




Marlborough Primary School
Achievement for All

ONLINE SAFETY POLICY

	Name of School	MARLBOROUGH PRIMARY SCHOOL
	Policy review Date	SEPTEMBER 2016
	Date of next Review	SEPTEMBER 2017
	Who reviewed this policy?	HEADTEACHER, B & OM, IT Technician

This policy is part of the School's Statutory Safeguarding Policy. Any issues and concerns with online safety must follow the school's safeguarding and child protection processes.

LGFL School Online Safety Policy

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1. Introduction and Overview

Rationale

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Marlborough Primary School with respect to the use of IT-based technologies.
- Safeguard and protect the children and staff.
- Assist school staff working with children to work safely and responsibly with the Internet and other IT and communication technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use for the whole school community.
- Have clear structures to deal with online abuse such as online bullying [noting that these need to be cross referenced with other school policies].
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

The main areas of risk for our school community can be summarised as follows:

Content

- Exposure to inappropriate content
- Lifestyle websites promoting harmful behaviours
- Hate content
- Content validation: how to check authenticity and accuracy of online content

Contact

- Grooming (sexual exploitation, radicalisation etc.)
- Online bullying in all forms
- Social or commercial identity theft, including passwords

Conduct

- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information

- Digital footprint and online reputation
- Health and well-being (amount of time spent online, gambling, body image)
- Sexting
- Copyright (little care or consideration for intellectual property and ownership)

Scope

This policy applies to all members of Marlborough Primary School community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school IT systems, both in and out of Marlborough Primary School.

Roles and responsibilities

Role	Key Responsibilities
Headteacher	<ul style="list-style-type: none"> • Must be adequately trained in off-line and online safeguarding, in-line with statutory guidance and relevant Local Safeguarding Children Board (LSCB) guidance • To lead a 'safeguarding' culture, ensuring that online safety is fully integrated with whole school safeguarding. • To take overall responsibility for online safety provision • To take overall responsibility for data management and information security (SIRO) ensuring school's provision follows best practice in information handling • To ensure the school uses appropriate IT systems and services including, filtered Internet Service, e.g. LGfL services • To be responsible for ensuring that all staff receive suitable training to carry out their safeguarding and online safety roles • To be aware of procedures to be followed in the event of a serious online safety incident • Ensure suitable 'risk assessments' undertaken so the curriculum meets needs of pupils, including risk of children being radicalised • To receive regular monitoring reports from the Online Safety Co-ordinator • To ensure that there is a system in place to monitor and support staff who carry out internal online safety procedures, e.g. network manager • To ensure Governors are regularly updated on the nature and

Role	Key Responsibilities
	<p>effectiveness of the school's arrangements for online safety</p> <ul style="list-style-type: none"> • To ensure school website includes relevant information.
<p>Online Safety Co-ordinator/D esignated Child Protection Lead</p>	<ul style="list-style-type: none"> • Take day to day responsibility for online safety issues and a leading role in establishing and reviewing the school's online safety policy/documents • Promote an awareness and commitment to online safety throughout the school community • Ensure that online safety education is embedded within the curriculum • Liaise with school technical staff where appropriate • To communicate regularly with SLT and the designated online safety Governor/committee to discuss current issues, review incident logs and filtering/change control logs • To ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident • To ensure that online safety incidents are logged as a safeguarding incident • Facilitate training and advice for all staff • Oversee any pupil surveys / pupil feedback on online safety issues • Liaise with the Local Authority and relevant agencies • Is regularly updated in online safety issues and legislation, and be aware of the potential for serious child protection concerns.
<p>Governors/ Safeguardin g governor (including online safety)</p>	<ul style="list-style-type: none"> • To ensure that the school has in place policies and practices to keep the children and staff safe online • To approve the Online Safety Policy and review the effectiveness of the policy • To support the school in encouraging parents and the wider community to become engaged in online safety activities • The role of the online safety Governor will include: regular review with the online safety Co-ordinator.
<p>Computing Curriculum Leader</p>	<ul style="list-style-type: none"> • To report online safety related issues that come to their attention, to the Online Safety Coordinator • To oversee the delivery of the online safety element of the Computing curriculum
<p>Technician</p>	<ul style="list-style-type: none"> • To report online safety related issues that come to their attention, to the Online Safety Coordinator • To manage the school's computer systems, ensuring

