E-safety Policy

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Approved and Adopted by:	LHA LGB
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1. Policy Aims

- This E-safety Policy has been written by Lace Hill Academy involving staff, pupils and parents/carers, with specialist advice and input as required.
- It takes into account the DfE statutory guidance Keeping Children Safe in Education 2023 and the Statutory Framework for the Early Years Foundation Stage 2023.

- The purpose of this E-safety Policy is to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

The 4 key categories of risk

Lace Hill Academy identifies that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism;
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes;
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

2. Policy Scope

- We believe that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm online.
- We identify that the internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life.

- We believe that pupils should be empowered to build resilience and to develop strategies to manage and respond to risk online.
- This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the school (collectively referred to as ‘staff‘ in this policy) as well as pupils and parents/carers.
- This policy applies to all access to the internet and use of technology, including personal devices, or where pupils, staff or other individuals have been provided with school issued devices for use off-site, such as a work laptops, tablets or mobile phones.

2.2 Links with other policies and practices

- This policy links with a number of other policies, practices and action plans including:
  1. Code of conduct Policy
  2. Behaviour Policy
  3. Child Protection Policy
     - Data Protection Policy
  4. Curriculum policies, such as: Personal Social and Health Education (PSHE), Citizenship and Sex and Relationships Education (SRE)
  5. Complaints procedure

3. Legislation and guidance

This policy is based on the Department for Education’s (DfE’s) statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on:

> Teaching online safety in schools

> Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff

> Relationships and sex education

> Searching, screening and confiscation

- It also refers to the DfE’s guidance on protecting children from radicalisation.
- It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils’ electronic devices where they believe there is a ‘good reason’ to do so.

- The policy also takes into account the National Curriculum computing programmes of study.

- This policy complies with our funding agreement and articles of association.

4. Monitoring and Review

- Lace Hill Academy will review this policy at least annually
    - The policy will also be revised following any national or local policy requirements, any child protection concerns or any changes to the technical infrastructure
- We will ensure that we regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- To ensure they have oversight of online safety, the headteacher will be informed of online safety concerns, as appropriate.
- The named Governor for safeguarding will report on a regular basis to the governing body on online safety incidents, including outcomes.
- The DSL will log behaviour and safeguarding issues related to online safety.
- Any issues identified will be incorporated into the school's action planning.

5. Roles and Responsibilities

- The school has appointed the Headteacher, Sarah Jones, as Designated Safeguarding Lead to be the online safety lead.
- Lace Hill Academy recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

5.1 The governing board

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

The governing board will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The governor who oversees online safety is Judith Green

All governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3)
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole school or college approach to safeguarding and related policies and/or procedures

- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a ‘one size fits all’ approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

5.2 The leadership and management team will:

- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Ensure there are appropriate and up-to-date policies regarding online safety; including the Code of Conduct, which covers acceptable use of technology.
- Ensure that suitable and appropriate filtering and monitoring systems are in place.
- Work with technical staff to monitor the safety and security of school systems and networks.
- Ensure that online safety is embedded within a progressive whole school curriculum, which enables all pupils to develop an age-appropriate understanding of online safety.
- Support the Designated Safeguarding Lead by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.
- Ensure there are robust reporting channels for the school community to access regarding online safety concerns, including internal, local and national support.
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology. Audit and evaluate online safety practice to identify strengths and areas for improvement.

5.3 The Designated Safeguarding Lead (DSL) will:

- Act as a named point of contact on all online safeguarding issues and liaise with other members of staff or other agencies, as appropriate.
- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the school community, as appropriate.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training.
- Work with staff to coordinate participation in local and national events to promote positive online behaviour.
- Ensure that online safety is promoted to parents, carers and the wider community, through a variety of channels and approaches.
- Maintain records of online safety concerns, as well as actions taken, as part of the schools safeguarding recording mechanisms.

- Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies and procedures.
- Report online safety concerns, as appropriate, to the management team and Governing Body.
- Work with the leadership team to review and update E-safety Policy on a regular basis (at least annually) with stakeholder input.
- Meet regularly with the governor with a lead responsibility for safeguarding and/or e-safety.

