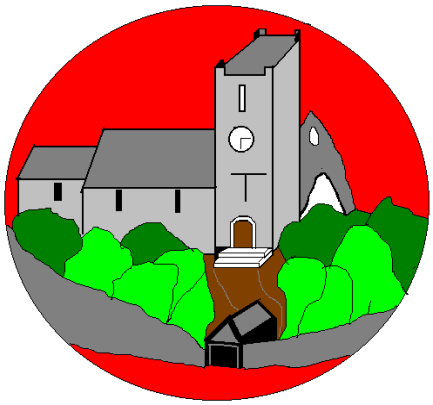

Ebchester C.E. Primary School

Online Safety and Acceptable Use Policy

May 2021

Contents

---

1. Aims

Our school aims 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
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

2. Legislation and guidance

This policy is based on the Department for Education's (DfE) 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.

3. Roles and responsibilities

3.1 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).

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)

3.2 The headteacher

The headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The designated safeguarding lead

Details of the school's DSL and deputy are set out in our child protection and safeguarding policy as well as relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headteacher, ICT manager and other staff, as necessary, to address any online safety issues or incidents
- Ensuring 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 logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing board

This list is not intended to be exhaustive.

3.4 The ICT manager

The ICT manager is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a monthly basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files

- Ensuring 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

This list is not intended to be exhaustive.

3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- 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)
- 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

This list is not intended to be exhaustive.

3.6 Parents

Parents are expected to:

- 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)

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 factsheet - Childnet International
- Healthy relationships – Disrespect Nobody

3.7 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).

4. Educating pupils about online safety

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
- 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.

5. Educating parents about online safety

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents.

Online safety will also be covered during parents' evenings.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

6. Cyber-bullying

6.1 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 one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

6.2 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. Teachers will discuss cyber-bullying with their class.

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 consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on screening, searching and confiscation and the school's COVID-19 risk assessment.

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the internet in school

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 1-3). 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, 2 and 3.

8. Pupils using mobile devices in school

Pupils are not allowed to have mobile devices in school.

If a child has a legitimate reason for bringing a mobile device into school, for example if they are moving between households and need to take a mobile device with them, then the device should be handed in to the school office at the start of the day before registration and collected when they leave school premises at the end of the day.

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy and will result in the confiscation of their device.

9. 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 – always install 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 ICT manager.

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures and the staff code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

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).

The DSL and deputy 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.

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 5.

This policy will be reviewed every three years by the head teacher. At every review, the policy will be shared with the governing board.

13. Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use policy

Appendix 1: EYFS and KS1 acceptable use agreement

Pupils e-safety agreement

Keeping me safe at home and at school

We check with a grown up before using the internet

We tell a grown up if something we see makes us feel worried

If we get stuck or lost on the internet we will ask for help.

We can write polite and friendly **messages** to people we know

We will keep our personal information, our name, address, our school, our pictures "Top Secret" and not share it on the internet.

We will not bring mobile phones to school

Pupils e-safety contract	
Please complete, sign and return to the school secretary	
Pupil:	***Form:***
Pupil's Agreement I have read and I understand the pupils e-safety agreement, and will abide by the rules which are designed to keep both myself and the school safe	
Signed:	***Date:***
Parent's Consent I have read and understood the e-safety agreement and give permission for my son / daughter to access the Internet at school, and will encourage them to abide by these rules. Children will receive advice on e-safety at school; advice for parents is available at www.thinkuknow.org.uk/parents or by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety. I will ensure that any pictures taken during school events that include other children will not be shared using social media.	
Signed:	***Date:***
Please print name:	

Appendix 2: KS2 acceptable use agreement

Pupil E-Safety Agreement

For my own personal safety – everywhere!

- I will ask permission from a member of staff before using the Internet at school
- I am aware of "stranger danger" when on line and will not meet online friends
- I will tell an adult about anything online which makes me feel uncomfortable
- I will not try to bypass the system to reach websites the school has blocked
- I understand that the school may check my files and may monitor the web pages I visit
- When in school I will only contact people with my teachers permission

- I will be very careful when sharing pictures or video of myself or my friends. If I am in school, I will always check with a teacher.
- I will not put my "Personal Information" online. (My full name, birthday, phone number, address, postcode, school etc.)

To keep the system safe

- I will only use my own login and password, which I will keep secret
- I will not access other people's files
- I will not play games on a school computer unless my teacher has given me permission
- I will not install software on school computers
- I will not use the system for gaming, gambling, shopping, or uploading videos or music

Responsibility to others

- The messages I send will be polite and responsible
- I will not upload images or video of other people without their permission
- Where work is copyrighted (Including music, videos and images) I will not either download or share with others.
- I understand that the school may take action against me if I am involved in incidents of inappropriate behaviour wherever their location. If the activities are illegal this may be reported to the police.

Personal Devices

- The school cannot accept responsibility for loss or damage to personal devices
- It is not permitted for pupils to use Mobile Phones during the school day. Phones should be left at home / handed into the School Office.
- Other devices (e.g. Games consoles, cameras) should only be brought into school with permission from a teacher.

