

Charlestown Primary School



Online Safety Policy September 2022

**Approved by: Full
Governing Body**

Date: September 2022

Last reviewed on:

September 2020

Next review due by:

September 2024, or earlier if required

Charlestown Community Primary School

Online Safety Policy

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Schedule for Development/Monitoring/Review

This Online Safety policy was approved by the Governing Body:	<i>September 2022</i>
The implementation of this Online Safety policy will be monitored by the:	<i>Digital Lead (who is the Online Safety Lead and Computing Subject Lead)</i>
Monitoring will take place at regular intervals:	<i>Termly</i>
The Governing Body will receive a report on the implementation of the eSafety Policy (which will include anonymous details of online safety incidents) at regular intervals:	<i>Termly</i>
The eSafety 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 online safety or incidents that have taken place. The next anticipated review date will be:	<i>September 2024</i>
Should serious online safety incidents take place, the following external persons/agencies should be informed:	<i>LA Safeguarding Officer, Children's Services, LADO, Police</i>

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)/filtering
- Internal monitoring data for network activity
- Surveys/questionnaires of:
 - o pupils
 - o parents/carers
 - o staff

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 digital technology systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Head teachers/Principals to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying or other Online Safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

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.

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within the school:

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 Governors receiving regular information about online safety incidents and monitoring reports. The Safeguarding Governor will include Online Safety into their role and will include:

- regular meetings with the Digital Lead
- regular monitoring of online safety incident logs
- regular monitoring of filtering/change control logs
- reporting to relevant Governor's meeting

Head teacher

- The Head teacher, Mrs Allison Collis, has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety will be delegated to the Digital Lead.
- The Head teacher and the Digital Lead, as well as at least another member of the Senior Leadership or Safeguarding Team should be aware of the procedures to be following in the event of a serious online safety allegation being made against a member of staff. (See flow chart on dealing with online safety incidents below, in the section, "Responding to incidents of misuse".)
- The Head teacher and Senior Leaders are responsible for ensuring that the Digital Leader and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.

- The Head teacher and 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 will receive regular monitoring reports from the Digital Leader.

Online Safety Leads

- The Online Safety leads are the Digital Lead, Mr Paul Higginbotham and the Safeguarding Lead, Ms Sharon Peters.
- Take day to day responsibility for online safety issues and have a leading role in establishing and reviewing the school online safety policies/documents.
- Ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- Provide training and advice for all staff.
- Liaise with the Local Authority and/or relevant body.
- Liaise with school technical staff.
- Receive reports of online safety incidents and create a log of incidents to inform future online safety developments.
- Meet regularly with Safeguarding Governor to discuss current issues, review incident logs and filtering/change control logs.
- Attend relevant meetings/committees of Governors.

Incidents will be dealt with by the school Safeguarding Lead (Ms. S. Peters, Deputy Head) in conjunction with the Digital Lead (Mr. P. Higginbotham).

Network Manager/Technical staff

The Network Manager, Mr Craig Barnes, is 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 online safety technical requirements and any Government or Local Authority Online Safety Policy/Guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed.
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant.
- that the use of the network/internet/remote access (remote access is only available to the Network Manager) are regularly monitored in order that any misuse/attempted misuse can be reported to the Head teacher, Safeguarding lead (Ms. S. Peters) or Digital Lead (Mr. P. Higginbotham) for investigation/action/sanction.
- email is monitored, within the confines of DPA 2018 legislation and subject to scrutiny, if necessary.
- that monitoring software/systems are implemented and updated regularly.
- that the Veyon Master software for laptops is installed and configured on the shared teacher laptop associated with the children's laptops and the Apple Classroom app, used for monitoring iPads in lessons, is installed and configured correctly on

Teacher/TA iPads.

