

## **Online Safety Education Programme**

While regulation and technical solutions are particularly important, their use must be balanced by educating learners to take a responsible approach. The education of learners in online safety is therefore an essential part of the school's online safety provision. Learners need the help and support of the school to recognise and avoid online safety risks and develop their resilience.

The 2021 Ofsted "Review of Sexual Abuse in Schools and Colleges" highlighted the need for: "a carefully sequenced RSHE curriculum, based on the Department for Education's (DfE's) statutory guidance, that specifically includes sexual harassment and sexual violence, including online. This should include time for open discussion of topics that children and young people tell us they find particularly difficult, such as consent and the sending of 'nudes'.

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

A planned online safety curriculum for all year groups matched against a nationally agreed framework e.g. Education for a Connected Work Framework by UKCIS/DCMS and regularly taught in a variety of contexts.

- Lessons are matched to need; are age-related and build on prior learning

- Lessons are context-relevant with agreed objectives leading to clear and evidenced outcomes
- Learner need and progress are addressed through effective planning and assessment
- Digital competency is planned and effectively threaded through the appropriate digital pillars in other curriculum areas e.g. PHSE; SRE; Literacy etc
- Incorporates/makes use of relevant national initiatives and opportunities e.g. Safer Internet Day and Anti-bullying week
- The programme will be accessible to learners at different ages and abilities such as those with additional learning needs or those with English as an additional language.
- learners should be helped to understand the need for the learner acceptable use agreement and encouraged to adopt safe and responsible use both within and outside the School
- Staff should act as good role models in their use of digital technologies the internet and mobile devices
- in lessons where internet use is pre-planned, it is best practice that learners should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- where learners are allowed to freely search the internet, staff should be vigilant in supervising the learners and monitoring the content of the websites the young people visit
- It is accepted that from time to time, for good educational reasons, students may need to research topics, (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff should be able to request the temporary removal of those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.
- The online safety education programme should be relevant and up to date to ensure the quality of learning and outcomes.

## Staff/volunteers

The DfE guidance “Keeping Children Safe in Education” states:

“All staff should receive appropriate safeguarding and child protection training (including online safety) at induction. The training should be regularly updated. In addition, all staff should receive safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins, and staff meetings), as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.” “Governing bodies and proprietors should ensure... that safeguarding training for staff, including online safety training, is integrated, aligned and considered as part of the whole school or college safeguarding approach and wider staff training and curriculum planning.” All staff will receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- Planned programme of formal online safety and data protection training will be made available to all staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly.
- Training will be an integral part of the school’s annual safeguarding and data protection training for all staff
- New staff will receive online safety training as part of their induction programme, ensuring that they fully understand the school online safety policy and acceptable use agreements. It includes explicit reference to classroom management, professional conduct, online reputation and the need to model positive online behaviours
- E-Safety Lead and Designated Safeguarding Lead (or other nominated person) will receive regular updates through attendance at external training events, (e.g. UKSIC / SWGfL / MAT

/ LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations

- The E-Safety Policy and its updates will be presented to and discussed by staff in staff/team meetings/INSET days
- The E-Safety Lead (or other nominated person) will provide advice/guidance/training to individuals as required.

## **Contribution of Learners**

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

- Mechanisms to canvass learner feedback and opinion.
- Learners contribute to the online safety education programme e.g. peer education, digital leaders leading lessons for younger learners, online safety campaigns
- learners designing/updating acceptable use agreements
- Contributing to online safety events with the wider School community e.g. parents' evenings, family learning programmes etc.