5.4 It is the responsibility of all members of staff to:

- Contribute to the development of E-safety Policy.
- Read and adhere to the E-safety Policy
- Take responsibility for the security of school systems and the data they use, or have access to.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery, wherever possible.
- Have an awareness of a range of online safety issues and how they may be experienced by the children in their care.
- Identify online safety concerns and take appropriate action by following the school's safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2)
- Take personal responsibility for professional development in this area.
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline and maintaining an attitude of 'it could happen here'

This list is not intended to be exhaustive.

5.5 It is the responsibility of ICT Manager (Comteach IT Services, Naveed Ghani) to :

- Put in place an appropriate level of security protection procedures, such as filtering and monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensure that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conduct a full security check and monitoring the school's ICT systems on a weekly basis
- Block access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensure that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

5.6 It is the responsibility of pupils (at a level that is appropriate to their individual age, ability and vulnerabilities) to:

- Engage in age appropriate online safety education opportunities.
- Contribute to the development of online safety policies.
- Respect the feelings and rights of others both on and offline.
- Take responsibility for keeping themselves and others safe online.
- Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues.

5.7 It is the responsibility of parents and carers to:

- Support the school in their online safety approaches by discussing online safety issues with their children and reinforce appropriate, safe online behaviours at home.
- Role model safe and appropriate use of technology and social media.
- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendices 1 and 2)
- Abide by the school's home-school agreement. Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Contribute to the development of the school online safety policies.

- Use school systems, such as learning platforms, and other network resources, safely and appropriately.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? – UK Safer Internet Centre
- Hot topics – Childnet International
- Parent resource sheet – Childnet International

5.8 Visitors and members of the community

- Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 3).

6. Education and Engagement Approaches

6.1 Education and engagement with pupils

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

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

By the **end of primary school**, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them

- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
- How information and data is shared and used online
- What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

The safe use of social media and the internet will also be covered in other subjects where relevant.

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

- The school will support pupils by:
  - Informing pupils that network and internet use will be monitored for safety and security purposes and in accordance with legislation.
  - Rewarding positive use of technology by pupils.
  - Implementing appropriate peer education approaches.
  - Providing online safety education and training as part of the transition programme across the key stages and when moving between establishments.
  - Seeking pupil voice when writing and developing school online safety policies and practices, including curriculum development and implementation.
  - Using support, such as external visitors, where appropriate, to complement and support the schools internal online safety education approaches.

6.1.1 Vulnerable Pupils

- We are aware that some pupils are considered to be more vulnerable online due to a range of factors. This may include, but is not limited to children in care, children with Special Educational Needs and Disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss.
- Differentiated and ability appropriate online safety education, access and support is provided to vulnerable pupils.
- Input from specialist staff as appropriate, including the SENCO, Child in Care Lead is taken as required.

6.2 Training and engagement with staff

- All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.
- All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
  - Abusive, harassing, and misogynistic messages
  - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
  - Sharing of abusive images and pornography, to those who don't want to receive such content
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse
- Develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term
- The DSL and deputy DSL will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.
- Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.
- Volunteers will receive appropriate training and updates, if applicable.
- More information about safeguarding training is set out in our child protection and safeguarding policy.

6.3 Awareness and engagement with parents and carers

- Lace Hill Academy recognises that parents and carers have an essential role to play in enabling children to become safe and responsible users of the internet and associated technologies.
- The school will build a partnership approach to online safety with parents and carers by:
    - Providing information and guidance on online safety in a variety of formats. This will include offering specific online safety awareness training and highlighting online safety at other events such as parent evenings, transition events, assemblies and sports days.
    - Providing up to date online safety guidance on our website
    - Drawing their attention to the school E-safety Policy and expectations in newsletters, letters, and on our website.
    - Requesting that they read online safety information as part of joining our school, for example, within our home school agreement.

7. Reducing Online Risks

- Lace Hill Academy recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace. We will:
    - Regularly review the methods used to identify, assess and minimise online risks.
    - Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material.
- All members of the school community are made aware of the school's expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community.

8. Safer Use of Technology

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 to 3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 to 3.

