St Michael's CE (C) Primary School

Online Safety Policy Policy

Last reviewed Autumn 2018

Next Review date: Autumn 2019

Development / Monitoring / Review of this Policy

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

- Headteacher
- ICT Coordinator
- Staff – including Teachers, Support Staff, Technical support staff
- Governors
- Parents and Carers

Schedule for Development / Monitoring / Review

This Online Safety policy was approved by the Governing Body	Spring 2017
The implementation of this Online Safety policy will be monitored by the:	Headteacher , Senior Leadership Team, ICT Lead
The Governing Body will receive a report on the implementation of the Online Safety Policy generated by the monitoring group (which will include anonymous details of online safety incidents) at regular intervals:	At least once a year
The Online Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	Autumn 2019
Should serious online safety incidents take place, the following external persons / agencies should be informed:	First Response / LADO/ Police

The school will monitor the impact of the policy using:

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

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Scope of the Policy

This policy applies to all members of St Michael's community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of the school.

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

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate Online Safety behaviour that take place out of school.

Roles and Responsibilities

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

Governors:

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about online safety incidents and monitoring reports. A member of the Governing Body has taken on the role of Online Safety Governor. The role of the Online Safety Governor will include:

- regular meetings with the Online Safety Co-ordinator / Officer
- attendance at Online Safety Group meetings
- regular monitoring of online safety incident logs
- regular monitoring of filtering / change control logs
- reporting to relevant Governors / Committee / meeting

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Headteacher and Senior Leaders:

- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety will be delegated to the Online Safety Co-ordinators, along with designated safe-guarding leads.
- The Headteacher and other members of the Senior Leadership Team are aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. (see flow chart on dealing with online safety incidents – included in a later section – "Responding to incidents of misuse" and relevant Local Authority HR disciplinary procedures).
- The Headteacher is responsible for ensuring that the Online Safety Coordinators and designated safeguarding leads receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The Headteacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Headteacher will receive regular monitoring reports from the Online Safety Co-ordinators.

Online Safety Co-ordinators

- leads the Online Safety Group
- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place
- provides training and advice for staff
- liaises with the Local Authority / relevant body
- liaises with school technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments, meets regularly with DSL (Designated Safeguarding Lead) to discuss current issues, review incident logs and filtering / change control logs
- attends relevant meeting / committee of Governors
- reports regularly to Senior Leadership Team / Designated Safeguarding Leads.

Technical staff:

The Network Manager / Online Safety Coordinators are responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the *school* meets required online safety technical requirements and any Local Authority Guidance that may apply
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant

- that the use of the network / internet / Learning Platform / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Headteacher for investigation / action / sanction

- that monitoring software / systems are implemented and updated as agreed in school policies

Teaching and Support Staff

Are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current school Online Safety Policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy / Agreement
- they report any suspected misuse or problem to the Online Safety Coordinators for investigation / action / sanction
- all digital communications with students / pupils / parents / carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- students / pupils understand and follow the Online Safety Policy and acceptable use policies
- students / pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned students / pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

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Designated Safeguarding Lead

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

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

Online Safety Group

Members of the Online Safety Group consisting of Headteacher / Deputy Head, Online Safety Coordinators, Safeguarding Governor and Technician will meet termly and will assist the Online Safety Co-ordinators with:

- the production / review / monitoring of the school Online Safety Policy / document
- the production / review / monitoring of the school filtering policy and requests for filtering changes
- mapping and reviewing the online safety curricular provision – ensuring relevance, breadth and progression
- monitoring network / internet / incident logs
- consulting stakeholders – including parents / carers and the students / pupils about the online safety provision
- monitoring improvement actions identified through use of the 360 degree safe self-review tool

Students / Pupils:

- are responsible for using the school digital technology systems in accordance with the Student / Pupil Acceptable Use Agreement
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying

- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the *school's* Online Safety Policy covers their actions out of school, if related to their membership of the school

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website, information about national / local online safety campaigns. Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website / Learning Platform and on-line student / pupil records
- their children's personal devices in the school (where this is allowed)

The following statement will be read out at the beginning of a main school production:

In line with St Michael's Primary School's Safeguarding Children and Vulnerable Adults Protection Policy, photographs may be taken only on the basis that they are for private retention and not for publication in any manner, including use on personal websites. Parents, carers and family members should refrain from the use of zoom or close range photography other than of their child. The school reserves the right to refuse any such photography or filming if there are concerns or complaints about its appropriateness.

