



Roade Primary School

Acceptable Use &

Online Safety Policy

(complete with guidance for all stakeholders).

Adapted from template by





Contents

Roade Primary School Online Safety Policy	
Policy Summary.....	3
Development / Monitoring / Review of this Policy	4
Schedule for Development / Monitoring / Review	4
Scope of the Policy	5
Roles and Responsibilities	5
Governors:.....	5
Headteacher and Senior Leaders:.....	6
Online Safety Coordinator:.....	6
Network Manager / Technical staff:.....	6
Teaching and Support Staff.....	7
Designated Safeguarding Leads	7
Pupils:	8
Parents and Carers	8
Community Users.....	9
Policy Statements.....	9
Education – Pupils	9
Education – Parents and Carers	10
Education – The Wider Community.....	10
Education & Training – Staff and Volunteers	10
Training – Governors	11
Technical – infrastructure, equipment, filtering and monitoring.....	11
Mobile Technologies (including BYOD).....	13
Use of digital and video images	13
Data Protection	14
Communications.....	16
Social Media - Protecting Professional Identity	17



Unsuitable / inappropriate activities.....	19
Responding to incidents of misuse	20
Illegal Incidents.....	20
Other Incidents	22
School Actions & Sanctions.....	23
Appendix	26



Policy Summary

This page is to serve as a summary of the most important aspects of this Acceptable Use Policy and how it will impact on day-to-day use of Computing devices at Roade Primary School.

Pupils	Staff	Visitors	Parents
<ul style="list-style-type: none"> • Use equipment and the network properly • Avoid websites/ programs that may damage the school network • Report any problems • Don't bring in technology that has not been approved in advance • Communicate responsibly with others 	<ul style="list-style-type: none"> • Teach children how to communicate responsibly online • Report any problems • Avoid using your phone in public areas • Consider how your internet use has an impact on the school • Protect yourself with how you use technologies • Treat personal data, including images of staff and pupils, with care 	<ul style="list-style-type: none"> • Report any problems • Do not use your phone in areas in school where children are present, unless granted permission • Protect yourself • Do not use any equipment that you have not been given permission to use 	<ul style="list-style-type: none"> • Report any problems • Monitor your child's use of online systems • Model responsible online communication • Avoid using your phone in areas in school where children are present

- Any incidents of misuse will be logged and reviewed by the SLT, Online Safety Coordinator and Network Manager. If there is a safeguarding concern please follow guidance in the Safeguarding policy and refer to the DSLs.
- There are clear rules for what technologies and activities are and are not allowed within the school, and how equipment within school should be used.
- There are clear procedures in place for dealing with incidents of inappropriate use of school technologies, misuse of the school's network services and infrastructure and use of technologies brought into the school.
- All users of technology should be aware for the benefits and risks of different technologies and services, and how to approach using them responsibly. This includes the use of social media affiliated with the school and for personal use.
- Parents should take an active role in monitoring their children's use of computing equipment at home and ask the school for guidance in keeping their child safe online.
- The school network will be routinely kept up to date with security features.
- All stakeholders of the school should understand the importance of and be committed to the facilitation of appropriate, safe use of Computing equipment and services.



Development / Monitoring / Review of this Policy

This Online Safety policy has been developed by a working group made up of:

- Senior Leaders
- Computing Curriculum Coordinator
- Staff – including Teachers, Support Staff, Technical staff
- Governors
- Parents and Carers
- Community users

Consultation with the whole school community has taken place through a range of formal and informal meetings.

Schedule for Development / Monitoring / Review

This Online Safety policy was approved by Governing Body in:	<i>September 2022</i>
The implementation of this Online Safety policy will be monitored by the:	<i>SLT, Online</i>
Monitoring will take place at regular intervals:	<i>Annually</i>
The Online Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	<i>Each September</i>
Should serious online safety incidents take place, the following external persons / agencies should be informed:	<i>Head teacher, LA Safeguarding Officer, 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
 - pupils
 - parents / carers
 - 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 ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Head teachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other 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 (see appendix for template policy). 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 and 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 updates about issues as they arise. A member of the Governing Body has taken on the role of Online Safety Governor. The role of the Online Safety Governor will include:

- meetings with the Head of Computing and / or Senior Leadership Team
- attendance at Governors meetings to report issues
- regular monitoring of online safety incident logs



Headteacher and Senior Leaders:

- The Headteacher 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 Head of Computing.
- The Headteacher and (at least) another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. (see flow chart on dealing with online safety incidents – included in a later section – “Responding to incidents of misuse” and relevant Local Authority disciplinary procedures).
- The Headteacher and Senior Leaders are responsible for ensuring that the Head of Computing, Online Safety Governor 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 Senior Leadership Team will receive monitoring reports from the Head of Computing.