8.1 Classroom Use

- Lace Hill Academy uses a wide range of technology. This includes access to:
  - Computers, laptops and other digital devices
  - Internet which may include search engines and educational websites
  - School learning platform/intranet
  - Email
  - Games consoles and other games based technologies
  - Digital cameras, web cams and video cameras
- All school owned devices will be used in accordance with the school's E-safety Policy and with appropriate safety and security measures in place.
- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- The school will use age appropriate search tools *Dorling Kindersley find out, Google Safe Search or CBBC safe search*), following an informed risk assessment, to identify which tool best suits the needs of our community.
- The school will ensure that the use of internet-derived materials, by staff and pupils, complies with copyright law and acknowledge the source of information.
- Supervision of pupils will be appropriate to their age and ability.
  - **Early Years Foundation Stage and Key Stage 1**
    - Pupils' access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the pupils' age and ability.
  - **Key Stage 2**
    - Pupils will use age-appropriate search engines and online tools.

- Children will be directed by the teacher to online materials and resources which support the learning outcomes planned for the pupils' age and ability

8.2 Managing Internet Access

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 to 3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 to 3.

8.3 Filtering and Monitoring

A guide for education settings about establishing 'appropriate levels' of filtering and monitoring can be found at**:** *https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring*

8.3.1 Decision Making

- Lace Hill Academy governors and leaders have ensured that the school has age and ability appropriate filtering and monitoring in place, to limit children's exposure to online risks.
- The governors and leaders are aware of the need to prevent "over blocking", as that may unreasonably restrict what children can be taught, with regards to online activities and safeguarding.
- The school's decision regarding filtering and monitoring has been informed by a risk assessment, taking into account our school's specific needs and circumstances.
- Changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the leadership team; all changes to the filtering policy are logged and recorded.
- The leadership team and DSL will ensure that regular checks are made to ensure that the filtering and monitoring methods are effective and appropriate.
- All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard pupils; effective classroom management and regular education about safe and responsible use is essential.

8.3.2 Filtering

- The school uses Talk Straight as the internet provider and UK Safer Internet Centre to manage the filtering and blocking of sites, categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature.
  - The school filtering system blocks all sites on the Internet Watch Foundation (IWF) list.
- The school works with UK Safer Internet Centre to ensure that our filtering policy is continually reviewed.
- Comtech is our IT support team who work with use to ensure filtering and monitoring systems are effective

Dealing with Filtering breaches

- The school has a clear procedure for reporting filtering breaches.
  - If pupils discover unsuitable sites, they will be required to report the concern immediately to a member of staff
  - The member of staff will report the concern (including the URL of the site if possible) to the Designated Safeguarding Lead.
  - The breach will be recorded on CPOMS using the filtering and monitoring category and escalated as appropriate.
  - Parents/carers will be informed of filtering breaches involving their child.
- Any material that the school believes is illegal will be reported immediately to the appropriate agencies, such as: Thames Valley Police or CEOP.

8.3.3 Monitoring

- The school will appropriately monitor internet use on all school owned or provided internet enabled devices. This is achieved by:
  - Physical monitoring (supervision) and monitoring internet and web access (reviewing weekly reports sent by Talk Straight)
- The school has a clear procedure for responding to concerns identified via monitoring approaches. DSL will respond in line with the child protection policy
- All users will be informed that use of school systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.

8.4 Managing Personal Data Online

- Personal data will be recorded, processed, transferred and made available online in accordance with the Data Protection Act 1998.

8.5 Security and Management of Information Systems

- The school takes appropriate steps to ensure the security of our information systems, including:
    - Virus protection being updated regularly.
    - Encryption for personal data sent over the Internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems.
    - Not using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use.
    - Not downloading unapproved software to work devices or opening unfamiliar email attachments.
    - Regularly checking files held on the school's network,
    - The appropriate use of user logins and passwords to access the school network.
    - All users are expected to log off or lock their screens/devices if systems are unattended.

8.5.1 Password policy

- All members of staff will have their own unique username and private passwords to access school systems; members of staff are responsible for keeping their password private.
- Pupils are provided with their own unique username and private passwords to access school systems; pupils are responsible for keeping their password private.
- We require all users to:
    - Use strong passwords for access into our system.
    - Change their passwords every regularly
    - Always keep their password private; users must not share it with others or leave it where others can find it.
    - Not to login as another user at any time.

8.6 Managing the Safety of the School Website

- The school will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE).
- The school will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright.

- Staff or pupils’ personal information will not be published on our website; the contact details on the website will be the school address, email and telephone number.
- The administrator account for the school website will be secured with an appropriately strong password.
- The school will post appropriate information about safeguarding, including online safety, on the school website for members of the community.