Policy Statements

Education – Pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience. Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum is provided as part of Computing / PSHE / other lessons and is regularly revisited
- Key online safety messages are reinforced as part of a planned programme of assemblies and tutorial / pastoral activities

- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making
- Pupils should be helped to understand the need for the Pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school.
- Staff should act as good role models in their use of digital technologies the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education – Parents / Carers

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

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

- Curriculum activities
- Letters, newsletters, web site, Learning Platform
- Parents / Carers evenings / sessions
- High profile events / campaigns e.g. Safer Internet Day
- Reference to the relevant web sites / publications e.g. swgfl.org.uk www.saferinternet.org.uk/ http://www.childnet.com/parents-and-carers

Education & Training – Staff / Volunteers

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

- All new staff will receive online safety training as part of their induction programme, ensuring that they fully understand the schools' Online Safety Policy and Acceptable Use Agreements
- The Online Safety Coordinators will receive regular updates through attendance at external training events e.g. from LA / other relevant organisations and by reviewing guidance documents released by relevant organisations
- This Online Safety Policy, and its updates, will be presented to and discussed by staff in staff / team meetings / INSET days
- The Online Safety Coordinators will provide advice / guidance / training to individuals as required

Governors should take part in online safety training and awareness sessions. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation (e.g. SWGfL).
- Participation in school training / information sessions at Governor Meetings.

Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school technical systems and devices.
- All users will be provided with a username and secure password, recorded on Active Directory. Users are responsible for the security of their username and password
- The Technician / Bursar is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations (inadequate licencing could cause the school to breach the Copyright Act which could result in fines or unexpected licensing costs)
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering

- Internet filtering should ensure that children are safe from terrorist and extremist material when accessing the internet
- The school has provided enhanced / differentiated user-level filtering
- An appropriate system is in place for users to report any actual / potential technical incident / security breach to the relevant person, as agreed)
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software
- Provision of temporary access of "guests" (e.g. trainee teachers, supply teachers, visitors) onto the school systems

Mobile Technologies

Mobile technology devices may be school owned/provided or personally owned and might include: smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud based services such as email and data storage.

All users should understand that the primary purpose of the use of mobile / personal devices in a school context is educational. The Mobile Technologies Policy should be consistent with, and inter-related to, other relevant school polices including but not limited to the Safeguarding Policy, Behaviour Policy, Bullying Policy, Acceptable Use Policy, and policies around theft or malicious damage. Teaching about the safe and appropriate use of mobile technologies should be an integral part of the school's Online Safety Education Programme.

Use of Digital and Video Images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and students / pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate students / pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites
- Written permission from parents or carers will be obtained before photographs of students / pupils are published on the school website / social media / local press
- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other *students / pupils* in the digital / video images
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes
- Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs
- Pupil's work can only be published with the permission of the pupil and parents or carers.

Data Protection

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

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection

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The school must ensure that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay
- All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing"
- It has a Data Protection Policy
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)
- Responsible persons are appointed / identified
- Risk assessments are carried out
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties

Staff must ensure that they:

At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.

- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data
- Transfer data using One Drive or encryption on secure password protected devices.
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy once it has been transferred or its use is complete
- IPads can be taken off the school premises for the purpose of school trips, sporting and music events. They must be signed out of the building and stored in a secure place. Photographs must be downloaded / removed once back in school

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Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

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

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

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication
- Any digital communication between staff and students / pupils or parents / carers (email, social media, chat, blogs, VLE etc.) must be professional in tone and content. *These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications. Staff may use personal phones to communicate with another member of staff when giving information regarding cover/absence arrangements etc.*
- Students / pupils should be taught about online safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff

Social Media - Protecting Professional Identity

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

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through:

- Ensuring that personal information is not published
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- No reference should be made in social media to students / pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information

When official school social media accounts are established there should be:

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

Personal Use:

- Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with the school or impacts on the school/ academy, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy
- Personal communications which do not refer to or impact upon the school are outside the scope of this policy
- Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken
- The school permits reasonable and appropriate access to private social media sites

Monitoring of Public Social Media

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

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

Unsuitable / Inappropriate Activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school /academy context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in / or outside the school when using school equipment or systems. The school policy restricts usage as follows:

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

personal information, databases, computer / network access codes and passwords)					
Creating or propagating computer viruses or other harmful files				X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)				X	
On-line gaming (educational)		X			
On-line gaming (non-educational)		X			
On-line gambling				X	
On-line shopping / commerce			X		
File sharing			X		
Use of social media		X			
Use of messaging apps		X			
Use of video broadcasting e.g. Youtube		X			

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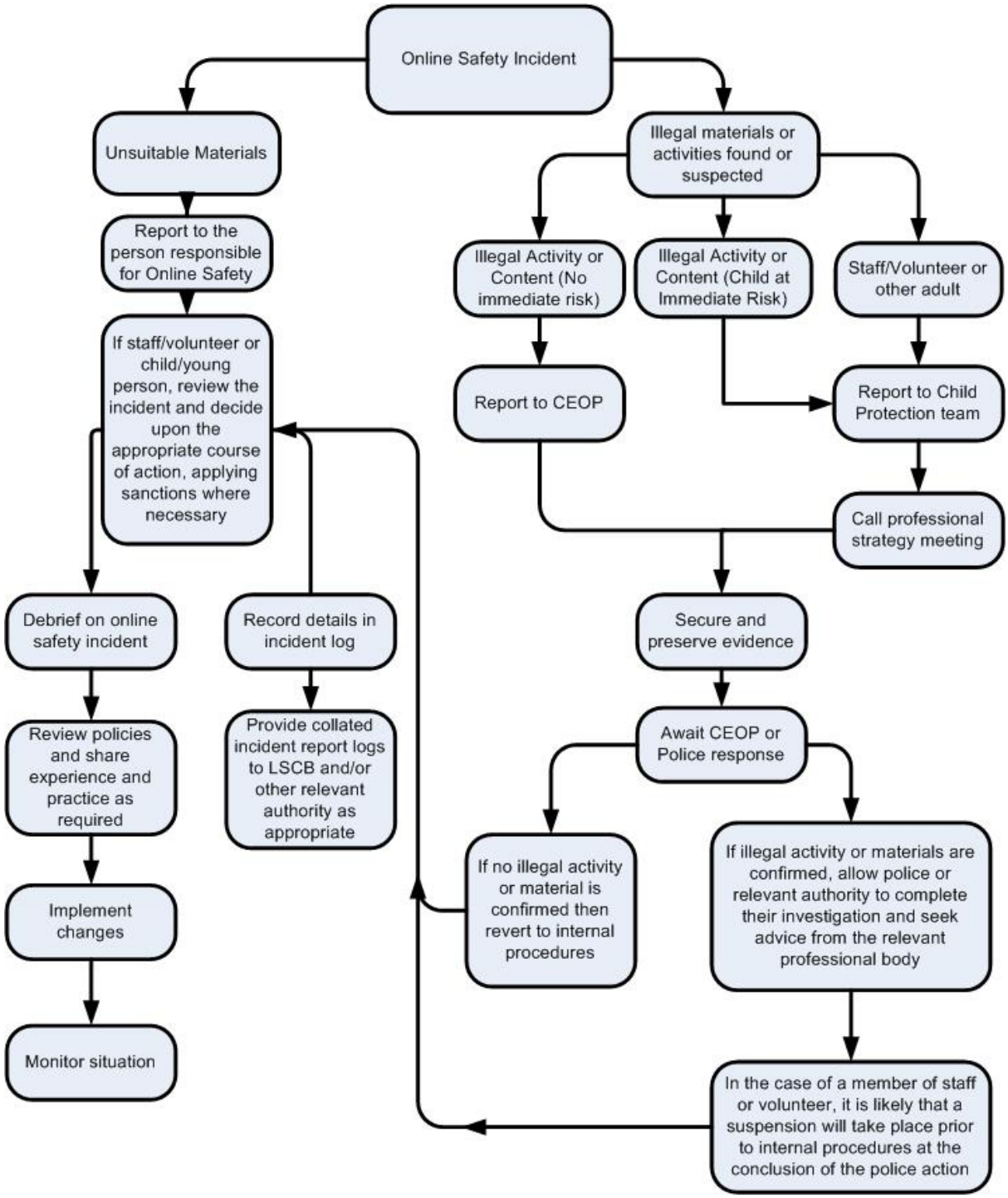