Online Safety Coordinator:

- leads the Online Safety Governor and Network Manager
- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies.
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority or relevant body where appropriate
- liaises with school technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments,
- meets with Online Safety Governor to discuss current issues, review incident logs and filtering control logs when appropriate
- reports to Senior Leadership Team in light of events that have been reported

Network Manager / Technical staff:

The Network Manager and Head of Computing 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 Local Authority or other relevant body responsible for Online Safety Policy.



- 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 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 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, Learning Platform, remote and offline access and email is regularly monitored in order that any misuse can be reported to a Senior Leader or Head of Computing for investigation
- that monitoring software and systems are implemented and updated as agreed in school policies

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 (AUP)
- they report any suspected misuse or problem to a Senior Leader or Online Safety Coordinator for investigation
- all digital communications with pupils and parents or carers should be on a professional level *and only carried out using official school systems*
- online safety issues are embedded in all aspects of the curriculum and other activities
- students understand and follow the Online Safety Policy 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 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

Designated Safeguarding Leads

Should be trained in Online Safety issues and be aware of the potential for serious safeguarding issues to arise from:



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

The designated safeguarding leads will also be involved in decision making and reviewing incidents of misuse that are reported by pupils, staff, parents and other individuals.

Pupils:

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

Parents and Carers

Parents and Carers play a crucial role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website, social media and information about national and local online safety campaigns. 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 any school affiliated website and on-line pupil records
- their children's personal devices in the school (where this is allowed)



Community Users

Community Users who access school systems and Platforms as part of the wider school provision will be expected to sign a Community User AUP 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 is therefore an essential part of the school's online safety provision. 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 is provided as part of Computing and PSHE-C
- Key online safety messages should be reinforced as part of a planned programme of assemblies and pastoral activities
- Pupils should be taught in all lessons to be critically aware of the materials and content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.
- 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.



- It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, 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 and Carers

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring of the children's on-line 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, newsletters, web site, social media
- Parents evenings
- High profile events e.g. Safer Internet Day
- Reference to the relevant web sites and publications e.g. swgfl.org.uk www.saferinternet.org.uk/
<http://www.childnet.com/parents-and-carers>

Education – The Wider Community

The school will 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
- Supporting community groups (e.g. Early Years Settings, Childminders, voluntary groups) to enhance their Online Safety provision

Education & Training – Staff and Volunteers

It is essential that all staff receive safeguarding training and as part of this, online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:



- A planned programme of safeguarding training, policy review, induction for new staff will include 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 Head of Computing (or other nominated person) will receive regular updates through attendance at external training events (eg from SWGfL, LA) 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 meetings and INSET days.
- The Head of Computing (or other nominated person) will provide guidance and training to individuals as required.

Training – Governors

Wherever possible, governors should take part in online safety training sessions, with particular importance for those who are members of any group involved in online safety and safeguarding. This may be offered in a number of ways:

- Attendance at training provided the school, -inhouse or by the Local Authority, National Governors Association or other relevant organisation (e.g. SWGfL).
- Participation in school training sessions for staff or parents when available.

Technical – infrastructure, equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure and 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 users in KS2 will be provided with a username and password** by the ICT Technician 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 School may choose to use group or class log-ons and passwords for KS1 and below.
- The “administrator” passwords for the school ICT system, used by the Network Manager (and/or other person) must also be available to the *Headteacher* or other nominated senior leader and kept in a secure place
- The School Business Manager and 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 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 should ensure that children are safe from terrorist and extremist material when accessing the internet.**
- The school has provided differentiated user-level filtering (allowing different filtering levels for different groups of users – staff, pupils etc)
- 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 or security breach to the relevant person, as agreed).
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, 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.
- An agreed policy is in place for the provision of temporary access of “guests” (eg trainee teachers, supply teachers, visitors) onto the school systems.
- An agreed policy is in place regarding the extent of personal use that users (staff and pupils) and their family members are allowed on school devices that may be used out of school.
- An agreed policy is in place that forbids staff from downloading executable files and installing programmes on school devices without prior consent from a Senior Leader, Computing Leader or Technician.
- An agreed policy is in place regarding the use of removable media (eg memory sticks / CDs / DVDs) by users on school devices. **Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.**



Mobile Technologies (including BYOD)

Mobile technology devices may be school owned/provided or personally owned and might include: smartphone, tablet, 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 and other cloud based services such as email and data storage.

All users should understand that the primary purpose of personal devices in a school context is educational. The use of mobile technologies is consistent with and inter-related to other relevant school policies including but not limited to the Safeguarding Policy, Behaviour Policy, Bullying Policy, Acceptable Use Policy, 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 Online Safety education programme.