Pupils e-safety contract

Please complete, sign and return to the school secretary

Pupil:	***Form:***

Pupil's Agreement

I have read and I understand the pupils e-safety agreement, and will abide by the rules which are designed to keep both myself and the school safe

Signed:	***Date:***

Parent's Consent

I have read and understood the e-safety agreement and give permission for my son / daughter to access the Internet at school, and will encourage them to abide by these rules. Children will receive advice on e-safety at school, advice for parents is available at www.thinkuknow.org.uk/parents or by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

I will ensure that any pictures taken during school events that include other children will not be shared using social media.

Signed:	***Date:***

Please print name:

Appendix 3: acceptable use agreement (staff)

Staff ICT Acceptable Use Policy 2021

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

1) I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, tablets, digital cameras, email and social media sites.

2) School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

3) Mobile Phones. The school may have a separate mobile phone and tablet policy.

a) Staff mobile phones will only be used for emergencies during Forest School sessions and in the presence of another adult.

b) Staff mobile phones are allowed in school, but are not allowed to be used in sensitive areas (EYFS, cloak rooms, toilets, when children are changing, swimming). Mobile phones should only be used for communication during break/ lunch time in the staff room (not in the classroom and not when working with children). Mobile phones should not be visible to pupils.

c) Cameras on personal phones or tablets will not be used to take pictures of children in any circumstances.

d) In the unlikely event of needing to contact a parent directly the school telephone should be used or a school mobile phone will be issued to the member of staff concerned.

4) I understand that any hardware and software provided by my school for staff use can only be used by members of staff and can only be used for school related work.

5) Personal use of school ICT systems and connectivity is only permitted with the consent of the headteacher

6) To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.

7) I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 10 or more characters, does not contain a dictionary word and is only used on one system).

8) I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.

9) Data Protection {Schools should have a separate Data Protection Policy – some of the key guidance should be contained within the Staff AUP}

a) I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used

in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely. Any personal data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Secure means of transporting data are encrypted laptop / encrypted USB memory / encrypted HDD / approved cloud based system.

b) If I choose to use a portable device (Phone, Tablet etc…) to collect my work e-mail I will ensure that the device is locked by a pin code or password and will be wiped when I dispose of the device.

c) I will not transfer sensitive personal information from my school e-mail account (e.g. IEP's Safeguarding Reports, Medical Information) UNLESS the information is encrypted.

d) I will not keep professional documents which contain school-related personal information (including images, files, videos etc.) on any personally owned devices (such as laptops, digital cameras, mobile phones)

e) Digital Images or videos of pupils will {Not be taken away from the school premises OR Only taken from the school premises using encrypted memory OR alternative secure transport method}

f) I will not use unapproved cloud storage systems (Dropbox, icloud etc) for storing personal data of staff or pupils.

10) I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.

11) I will respect copyright and intellectual property rights.

12) Social Media. Some schools may have a separate social media policy.

a) I have read and understood the school e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media.

b) I will not communicate with pupils or ex-pupils using social media without the express permission of the Headteacher.

c) My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships which may compromise this will be discussed with the Senior Leadership team.

d) My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school AUP and the Law.

e) I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute. This would include any comment made, even in the belief that it is private on social media.

13) I will report all incidents of concern regarding children's online safety to the Designated Child Protection Coordinator (Rachel Clasper) and/or the e-Safety Coordinator (Rachel Clasper) as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to (Rachel Clasper) the e-Safety Coordinator or the designated lead for filtering as soon as possible.

14) I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the ICT Support Provider/Team (Mark Butterfield) as soon as possible.

15) I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

16) If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the e-Safety Coordinator or the Head Teacher.

17) I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with the Staff ICT Acceptable Use Policy.

Signed: ……..... Print Name: …… Date: ……

Accepted by: …….. Print Name: ……

Acceptable Use Policy for Visitors

As a visitor to the school I recognise that it is my responsibility to follow school online safety advice and that I have a responsibility to ask if I am not sure of a procedure.
This is not an exhaustive list and all visitors are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

1. I understand that Information Systems and ICT include not only the schools computers, but also any personally owned equipment such as a phone or tablet and its use on social media such as Facebook or Instagram.
2. Mobile Phones.
   a. Visitor mobile phones will never be used for any reason when children are present
   b. Cameras on personal phones or tablets will not be used to take pictures of children in any circumstances.
3. Social Media.
   a. Pupils and their families have a reasonable expectation of privacy so I confirm that I will not publish or share any information I have obtained whilst working in the school on any personal website, blog, social networking site or through any other means, unless I have written permission from the Headteacher.
   b. I will not communicate with pupils or ex-pupils using social media without the express written permission of the Headteacher
   c. I will not give my personal contact details such as email address, mobile phone number, IM account details to any pupil or parent in the school. Contact will always be through a school approved route. I will not arrange to VC or use a web camera with pupils unless specific permission is given
4. While in the school my use of ICT and information systems will always be compatible with the ethos of the school, and if I am any doubt I will check this with a member of staff.
5. I understand that I have a duty of care to ensure that students in school use all forms of electronic equipment and devices safely and should report any inappropriate usage to a senior member of staff**.**
6. Visitors are requested not to contact a parent of a child directly, but to go through the schools official channels.
7. School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

Name……
Signed ……..
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?	
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: 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**