8.7 Publishing Images and Videos Online

- The school will ensure that all images and videos shared online are used in accordance with the associated polices, including (but not limited to): Child Protection, Data Protection and Code of Conduct.

8.8 Managing Email

- Access to school email systems will always take place in accordance with Data protection legislation and in line with other school policies, including the Code of conduct.
    - The forwarding of any chain messages/emails is not permitted. Spam or junk mail will be blocked and reported to the email provider.
    - Any electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email.
    - School email addresses and other official contact details will not be used for setting up personal social media accounts.
- Members of the school community will immediately tell the Headteacher, Sarah Jones, if they receive offensive communication, and this will be recorded in the school safeguarding files/records.
- Excessive social email use can interfere with teaching and learning and will be restricted; access to external personal email accounts may be blocked in school.

8.8.1 Staff

- The use of personal email addresses by staff for any official school business is not permitted.
    - All members of staff are provided with a specific school email address, to use for all official communication.
- Members of staff are encouraged to have an appropriate work life balance when responding to email, especially if communication is taking place between staff. Staff are encouraged to only communicate with parents via the school office email account, during office hours.

8.8.2 Pupils

- Pupils will use school provided email accounts for educational purposes.
- Whole-class or group email addresses may be used for communication outside of the school

8.9 Educational use of Videoconferencing and/or Webcams

- Lace Hill Academy recognise that videoconferencing and/or use of webcams can be a challenging activity but brings a wide range of learning benefits.
    - All videoconferencing and/or webcam equipment will be switched off when not in use and will not be set to auto-answer.
    - Video conferencing equipment connected to the educational broadband network will use the national E.164 numbering system and display their H.323 ID name; external IP addresses will not be made available to other sites.
    - Videoconferencing contact details will not be posted publically.
    - School videoconferencing equipment will not be taken off school premises without prior permission from the DSL.
    - Staff will ensure that external videoconferencing opportunities and/or tools are suitably risk assessed and will ensure that accounts and systems used to access these events are safe and secure.
    - Video conferencing equipment and webcams will be kept securely and, if necessary, locked away or disabled when not in use.

8.9.1 Users

- Parents and carers consent will be obtained prior to pupils taking part in videoconferencing activities.
- Pupils will ask permission from a teacher before making or answering a videoconference call or message.
- Videoconferencing will be supervised appropriately, according to the pupils' age and ability.
- Video conferencing will take place via official and approved communication channels following a risk assessment.
- Only key administrators will be given access to videoconferencing administration areas or remote control pages.
- The unique log on and password details for the videoconferencing services will only be issued to members of staff and should be kept securely, to prevent unauthorised access.

8.9.2 Content

- When recording a videoconference lesson, it should be made clear to all parties at the start of the conference and written permission will be obtained from all participants; the reason for the recording must be given and recorded material will be stored securely.

- If third party materials are included, the school will check that recording is permitted to avoid infringing the third party intellectual property rights.
- The school will establish dialogue with other conference participants before taking part in a videoconference; if it is a non-school site, staff will check that the material they are delivering is appropriate for the class.

8.10 Management of Learning Platforms

- Leaders and staff will regularly monitor the usage of the Learning Platform (LP) in all areas, in particular, message and communication tools and publishing facilities.
- Only current members of staff, pupils and parents will have access to the LP.
- When staff and/or pupils' leave the school, their account or rights to specific school areas will be disabled or transferred to their new establishment.
- Pupils and staff will be advised about acceptable conduct and use when using the LP.
- All users will be mindful of copyright and will only upload appropriate content onto the LP.
- Any concerns about content on the LP will be recorded and dealt with in the following ways:
    - The user will be asked to remove any material deemed to be inappropriate or offensive.
    - If the user does not comply, the material will be removed by the site administrator.
    - Access to the LP for the user may be suspended.
    - The user will need to discuss the issues with a member of leadership before reinstatement. e) A pupil's parent/carer may be informed.
    - If the content is considered to be illegal, then the school will respond in line with existing child protection procedures.
- Pupils may require editorial approval from a member of staff. This may be given to the pupil to fulfil a specific aim and may have a limited time frame.
- A visitor may be invited onto the LP by a member of the leadership; in this instance, there may be an agreed focus or a limited time slot.