Teaching and Support Staff

All 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 Staff Acceptable Use Policy.
- they are aware of children who have and have not signed the Student Acceptable Use Policy. These need to be signed by children on Admission or each year in September.
- they report any suspected misuse or problem to the Head teacher, Digital Lead or Safeguarding Lead for investigation/action/sanction.
- all digital communications with pupils/parents/carers should be on a professional level and only carried out using official school systems. Preferably via email, but this may be done via the School Social Media accounts, where permission is granted by the Head Teacher/Digital Lead. No pupil should be contacted through Social Media accounts, and any child found to have a Social Media account should be reported to the Digital Lead and the relevant Social Media platform.
- Online safety issues are embedded in **all** aspects of the curriculum and other activities, and how to stay safe online is taught during online safety class assemblies using Project Evolve resources, which are timetabled to take place weekly in Year 1 to 6. Online Safety is discussed in age-appropriate ways in the EYFS, where books are used in Nursery, and books and Project Evolve resources are used in Reception.
- that the pupils in their class have understood the Online Safety Policy and signed an Acceptable Use Policy for their Key Stage, each September or upon Admission to the School.
- pupils have a good understanding of research skills (using the agreed websites) and are aware of 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. This should be done using the Veyon Master software for laptops and the Apple Classroom app when using iPads.
- in lessons where internet use is pre-planned, pupils should be guided to websites which have been checked as suitable for their use. This should be through providing direct links to the websites required. This can be done by providing website addresses, QR Codes for iPads, the use of the Class Shared Files Server on laptops or Google Classroom/SeeSaw class folders. Children should only use the search engine 'KidzSearch', a safe Google search, which is on all children's iPads and Laptops in school. Staff also need to ensure that processes are in place for dealing with any unsuitable material that is found in internet searches. Teaching Staff should model the use of 'KidzSearch' as part of their teaching practice.

Designated Safeguarding Lead

The DSL, Ms Sharon Peters, 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
- online-bullying

It is vital that the Safeguarding Lead is aware that the above are safeguarding issues, not technical issues, but technology provides additional means for safeguarding issues to develop.

Pupils

All children at Charlestown need to:

- be responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Agreement, which are signed annually each September or on Admission to the school.
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking/use of images and on online bullying.
- understand the importance of adopting good online practice when using digital technologies out of school and realise that the Online Safety Policy covers their actions out of school, if related to their membership of the school.

Parents/Carers

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, the school website, and the school's Social Media platforms. Parents are encouraged to talk to the Digital Lead to discuss any Online Safety issues when necessary.

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
- their children's personal devices in the school (where this is allowed)

Community Users

Community Users who access school systems as part of the wider school provision will be expected to sign a Community User Acceptable Use Agreement before being provided with access to school systems.

Policy Statements

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 online safety/digital literacy is therefore an essential part of the school's Online Safety provision and Computing Curriculum. Children and young people need the help and support of the school to recognise and avoid online 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 curriculum should be provided in addition to their Computing learning, PSHE and other lessons and should be regularly revisited.
- Pupils should 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.
- 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.
- Pupils should be helped to understand the need for the Pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school.
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices.
- In lessons where internet use is pre-planned, it is best practice that 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, staff should be vigilant in monitoring the content of the websites the young people visit and children should only make use of recommended search engines (KidzSearch.com is used in school). This monitoring by staff should be through Veyon Master software or the Apple Classroom app.
- 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 can request that the Technical Staff (in liaison with the Digital Lead and wider SLT) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be logged on the Google Sheets document, shared with staff, which is auditable and shows clear reasons for the need for such sites to be unblocked.

Education – Parents/Carers

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

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

- Curriculum activities
- Letters and newsletters
- The school website
- Parents/Carers evenings
- Online Safety sessions
- High profile events/campaigns e.g. Safer Internet Day
- Reference to the relevant websites/publications, for example www.saferinternet.org.uk
www.childnet.com/parents-and-carers www.thinkuknow.co.uk www.ceop.police.uk

Education – The Wider Community

The school may provide opportunities for members of the community to gain from the school's online safety knowledge and experience. This may be offered through the following:

- Providing family learning courses in use of new digital technologies, digital literacy and online safety
- Online safety messages targeted towards grandparents and other relatives as well as parents
- The school website will provide online safety information for the wider community.