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

- The school allows:

	School Devices		Personal Devices		
	School owned and allocated to a single user (e.g. Teacher Laptop)	School owned for use by multiple users	Pupil owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	With parental consent	Yes	Yes
Full network access	Yes	Determined by login privileges.			Technician only
Internet only				Yes	
No network access			Yes		Yes

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents and 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.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website, social media or local press
- In accordance with guidance from the Information Commissioner's Office, parents and 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). To respect everyone's privacy and in some cases protection, these images should not be made publicly available on social networking sites, and parents and carers should be sensitive and positive if commenting on any activities involving other pupils in the digital images.
- Staff and volunteers are allowed to take digital images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. **Where possible images should only be taken on school equipment. The personal equipment of staff should be avoided for such purposes.** If a personal device is used, staff should ensure that these images are deleted completely from their device as soon as possible (including removal from recycle bins).
- Care should be taken when taking digital 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
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.

Data Protection

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

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate



- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

The school has a detailed General Data Handling Policy which outlines in detail how and why data is stored in the school.

Following this policy, the school must ensure that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing".
- It has a Data Protection Policy (see appendix for template policy)
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)
- Responsible persons are identified - Senior Information Risk Officer (SIRO) and Information Asset Owners (IAOs)
- Risk assessments are carried out
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a procedure for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties
- There are clear policies about the use of cloud storage which ensure that such data storage meets the requirements laid down by the Information Commissioner's Office.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.



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

- 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. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

Communication Technologies	Staff & other adults				Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to the school	Green						Green	
Use of mobile phones in lessons				Green				Green
Use of mobile phones in social time	Green							Green
Taking photos on mobile phones / cameras		Green						Green
Use of other mobile devices e.g. tablets, gaming devices		Green						Green
Use of personal email addresses in school, or on school network	Green				Green			
Use of school email for personal emails		Green						Green
Use of messaging apps		Green						Green
Use of social media		Green						Green
Use of blogs	Green					Green		

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 pupils should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access).
- Users must immediately report, to a 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 pupils or parents (email, social media, chat, blogs, VLE etc) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.
- Pupils should be taught about online 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.

Social Media - Protecting Professional Identity

All schools, academies 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, cyberbully, 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.

A more detailed Social Media Policy can be found as an appendix.

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 personal social media accounts to pupils, parents and 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 official school social media accounts are established, there should be:

- A process for approval by senior leaders
- Clear processes for the administration and monitoring of these accounts – involving at least two members of staff
- A code of behaviour for users of the accounts, including
- Systems for reporting and dealing with abuse and misuse
- Understanding of how incidents may be dealt with under school disciplinary procedures

Personal Use:

- Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with the 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
- The school permits reasonable and appropriate access to private social media sites

Monitoring of Public Social Media

- As part of active social media engagement, it is considered good practice to pro-actively monitor the Internet for public postings about the school
- The school should effectively and professionally respond to social media comments made by others according to a defined policy or process

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



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 would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school 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:

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



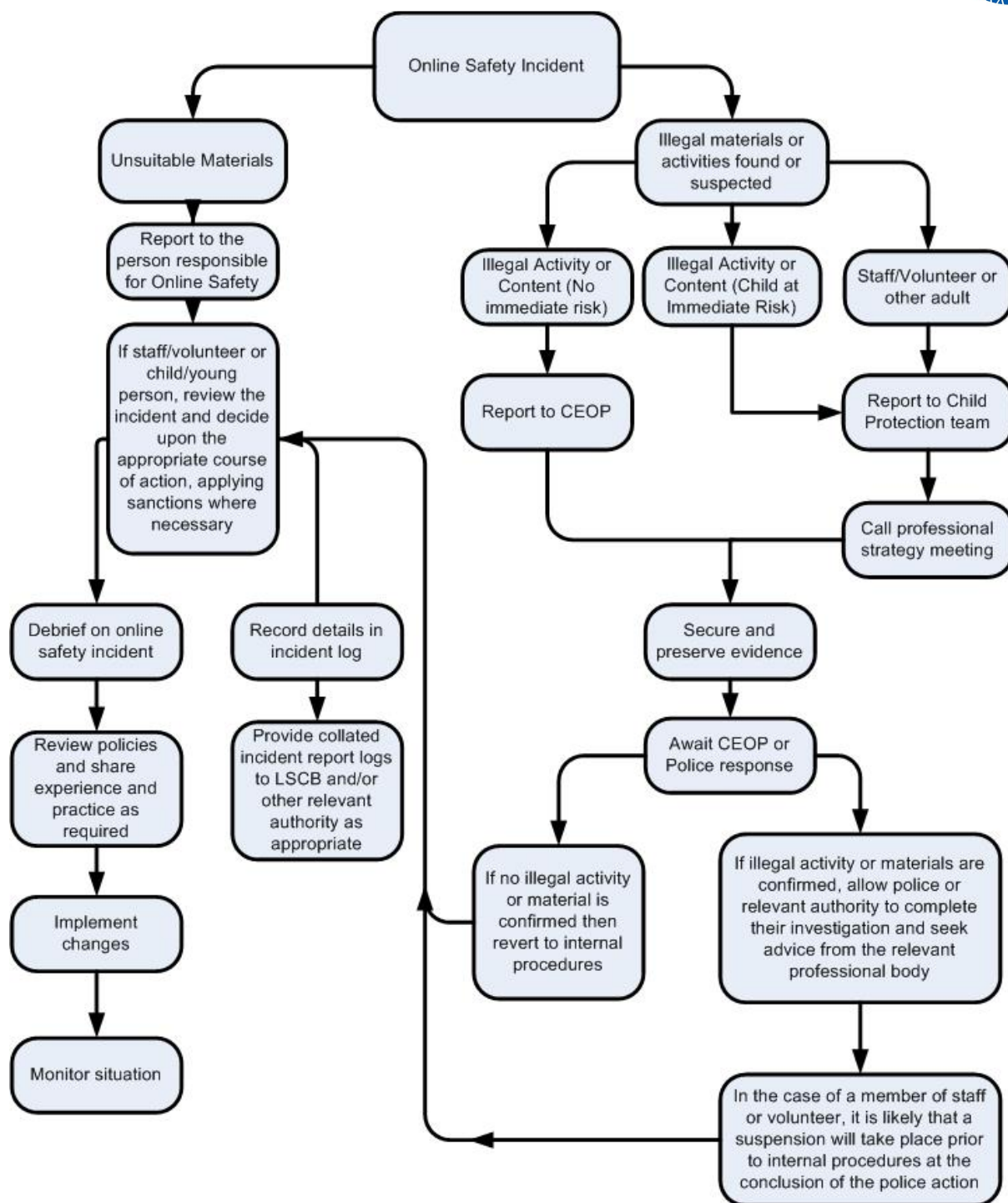
Using school systems to run a private business				X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy				X	
Infringing copyright				X	
Revealing or publicising confidential or proprietary information (eg financial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

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see “User Actions” above).

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

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 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
 - 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 group 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 procedures as follows:

Actions / Sanctions

Pupils Incidents	Refer to class teacher	Refer to Head of Key Stage	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc.	Inform parents / carers	Removal of network access rights	Warning	Further sanction eg 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			
Unauthorised use of non-educational sites during lessons	X	X				X			
Unauthorised / inappropriate use of mobile phone / digital camera / other mobile device		X	X			X		X	
Unauthorised / inappropriate use of social media / messaging apps / personal email		X	X			X		X	
Unauthorised downloading or uploading of files					X	X			
Allowing others to access school network by sharing username and passwords		X	X		X				



Attempting to access or accessing the school network, using another pupil's account	X				X				
Attempting to access or accessing the school network, using the account of a member of staff	X				X	X		X	
Corrupting or destroying the data of other users	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	
Continued infringements of the above, following previous warnings or sanctions			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	
Using proxy sites or other means to subvert the school's filtering system			X		X	X	X	X	
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X			X	X			
Deliberately accessing or trying to access offensive or pornographic material			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

Actions / Sanctions

Staff Incidents

	Refer to line manager	Refer to Headteacher	Refer to Local Authority	Refer to Police	Refer to Technical Support Staff for action re filtering etc.	Warning	Suspension	Disciplinary action
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



Inappropriate personal use of the internet / social media / personal email	X				X			
Unauthorised downloading or uploading of files	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			
Careless use of personal data e.g. holding or transferring data in an insecure manner	X	X				X		
Deliberate actions to breach data protection or network security rules		X				X		
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X				X		
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X	X			X	X	
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with pupils		X	X	X		X		
Actions which could compromise the staff member's professional standing		X	X			X		
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X				X		
Using proxy sites or other means to subvert the school's filtering system		X			X	X		
Accidentally accessing offensive or pornographic material and failing to report the incident		X			X			
Deliberately accessing or trying to access offensive or pornographic material		X	X	X	X	X		
Breaching copyright or licensing regulations					X	X		
Continued infringements of the above, following previous warnings or sanctions		X	X				X	X



Appendix

The following of a list of separate policies pertaining to the main Online Safety Policy:

Glossary of terms / acronyms

More detailed procedures for:

- Social media use
- Mobile Technologies

Specific acceptable use procedures for:

- Parents / carers
- KS1 & EYFS children
- KS2 children
- Staff Volunteers
- Community users

Example logging forms for:

- A report of network/device misuse
- Identifying areas for training

'Responding to incidents of misuse' flowchart

Permission form for:

- School use of digital images
- Pupils' use of cloud-based systems
- School use of biometric systems

Related Government Legislation related to policies

Useful links for further guidance