Responding to Incidents of Misuse

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

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.

Other Incidents

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

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

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
    - Internal response or discipline procedures
    - Involvement by Local Authority / Academy Group or national / local organisation (as relevant).
    - Police involvement and/or action

- **If content being reviewed includes images of child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:**

    - incidents of 'grooming' behaviour
    - the sending of obscene materials to a child
    - adult material which potentially breaches the Obscene Publications Act
    - criminally racist material
    - promotion of terrorism or extremism
    - other criminal conduct, activity or materials

- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions & Sanctions

It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures.

Pupil Incidents

- Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities)
- Unauthorised use of non-educational sites during lessons
- Unauthorised / inappropriate use of mobile phone / digital camera / other mobile device
- Unauthorised / inappropriate use of social media/ messaging apps/ personal email
- Unauthorised downloading or uploading of files
- Allowing others to access school network by sharing usernames and passwords
- Attempting to access or accessing the school network, using other pupil's account
- Attempting to access or accessing the school network, using account of a member of staff
- Intentionally corrupting or destroying the data of other users
- Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature
- Actions which could bring the school into disrepute or breach the integrity of the ethos of the school
- Accidentally accessing offensive material and failing to report the incident
- Deliberately accessing or trying to access offensive material

Sanctions (as appropriate to incident and in line with Behaviour Policy)

- Refer to Class Teacher
- Refer to Phase Leader
- Refer to Deputy / Headteacher

- Refer to Technician
- Inform parents
- Removal of network / internet access
- Refer to Police
- Exclusion

Staff Incidents

- Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities)
- Inappropriate personal use of the internet /social media/ personal email
- Unauthorised downloading or uploading of files
- Allowing others to access school network by sharing usernames and passwords
- Attempting to access or accessing the school network, using other person's account
- Careless use of personal data / transferring data in an insecure manner
- Deliberate actions to breach data protection or network security rules
- Intentionally corrupting or destroying the data of other users
- Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature
- Using personal email/ social networking/ instant messaging/ text messaging to carry out digital communications with pupils
- Actions which could bring the school into disrepute or breach the integrity of the ethos of the school
- Using proxy sites or other means to subvert the school's filtering system
- Accidentally accessing offensive or pornographic material and failing to report the incident
- Deliberately accessing or trying to access offensive or pornographic material
- Breaching copyright / licensing regulations

Actions (as appropriate to incident and in line with Disciplinary Policy)

- Refer to Headteacher
- Refer to LADO
- Refer to Police
- Warning
- Suspension
- Disciplinary Action

Pupil Acceptable Use Policy - Important

- I will ask permission before entering any web site, unless my teacher has already approved that site and I will not click into other sites, from this one, without permission.

- I understand that I should double check information I find on the internet as it may not always be reliable (correct).