Education & Training – Staff/Volunteers

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy.

Training will be offered as follows:

- A planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly.
- All new staff should 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 is expected that some staff will identify online safety as a training need within the performance management process.
- The Digital Lead/Safeguarding Lead will receive regular updates through attendance at external training events (e.g. 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.
- The Digital Leader/Safeguarding Lead will provide advice/guidance/training to individuals as required.

Training – Governors

Governors should take part in online safety training/awareness sessions, with particular importance for those who are members of any subcommittee/group involved in technology/online safety/health and safety/safeguarding. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority/
National Governors

- Association/or other relevant organisation.
- Participation in school training/information sessions for staff or parents (this may include attendance at assemblies/eSafety lessons).

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 technical systems will be managed in ways that ensure that the school 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 pupils (in Key Stage Two) will be provided with a username by the Network Manager, who will keep an up-to-date record of users. Passwords will be generic for Year 3 and Year 4 children. Year 5 and 6 children will create their own passwords, which will be kept securely (in line with DPA, 2018) locked away in classrooms and will only be available when logging onto a computer.
- All users are responsible for the security of their username and password and will be required to change their password frequently. For children, this is annually and for staff this is every 90 days, and these passwords must be compliant with 3 of the 4 rules below:
 - lower case letters
 - upper case letters
 - numbers
 - special characters
- The “master/administrator” passwords for the school ICT systems, used by the Network Manager (or other person working on the System) must also be available to the Head teacher and Digital Lead or nominated senior leader and kept in a secure place (e.g., school safe and in the disaster recovery folder).
- The Network Manager 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. Illegal content (including 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. There is a clear process in place to deal with requests for filtering changes.
- Internet filtering/monitoring should ensure that children are safe from terrorist and extremist material when accessing the internet.
- School technical staff regularly monitor and record the activity of users on the school 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, as agreed). This will be reported to the Network Manager and the Digital Lead, as well as the Designated Safeguarding Lead, Ms. S. Peters (Deputy Head Teacher) if appropriate.

- 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.
- All staff users of iPads and laptops or computers are reminded to regularly check their devices for software updates, to maintain the devices integrity.
- An agreed policy is in place for the provision of temporary access of “guests” (e.g., trainee teachers, supply teachers, visitors) onto the school systems. The Network Manager will provide temporary ‘Supply’ logins after clearing this with the Digital Lead, Head teacher, Deputy Head/s or School Business Manager. All of these login details will be surrendered back to the school when the user leaves, and users will not be granted access to the system, without appropriate checks (DBS and Safeguarding) being complete.
- Removable media, such as USB memory sticks, CDs or DVDs, must be encrypted, in line with DPA, 2018. Personal data cannot be sent over the internet (except where using the Egress email system or by using the secure function of Gmail) or taken off the school site unless safely encrypted or otherwise secured in line with the Data Protection Act, 2018.
- Personal USBs are not allowed to be used on school owned devices by visitors or staff, as they can easily carry viruses which could attack the school system.
- The only USB devices which are permitted to be used in school computers, are the encrypted, school issued USBs. If school staff, or governors wish to use a USB, they must request one from the Network Manager and/or Digital Lead.

Mobile Technologies:

Mobile technology devices may be school owned/provided (staff should not use their own devices, in line with the Safeguarding Policy) and might include: smartphone, tablet, notebook/laptop or other technology that usually has the capability of utilising the school’s wireless network. The device then has access to the wider internet which may include the school’s learning platform (SeeSaw and Google Classroom) and other cloud-based services such as email, data storage (through Google Drive) and the GSuite of apps.

