



## Online Safety Policy

*This policy should be read in conjunction with policies on Child Protection & Safeguarding, Extremism & Radicalisation and the Acceptable use of ICT.*

### Introduction

The Cedars embraces advances in technology but we are also aware of the need to protect all members of the school community from abuses of technology. Recent cases in the media have highlighted the risks of, for example, sexual grooming and radicalisation.

While this policy is principally designed to keep pupils safe, it is relevant to all members of the school community, whether teaching or support staff, parents or volunteers. In particular, all members of staff have a responsibility to promote awareness and compliance with the terms of this policy.

### Raising awareness

The School must raise awareness of online safety issues with pupils, parents and staff.

#### *Pupils*

Online safety training is provided as part of the PSHE Programme and external speakers are invited to talk to pupils about risks associated with internet use, such as grooming, radicalisation, gaming addiction, sharing of personal information and pornography.

#### *Staff*

All staff receive guidance on online safety as part of their mandatory safeguarding training and it is revisited as part of the INSET/CPD programme.

#### *Parents*

Parents have a huge influence on their son's online safety but many feel daunted by the fast pace of development in, for example, smartphone technology. It is a priority therefore for the School to do everything possible to ensure parents are kept informed of new risks as they evolve and are given practical advice to inform their parenting.

To this end, presentations on e-safety are organised at least annually as part of Information Evenings and conferences. Advice is given from time to time via newsletters and parent-tutor meetings.

### The school network

The school is responsible for ensuring that the school network is safe and undertakes to filter content, denying access to material that may be deemed offensive, inappropriate or harmful.

### Communication between staff and pupils

All staff should maintain an appropriate relationship between themselves and pupils, in accordance with the Staff Code of Conduct. They must also be aware of the potential for this relationship to become blurred if they use social media that are not visible to the school. As a result, for communication with pupils they should only use media that are under the regulation of the School Network. Currently, this

is restricted to school email. Should members of staff wish to use any other form of communication, they must gain express written permission from the Deputy Headmaster. Similarly, all staff should be aware of their use of private mobile telephones, for written or oral communication, with pupils.

### **Professional Standards**

Staff should be aware of the potential audience of any social media services that they use in their professional or private capacity, and maintain standards of professionalism in keeping with their position in the school. They should be especially mindful of those services that allow content to be broadcast without discrimination, and of the potential impact on themselves and the School.

### **Use of Mobile Phones**

Staff may bring mobile devices to school and may use them as long as professional standards and the requirements of safeguarding are observed. Pupils may bring mobile phones to school as long as they are not capable of receiving data. Mobile phones should be kept out of sight, switched off and may only be used on the school site with the permission of a member of staff. Smartwatches are also not allowed in school either. They are a source of distraction and can be used to access information during exams.

**It is recognised that no policy will absolutely guarantee pupils' online safety and the School aims to prepare pupils so that they are able to make wise use of the great benefits offered by technological advances. This is primarily achieved through the character development programme which is delivered principally through tutorials, assemblies and form time.**

### **Social Media**

The School reserves the right to be involved when it is aware of any behaviour which affects members of the School community – e.g. online bullying – or may bring the reputation of the School into disrepute. Pupils must be aware that some forms and levels of online bullying are illegal and the School will inform the police when necessary.

### **Reporting Breaches of Online Safety Policy**

If any pupil suspects that a breach of this policy has been made by a member of the school community, it is his duty to report it as soon as possible to his Head of Section.

**Signed: P Hinojo**

This policy will be reviewed annually	
Title	Online Safety
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Author	Pablo Hinojo
Approved by SMT	Yes
Approval required by PACT or sub-committee	No
Latest Review (state whether changes were made)	No
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