- I understand that I should not copy images or words created by others and placed on the internet unless I have their permission. I know I must never pretend that this is my own work.

- On the network or learning platform, I will use my own login and password, which is kept a secret.

- I will not look at, change or delete other people's files.

- I will not bring storage media (e.g. USB devices, CDROMs etc.) to use in school without permission.

- I will only use the ICT suite and notebook computers for school and home learning.

- I will only e-mail people I know, or my teacher has approved.

- The messages I send will be polite and sensible.

- When sending an e-mail or using a discussion page, I will not give out my home address or phone number, or arrange to meet anyone.

- I will ask permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

- I will not use internet discussion forums unless given permission to do so by my teacher.

- If I see anything I am unhappy with or I receive messages I do not like, I will tell my teacher.

- I know that the school may check my computer and Learning Platform files and may monitor the Internet sites I visit.

- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

- I will try to follow the 'THINK SMART' motto to help keep myself safe when using the internet (Key Stage 1 will follow 'THINK' and Key Stage 2 will follow the 'SMART' rules).

Staff Acceptable Use Policy – Important for my professional and personal safety:

- I understand that the school will monitor my use of the I.C.T. systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school I.C.T. systems (e.g. laptops, email, learning platform etc.) in and out of school.
- I understand that the school I.C.T. systems are primarily intended for educational use and that I will only use the systems as set out in the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the Head Teacher.
- I will be professional in my communications and actions when using school I.C.T. systems:
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / LP) it will not be possible to identify by name, or other personal information, those who are featured unless I have permission to do so.
- I will only use chat and social networking facilities on the learning platform in school in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc.) in school, I will use it in the same way as if I was using school equipment. I will also

follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will ensure that I only use the schools email addresses on the school ICT systems.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy. Where personal data is transferred outside the secure school network, it must be transferred on a secure memory stick (pin coded).
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school I.C.T. equipment in school, but also applies to my use of school I.C.T. systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

By clicking accept you understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

St Michael's CE (C) Primary School

Online Safety Policy Policy

Last reviewed Autumn 2018

Next Review date: Autumn 2019

St. Michael's Primary School

Mobile Phone Agreement for Pupils

We recognise that on some occasions it may be helpful for a pupil (Year 5 and 6) to bring a mobile phone into school. This may apply if they walk to school unaccompanied or they are being collected by a different person. This agreement outlines how pupil phones will be managed at St. Michael's

Our Pupil Mobile Phone Rules

- All pupils bringing a phone into school must have a good reason for doing so, and must have returned this agreement.
- All mobile phones must be brought to the office at the start of the school day and should be turned off at the school gate and before handing in. They should not be turned back on until leaving the premises.
- St. Michael's cannot accept responsibility for damage or loss of a mobile phone brought into school.
- Any phone brought in without prior permission will be confiscated and only returned to the parent/carer.
- Children should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school. This is because some children are not allowed to have their photograph taken.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent/ carer. As part of this agreement your child will be asked and should agree to unlock the phone if required, by a member of our safeguarding team.
- The use of smart watches is not appropriate in school due to risks of loss and damage.
- St.Michael's will help all of our children to learn about staying safe on line, but recognise that the primary responsibility for online safety at home lies with parents/ carers. Through our curriculum and workshops we will support families to help them to encourage children to adopt safe use of mobile technology.

We advise parents to look at the advice on www.internetmatters.org which explains how to add some parental controls to the phone and gives advice on how to keep children safe with mobile and gaming technology.

Thank you for your continued support.

Please sign and return the attached agreement.

St Michael's CE (C) Primary School

Online Safety Policy Policy

Last reviewed Autumn 2018

Next Review date: Autumn 2019

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Name of Child _____

Reason for needing a mobile phone in school _____

_____

_____

_____

Parent /Carer: I confirm that I have explained the school rules regarding mobile phones to my child.

Parent /Carer signature _____ **Date** _____

Pupil: I will follow the school mobile phone rules.

Pupil signature _____ **Date** _____