Staff should not use their own personal devices in school in line with the school’s Safeguarding Policy, the only reasons for that devices can be used is for school email, which we control via our email management system.

All users should understand that the primary purpose of the use of mobile devices in a school context is educational. Mobile technologies should be consistent (iPads, Desktop Computers and Laptops) with and interrelated to other relevant school policies including but not limited to the Safeguarding Policy, Behaviour Policy, Bullying Policy, Acceptable Use Policies, and policies around theft or malicious damage. Teaching about the safe and appropriate use of mobile technologies should be an integral part of the school’s eSafety education programme.

The school Acceptable Use Agreements for staff, pupils and parents/carers will give consideration to the use of mobile technologies.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to teaching and learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils 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 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 e.g. on social networking sites.
- Permission from parents or carers is obtained before photographs of students/pupils are published on the school website/social media/local press, as part of the school's Privacy Policy.
- 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 events for their own personal use (as such use is not covered by the Data Protection Act, 2018). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites (except the School Social Media accounts of Facebook, Twitter and YouTube), nor should parents/carers comment on any activities involving other pupils in the digital/video images. Staff at such events will remind parents/carers of this need to only take images and videos of their own child/ren and to not post these on social media.
- 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, in any circumstances.
- 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.
- Pupils must not take, use, share, publish or distribute images of others without their permission, as seen under the Privacy Policy.
- Photographs published on the website, School Social Media accounts, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images, and the Privacy Notices signed by parents/carers.
- Pupils' full names will not be used anywhere on a website or School Social Media accounts, particularly in association with photographs, all of which is in line with DPA, 2018.

Data Protection

Personal data will be recorded, processed, transferred, and made available according to the current data protection legislation. The school will ensure that:

- It has a Data Protection Policy.
- It has paid the appropriate fee to the Information Commissioner's Office (ICO).
- It has appointed a Data Protection Officer (DPO).
The DPO for Charlestown Community School is "Global Policing".
- 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.
- Data held must be accurate and up to date. Inaccuracies are corrected without unnecessary delay.
- The lawful basis for processing personal data (including, where relevant, consent) has been identified and documented and details provided in a Privacy Notice.
- Where special category data is processed, a lawful basis and a separate condition for processing have been identified.
- Data Protection Impact Assessments (DPIA) are carried out.
- It has clear and understood arrangements for access to and the security, storage, and transfer of personal data, including, where necessary, adequate contractual clauses or safeguards where personal data is passed to third parties e.g., cloud service providers.
- Procedures must be in place to deal with the individual rights of the data subject i.e. a Subject Access Requests to see all or a part of their personal data held by the data controller.
- There are clear and understood data retention policies and routines for the deletion and disposal of data.
- There is a policy for reporting, logging, managing, and recovering from an information risk incident which recognises the requirement to report relevant data breaches to the ICO within 72 hours of the breach, where feasible.
- Consideration has been given to the protection of personal data when accessed using any remote access solutions.
- All schools must have a Freedom of Information Policy which sets out how it will deal with FOI requests.
- All staff receive data handling awareness/data protection training and are made aware of their responsibilities.

Staff must ensure that they:

- At all times take care to ensure the safekeeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected/encrypted 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.
- Lock their computers when they leave the room, in line with DPA, 2018 regulations.

When personal data is stored on any portable computer system, memory 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 once it has been transferred or its use is complete.

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning.

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

- The official school email service (Google Mail) should be regarded as safe, and can be monitored in line with DPA, 2018. Users should be aware that email communications can be monitored. Staff should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access).
- If secure emails need to be sent, staff should use the Egress email system or the confidential mode of Gmail, to comply with DPA, 2018.
- Users must immediately report to the Digital Lead and/or Safeguarding Lead, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and pupils (through SeeSaw and/or Google Classrooms) or parents/carers (by email, School Spider or social media) 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.
- Whole class/group email addresses may be used at KS1, while students/pupils in Key Stage Two, will be provided with individual school email addresses for educational use, as part of Google Classroom. The Network Manager and/or the Digital Lead should be consulted prior to any activity of this nature.
- Pupils will be taught about online safety issues, such as the risks attached to the sharing of personal details. They will 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.