8.11 Management of Applications (apps) used to Record Children's Progress

- The school uses Tapestry, CPOMs ad Insight to track pupils progress and share appropriate information with parents and carers.
- The headteacher is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately

risk assessed prior to use, and that they are used in accordance with data protection legislation

- In order to safeguard pupils data:
    - Only school issued devices will be used for apps that record and store children's personal details, attainment or photographs.
    - Personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store children's personal details, attainment or images.
    - School devices will be appropriately encrypted if taken off site, to reduce the risk of a data security breach, in the event of loss or theft.
    - All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
    - Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

8.12 Staff using work devices outside school

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date by always installing the latest updates

Staff members must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 3.

Work devices must be used solely for work activities.

If staff have any concerns over the security of their device, they must seek advice from the headteacher.

9. Use of Personal Devices and Mobile Phones

- Lace Hill Academy recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers, but technologies need to be used safely and appropriately within school.

9.1 Expectations

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate school policies, including, but not limited to: Anti-bullying, Behaviour and Child protection.
- Electronic devices of any kind that are brought onto site are the responsibility of the user at all times.
    - All members of Lace Hill Academy community are advised to take steps to protect their mobile phones or devices from loss, theft or damage; the school accepts no responsibility for the loss, theft or damage of such items on school premises.
    - All members of Lace Hill Academy community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.
- Mobile phones and personal devices are not permitted to be used in specific areas within the school site such as pupil changing rooms, pupil toilets and EYFS classrooms or outdoor learning areas.
- The sending of abusive or inappropriate messages/ content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our Behaviour policy.
- All members of Lace Hill Academy community are advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school Behaviour or Child protection policies.

9.2 Staff Use of Personal Devices and Mobile Phones

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant school policy and procedures, such as: Child protection, Code of Conduct and Data Protection.
- Staff will be advised to:
    - Keep mobile phones and personal devices in a locked safe and secure place during lesson time
    - Keep mobile phones and personal devices switched off or switched to ‘silent’ mode during lesson times.

    - Ensure that Bluetooth or other forms of communication (such as ‘airdrop’) are hidden or disabled during lesson times.
    - Not use personal devices during teaching periods, unless written permission has been given by the headteacher, such as in emergency circumstances.
    - Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers.
    - Any pre-existing relationships, which could undermine this, will be discussed with the Designated Safeguarding Lead.
- Staff will not use personal devices, such as: mobile phones, tablets or cameras:
    - To take photos or videos of pupils and will only use work-provided equipment for this purpose.
    - Directly with pupils, and will only use work-provided equipment during lessons/educational activities.
- If a member of staff breaches the school policy, action will be taken in line with the school behaviour and allegations policy
    - If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, the police will be contacted.

9.3 Pupils’ Use of Personal Devices and Mobile Phones

- Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
- Lace Hill Academy expects pupil’s personal devices and mobile phones to be switched off and handed in to the school office at the start of the day and collected again at the end of the day.
- Permission to use their phone on the school site must be sought from the class teacher or Headteacher.
- Pupils remain responsible for valuable items e.g. phones/iPod during the school day and bear the responsibility of any loss/breakage.
- If a pupil needs to contact his/her parents or carers they will be allowed to use the office school phone.
    - Parents are advised to contact their child via the school office during school hours; exceptions may be permitted on a case-by-case basis, as approved by the headteacher.
- Mobile phones or personal devices will not be used by pupils during lessons or formal school time

- Mobile phones and personal devices must not be taken into examinations.
    - Pupils found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either that examination or all examinations.
- If a pupil breaches the school policy, the phone or device will be confiscated and will be held in a secure place.
    - School staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene the school's Behaviour Policy, or could contain youth produced sexual imagery (sexting).
- Any searching of pupils will be carried out in line with:
    - The DfE's latest guidance on searching, screening and confiscation
    - UKCIS guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people
    - Our behaviour policy
    - Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.
    - Pupils' mobile phones or devices may be searched by a member of the leadership team, with the consent of the pupil or a parent/ carer. Content may be deleted or requested to be deleted, if it contravenes school policies.
    - Mobile phones and devices that have been confiscated will be released to parents or carers at the end of the day if possible.
    - If there is suspicion that material on a pupil's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

9.4 Visitors' Use of Personal Devices and Mobile Phones

- Parents, carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with the school's policies, such as: Behaviour, Child Protection and Data Protection.
- The school will ensure appropriate signage and information is displayed/ provided to inform parents, carers and visitors of expectations of use.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the Designated Safeguarding Lead of any breaches of school policy.