Social Media - Protecting Professional Identity

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

The school 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.

School staff should ensure that:

- No reference should be made in social media to 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 school or local authority

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

When using official school social media accounts (Facebook, Twitter and YouTube), there should be:

- Clear processes for the administration and monitoring of these accounts – involving at least two members of staff.
 - The Facebook account is managed by Mrs Collis and Mr Higginbotham
 - The Twitter accounts are managed by Mr Higginbotham, though these are used much less often. However, the Sports Twitter account is maintained and updated by Mr Aykroyd and Mr Garvey and overseen by Mrs Collis and Mr Higginbotham.
 - The YouTube account is managed by Mr Higginbotham and Mrs Collis.
- 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 school/academy disciplinary procedures.

Personal Use:

- Personal communications are those made via personal social media accounts. In all cases, where a personal account is used which associates itself with the school or impacts on the school, it must be made clear that the member of staff is not communicating on behalf of the school 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 school 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.

Monitoring of Public social media

- As part of active social media engagement, it is considered good practice to proactively monitor the Internet for public postings about the school.
- The school should effectively respond to social media comments made by others according to a defined policy or process and will seek advice from the Local Authority.

The school's use of social media for professional purposes will be checked regularly by the Head teacher and the Digital Lead to ensure compliance with the school policies.

Dealing with unsuitable/inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other technical systems. Other activities e.g. cyber-bullying will 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 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/or outside the school when using school equipment or systems.

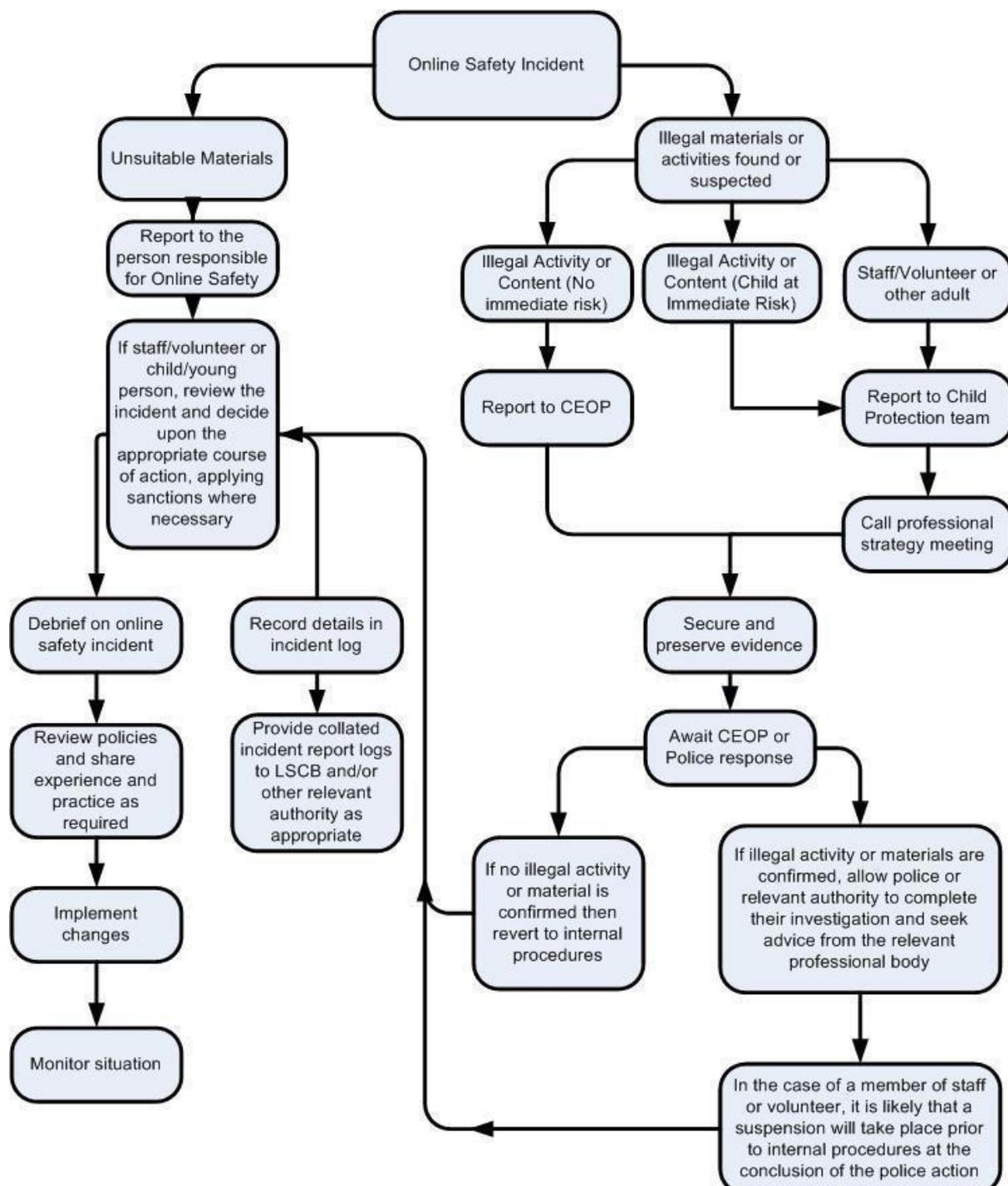
The school policy restricts usage as follows:

User Actions		Actions/Sanctions				
		1	2	3	4	5
Key: 1. Acceptable, 2. Acceptable and Certain Times, 3. Acceptable for Nominated Users, 4. Unacceptable, 5. Unacceptable and Illegal						
Users shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on, materials, remarks, proposals or comments that contain or relate to:	Child sexual abuse images: the making/production/distribution of indecent images of children, contrary to 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				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 i.e. purchasing items for school use			X			
File sharing (Google Drive)		X				
Use of social media i.e., School Facebook, Twitter and YouTube accounts		X				
Use of messaging apps			X			
Use of video broadcasting e.g. YouTube for educational purposes in lessons and only examples which have been pre checked to ensure suitability			X			

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe, secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities.

Illegal Incidents

If there is any suspicion that the website(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) for responding to online safety incidents and report immediately to the police.



Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff 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 school 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/Children's Services
 - 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
 - promotion of terrorism or extremism
 - 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 school for evidence and reference purposes.

School Actions & Sanctions

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

Students/Pupils Incidents	Actions/Sanctions
Key: 1. Refer to Class Teacher 2. Refer to Phase Leader / Digital Leader 3. Refer to Head Teacher 4. Refer to Police 5. Refer to Technical Staff for action (filtering/security etc.) 6. Inform Parents/Carers 7. Removal of Network/Internet Access Rights 8. Warning 9. Further Sanction (Detention/Exclusion)	