9.5 Officially provided mobile phones and devices

- Members of staff will be issued with a work phone number and email address, where contact with pupils or parents/ carers is required.

- School mobile phones and devices will be suitably protected via a passcode/password/pin and must only be accessed or used by members of staff.
- School mobile phones and devices will always be used in accordance with relevant policies

10. Responding to Online Safety Incidents and Concerns

- All members of the school community will be made aware of the reporting procedure for online safety concerns, including: breaches of filtering, youth produced sexual imagery (sexting), cyberbullying and illegal content.
- All members of the community must respect confidentiality and the need to follow the official school procedures for reporting concerns.
    - Pupils, parents and staff will be informed of the school's complaints procedure and staff will be made aware of the whistleblowing procedure.
- The school requires staff, parents, carers and pupils to work in partnership to resolve online safety issues.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any policy or curriculum changes as required.
- If the school is unsure how to proceed with an incident or concern, the DSL will seek advice from the Education Advisory Service.
- Where there is suspicion that illegal activity has taken place, the school will contact the Education Safeguarding Advisory Service or Thames Valley Police using 101, or 999 if there is immediate danger or risk of harm.
- If an incident or concern needs to be passed beyond the school community (for example if other local schools are involved or the public may be at risk), the school will speak with Thames Valley Police and/or the Education Safeguarding Advisory Service first, to ensure that potential investigations are not compromised.

10.1 Concerns about Pupils Welfare

- The DSL will be informed of any online safety incidents involving safeguarding or child protection concerns.
    - The DSL will record these issues in line with the school's Child Protection Policy.
- The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Bucks Safeguarding Children Board thresholds and procedures.
- The school will inform parents and carers of any incidents or concerns involving their child, as and when required.

10.2 Staff Misuse

- Any complaint about staff misuse will be referred to the Headteacher, according to the Code of Conduct Policy and Child Protection Policy.
- Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Appropriate action will be taken in accordance with the Code of conduct Policy and Child Protection Policy

11. Procedures for Responding to Specific Online Incidents or Concerns

11.1 Youth Produced Sexual Imagery or "Sexting"

- Lace Hill Academy recognises youth produced sexual imagery (known as "sexting") as a safeguarding issue; therefore all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- The school will follow the advice as set out in the non-statutory UKCCIS guidance: 'Sexting in schools and colleges: responding to incidents and safeguarding young people'
- Lace Hill Academy will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of 'sexting' by implementing preventative approaches, via a range of age and ability appropriate educational methods.
- The school will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.

11.1.1 Dealing with 'Sexting'

- If the school are made aware of an incident involving the creation or distribution of youth produced sexual imagery, the school will:
    - Act in accordance with our Child protection and the relevant Bucks Safeguarding Children Partnership procedures.
    - Immediately notify the Designated Safeguarding Lead.
    - Store the device securely.
        - If an indecent image has been taken or shared on the school network or devices, the school will take action to block access to all users and isolate the image.
    - Carry out a risk assessment which considers any vulnerability of pupil(s) involved; including carrying out relevant checks with other agencies.
    - Inform parents and carers, if appropriate, about the incident and how it is being managed.
    - Make a referral to Bucks Safeguarding Service via First Response and/or the Police, as appropriate.

    - Provide the necessary safeguards and support for pupils, such as offering counselling or pastoral support.
    - Implement appropriate sanctions in accordance with the school's Behaviour policy, but taking care not to further traumatise victims where possible.
    - Consider the deletion of images in accordance with the UKCCIS: 'Sexting in schools and colleges: responding to incidents and safeguarding young people' guidance.
        - Images will only be deleted once the school has confirmed that other agencies do not need to be involved; and are sure that to do so would not place a child at risk or compromise an investigation.
    - Review the handling of any incidents to ensure that best practice was implemented; the leadership team will also review and update any management procedures, where necessary.
- The school will take action regarding youth produced sexual imagery, regardless of whether the incident took place on/off school premises, using school or personal equipment.
- The school will not:
    - View any images suspected of being youth produced sexual imagery, unless there is no other possible option, or there is a clear need or reason to do so.
        - In this case, the image will only be viewed by the Headteacher and Designated Safeguarding Lead and their justification for viewing the image will be clearly documented.
    - Send, share, save or make copies of content suspected to be an indecent image of children (i.e. youth produced sexual imagery) and will not allow or request pupils to do so.

11.2 Online Child Sexual Abuse and Exploitation

- Lace Hill Academy will ensure that all members of the community are aware of online child sexual abuse, including: exploitation and grooming; the consequences; possible approaches which may be employed by offenders to target children and how to respond to concerns.
- We recognise online child sexual abuse as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- The school will implement preventative approaches for online child sexual abuse via a range of age and ability appropriate education for pupils, staff and parents/carers.
- The school will ensure that all members of the community are aware of the support available regarding online child sexual abuse, both locally and nationally.

11.2. 1 Dealing with Online Child Sexual Abuse and Exploitation

- If the school are made aware of incident involving online sexual abuse of a child, the school will:
    - Act in accordance with the school’s Child Protection Policy and the relevant Bucks Safeguarding Children Partnership procedures.
    - Immediately notify the Designated Safeguarding Lead.
    - Store any devices involved securely.
    - Immediately inform Thames Valley police via 101 (or 999 if a child is at immediate risk)
    - Carry out a risk assessment which considers any vulnerabilities of pupil(s) involved (including carrying out relevant checks with other agencies).
    - Inform parents/carers about the incident and how it is being managed.
    - Make a referral to Bucks Safeguarding Service via First Response (if required/ appropriate).
    - Provide the necessary safeguards and support for pupils, such as, offering counselling or pastoral support.
    - Review the handling of any incidents to ensure that best practice is implemented; school leadership team will review and update any management procedures, where necessary.
- The school will take action regarding online child sexual abuse, regardless of whether the incident took place on/off school premises, using school or personal equipment.
- Where possible pupils will be involved in decision making
- If the school is unclear whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Advisory Service and/or Thames Valley Police.
- If the school is made aware of intelligence or information which may relate to child sexual exploitation (on or offline), it will be passed through to Bucks Safeguarding Service via First Response by the Designated Safeguarding Lead.

12. If pupils at other schools are believed to have been targeted, the school will seek support from Thames Valley Police and/or the Bucks Safeguarding Advisory Service first to ensure that potential investigations are not compromised.

11.3 Indecent Images of Children (IIOC)

- Lace Hill Academy will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC).
- The school will take action regarding IIOC on school equipment and/or personal equipment, even if access took place off site.
- The school will take action to prevent accidental access to IIOC by using an internet Service provider (ISP) which subscribes to the Internet Watch Foundation block list and by implementing appropriate filtering, firewalls and anti-spam software.

- If the school is unclear if a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through Thames Valley police and/or Bucks Safeguarding Advisory Service

- If made aware of IIOC, the school will:
    - Act in accordance with the school's Child Protection Policy and the relevant Bucks Safeguarding Partnership procedures.
    - Immediately notify the school Designated Safeguard Lead.
    - Store any devices involved securely.
    - Immediately inform appropriate organisations, such as Thames Valley police and if required, the LADO.

- If made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children whilst using the internet, the school will:
    - Ensure that the Designated Safeguard Lead is informed.
    - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk .
    - Ensure that any copies that exist of the image, for example in emails, are deleted.
    - Report concerns, as appropriate to parents and carers.

- If made aware that indecent images of children have been found on the school devices, the school will:
    - Ensure that the Designated Safeguard Lead is informed.
    - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk .
    - Ensure that any copies that exist of the image, for example in emails, are deleted.
    - Inform the police via 101 (999 if there is an immediate risk of harm) and Bucks Safeguarding Service via First Response (as appropriate).
    - Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only.
    - Report concerns, as appropriate to parents and carers.

- If made aware that a member of staff is in possession of indecent images of children on school devices, the school will:
    - Ensure that the headteacher is informed.
    - Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with the schools Code of Conduct Policy and Child Protection Policy.

- Quarantine any devices until police advice has been sought.