Students/Pupils Incidents	Actions/Sanctions	1	2	3	4	5	6	7	8	9
Key: 10. Refer to Class Teacher 11. Refer to Phase Leader / Digital Leader 12. Refer to Head Teacher 13. Refer to Police 14. Refer to Technical Staff for action (filtering/security etc.) 15. Inform Parents/Carers 16. Removal of Network/Internet Access Rights 17. Warning 18. Further Sanction (Detention/Exclusion)										
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable/ inappropriate activities).			X	X	X		X	X	X	
Unauthorised use of non-educational sites during lessons	X		X	X		X	X	X	X	X
Unauthorised/inappropriate use of mobile phone/digital camera/other mobile device	X		X	X		X	X	X	X	X
Unauthorised/inappropriate use of social media/messaging apps/personal email	X		X	X		X	X	X	X	X
Unauthorised downloading or uploading of files	X		X	X		X	X	X	X	X
Allowing others to access school network by sharing username and passwords	X		X	X		X	X	X	X	X
Attempting to access or accessing the school network, using another student's/pupil's account	X		X	X		X	X	X	X	X
Attempting to access or accessing the school network, using the account of a member of staff	X		X	X		X	X	X	X	X
Corrupting or destroying the data of other users (including on Google Classroom and/or SeeSaw)	X		X	X		X	X	X	X	X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X		X	X	X	X	X	X	X	X
Continued infringements of the above, following previous warnings or sanctions	X		X	X	X	X	X	X	X	X

Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	X		X	X		X	X	X	X	X
Using proxy sites or other means to subvert the school's filtering system	X		X	X		X	X	X	X	X
Accidentally accessing offensive or pornographic material and failing to report the incident	X		X	X		X	X	X	X	X
Deliberately accessing or trying to access offensive or pornographic material	X		X	X		X	X	X	X	X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	X		X	X		X	X	X	X	X

Staff Incidents	Actions/Sanctions								
	1	2	3	4	5	6	7	8	9
Key: 1. Refer to Line Manager 2. Refer to Head Teacher 3. Refer to DPO/ICO 4. Refer to Local Authority/HR 5. Refer to Police 6. Refer to Technical Staff for action (filtering/security etc.) 7. Warning 8. Suspension 9. Further Sanction (Detention/Exclusion)									
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable or inappropriate activities).		X		X	X				
Inappropriate personal use of internet, social media, personal email	X	X		X		X	X	X	X
Unauthorised downloading or uploading of files	X	X		X		X	X	X	X
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	X	X		X		X	X	X	X
Careless use of personal data e.g. holding or transferring data in an insecure manner	X	X	X	X		X	X	X	X
Deliberate actions to breach data protection or network security rules		X	X			X	X	X	X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X	X	X		X	X	X	X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X	X	X	X	X	X	X	X
Using personal email, social networking, instant messaging, text messaging to carrying out digital communications with students/pupils		X	X	X	X	X	X	X	X
Actions which could compromise the staff member's professional standing		X	X			X	X	X	X
Actions which could bring the school/academy into disrepute or breach the integrity of the ethos of the school/academy			X			X	X	X	X
Using proxy sites or other means to subvert the school's/academy's filtering system			X			X	X	X	X

Accidentally accessing offensive or pornographic material and failing to report the incident			X		X	X	X	X	X
Deliberately accessing or trying to access offensive or pornographic material			X		X	X	X	X	X
Breaching copyright or licensing regulations			X	X		X	X		
Continued infringements of the above, following previous warnings or sanctions			X	X		X		X	X

Appendix 1: Requests for Websites to be Unblocked

From September 2020, website unblocking requests will be made via this Google Sheet only.

This is the only way to have websites unblocked, as it is a simpler way to audit these requests and an archived copy of requests is kept and is accessible only by the Digital Lead and the Head teacher.

Staff should refer to the email from the Digital Lead in September 2020 for the Google Sheet document link.

Only staff members will be able to make such requests.

Website Unblock Request										
Name of Person Requesting	Post of Person Requesting	Date Submitted	Website to Unblock	Which users require this unblocking?	Why does this need unblocking?	Decision	Decision Made by	Date Decision Made	Actioned by CB	
			Please copy and paste the details	Please state	Please give details as to why this needs unblocking for those users.	Block / Unblock	PH / CB		Date (dd/mm/yyyy)	
Example	Example Post	01/09/2020	www.bbc.co.uk	All Staff	As this group will need it for the Staff Meeting on 8/9/2020 and thereafter.	Unblock	PH	02/09/2020	04/09/2020	

The form will be regularly checked by the Network Manager and the Digital Lead.