11.4 Cyberbullying

Cyberbullying, along with all other forms of bullying, will not be tolerated at Lace Hill Academy

Definition - Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of 1 person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

11.5 Preventing and addressing cyber-bullying

- To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.
- The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their tutor groups.
- Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.
- All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).
- The school also sends information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.
- In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.
- The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

11.6 Online Hate

- Online hate content, directed towards or posted by, specific members of the community will not be tolerated at Lace Hill Academy and will be responded to in line with existing school policies, including Behaviour.
- All members of the community will be advised to report online hate in accordance with relevant school policies and procedures.
- The Police will be contacted if a criminal offence is suspected.
- If the school is unclear on how to respond, or whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice through the Education Safeguarding Advisory Service and/or Thames Valley Police.

11.7 Online Radicalisation and Extremism

- The school will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in school.
- If the school is concerned that a child or parent/carer may be at risk of radicalisation online, the Designated Safeguarding Lead will be informed immediately and action will be taken in line with the Child Protection Policy.
- If the school is concerned that a member of staff may be at risk of radicalisation online, the Headteacher will be informed immediately and action will be taken in line with the Code of Conduct Policy and Child Protection Policy.

12. Useful Links

Bucks County Council Education Safeguarding Advisory Service

First Response Team (Children and Family Social Care) 01296 383293.

Buckinghamshire Safeguarding Children Partnership
https://www.buckssafeguarding.org.uk/childrenpartnership/

Thames Valley Police
https://www.thamesvalley.police.uk/
In an emergency (a life is in danger or a crime in progress) dial 999.For other non-urgent enquiries contact Thames Valley Police via 101

National Links and Resources
Action Fraud: www.actionfraud.police.uk
CEOP: www.thinkuknow.co.uk www.ceop.police.uk
Childnet: www.childnet.com
Get Safe Online: www.getsafeonline.org

Internet Matters: www.internetmatters.org
Internet Watch Foundation (IWF): www.iwf.org.uk
Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
NSPCC: www.nspcc.org.uk

- Childline: www.childline.org.uk
- Net Aware: www.net-aware.org.uk

The Marie Collins Foundation: www.mariecollinsfoundation.org.uk

UK Safer Internet Centre: www.saferinternet.org.uk

- Professional Online Safety Helpline: www.saferinternet.org.uk/professionals-online-safety-helpline

360 Safe Self-Review tool for schools: https://360safe.org.uk/

Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS	
Name of pupil:	
When I use the school's ICT systems (like computers) and get onto the internet in school I will: • Ask a teacher or adult if I can do so before using them • Only use websites that a teacher or adult has told me or allowed me to use • Tell my teacher immediately if: o I click on a website by mistake o I receive messages from people I don't know o I find anything that may upset or harm me or my friends • Use school computers for school work only • Be kind to others and not upset or be rude to them • Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly • Only use the username and password I have been given • Try my hardest to remember my username and password • Never share my password with anyone, including my friends • Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer • Save my work on the school network • Check with my teacher before I print anything • Log off or shut down a computer when I have finished using it **I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**	
Signed (pupil):	**Date:**
Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and will make sure my child understands these.	
Signed (parent/carer):	**Date:**

Appendix 2: KS2 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy.

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

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

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

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

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil): **Date:**

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer): **Date:**

Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS	
Name of staff member/governor/volunteer/visitor:	
When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not: • Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material) • Use them in any way which could harm the school's reputation • Access social networking sites or chat rooms • Use any improper language when communicating online, including in emails or other messaging services • Install any unauthorised software, or connect unauthorised hardware or devices to the school's network • Share my password with others or log in to the school's network using someone else's details • Take photographs of pupils without checking with teachers first • Share confidential information about the school, its pupils or staff, or other members of the community • Access, modify or share data I'm not authorised to access, modify or share • Promote private businesses, unless that business is directly related to the school	
I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems. I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy. I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material. I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.	
Signed (staff member/governor/volunteer/visitor):	**Date:**

Appendix 4: online safety training needs – self-audit for staff

ONLINE SAFETY TRAINING NEEDS AUDIT	
Name of staff member/volunteer:	**Date**:
Question	**Yes/No (add comments if necessary)**
Do you know the name of the person who has lead responsibility for online safety in school?	
Are you aware of the ways pupils can abuse their peers online?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

Appendix 5: Example of an online safety incident report log

ONLINE SAFETY INCIDENT LOG				
Date	**Where the incident took place**	**Description of the incident**	**Action taken**	**Name and signature of staff member recording the incident**