Role	Key Responsibilities
	<ul style="list-style-type: none"> - school password policy is strictly adhered to. - systems are in place for misuse detection and malicious attack (e.g. keeping virus protection up to date) - access controls/encryption exist to protect personal and sensitive information held on school-owned devices - the school's policy on web filtering is applied and updated on a regular basis <ul style="list-style-type: none"> • That they keep up to date with the school's online safety policy and technical information in order to effectively carry out their online safety role and to inform and update others as relevant • To ensure appropriate backup procedures and disaster recovery plans are in place • To keep up-to-date documentation of the school's online security and technical procedures
Data and Information (Asset Owners) Managers (IAOs) (Janet Wallace & anyone using SIMS)	<ul style="list-style-type: none"> • To ensure that the data they manage is accurate and up-to-date • Ensure best practice in information management. i.e. have appropriate access controls in place, that data is used, transferred and deleted in-line with data protection requirements. • The school must be registered with Information Commissioner
LGfL Nominated contact(s)	<ul style="list-style-type: none"> • To ensure all LGfL services are managed on behalf of the school following data handling procedures as relevant
Teachers	<ul style="list-style-type: none"> • To embed online safety in the curriculum • To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extra-curricular and extended school activities if relevant) • To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws • That the use of school technology and online platforms are regularly monitored and that any misuse/attempted misuse is reported to the online safety co-ordinator/Headteacher

Role	Key Responsibilities
All staff, volunteers and contractors.	<ul style="list-style-type: none"> • To read, understand, sign and adhere to the school staff Acceptable Use Agreement/Policy, and understand any updates annually. The AUP is signed by new staff on induction. • To report any suspected misuse or problem to the online safety coordinator • To maintain an awareness of current online safety issues and guidance e.g. through CPD • To model safe, responsible and professional behaviours in their own use of technology <p>Exit strategy</p> <ul style="list-style-type: none"> • At the end of the period of employment/volunteering to return any equipment or devices loaned by the school. This will include leaving PIN numbers, IDs and passwords to allow devices to be reset, or meeting with line manager and technician on the last day to log in and allow a factory reset.
Pupils	<ul style="list-style-type: none"> • Read, understand, sign and adhere to the Student/Pupil Acceptable Use Policy annually • To understand the importance of reporting abuse, misuse or access to inappropriate materials • To know what action to take if they or someone they know feels worried or vulnerable when using online technology • To understand the importance of adopting safe behaviours and 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 • To contribute to any 'pupil voice' / surveys that gathers information of their online experiences
Parents/carers	<ul style="list-style-type: none"> • To read, understand and promote the school's Pupil Acceptable Use Agreement with their child/ren • to consult with the school if they have any concerns about their children's use of technology • to support the school in promoting online safety and endorse the Parents' Acceptable Use Agreement which includes the pupils' use of the Internet and the school's use of photographic and video images
External groups including Parent	<ul style="list-style-type: none"> • Any external individual/organisation will sign an Acceptable Use agreement prior to using technology or the Internet within school • to support the school in promoting online safety

Role	Key Responsibilities
groups	<ul style="list-style-type: none"> To model safe, responsible and positive behaviours in their own use of technology.

Communication:

The policy will be communicated to staff/pupils/community in the following ways:

- Policy to be posted in the school staffroom and included in staff information files and posted on the school website.
- Policy to be part of school induction pack for new staff.
- Regular updates and training on online safety for all staff.
- Acceptable use agreements discussed with staff and pupils at the start of each year. Acceptable use agreements to be issued to whole school community, on entry to the school.

Handling Incidents:

- The school will take all reasonable precautions to ensure online safety.
- Staff and pupils are given information about infringements in use and possible sanctions.
- Online Safety Coordinator acts as first point of contact for any incident.
- Any suspected online risk or infringement is reported to Online Safety Coordinator that day
- Any concern about staff misuse is always referred directly to the Headteacher, unless the concern is about the Headteacher in which case the complaint is referred to the Chair of Governors and the LADO (Local Authority's Designated Officer).

Review and Monitoring

The online safety policy is referenced within other school policies (e.g. Safeguarding and Child Protection policy, Anti-Bullying policy, PSHE, Computing policy).

- The online safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school
- There is widespread ownership of the policy and it has been agreed by the SLT and approved by Governors. All amendments to the school

online safety policy will be disseminated to all members of staff and pupils.

2. Education and Curriculum

Pupil online safety curriculum

This school:

- has a clear, progressive online safety education programme as part of the Computing curriculum/PSHE and other curriculum areas as relevant. This covers a range of skills and behaviours appropriate to their age and experience;
- plans online use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas;
- will remind students about their responsibilities through the pupil Acceptable Use Agreement(s);
- ensures staff are aware of their responsibility to model safe and responsible behaviour in their own use of technology, e.g. use of passwords, logging-off, use of content, research skills, copyright;
- ensures that staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights;
- ensure pupils only use school-approved systems and publish within appropriately secure / age-appropriate environments.

Staff and governor training

This school:

- makes regular training available to staff on online safety issues and the school's online safety education program;
- provides, as part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the Online Safety Policy and the school's Acceptable Use Agreements.

Parent awareness and training

This school:

- provides induction information for parents which includes online safety;
- runs a termly programme of online safety advice, guidance and training for parents.

3. Expected Conduct and Incident management

Expected conduct

In this school, all users:

- are responsible for using the school IT and communication systems in accordance with the relevant Acceptable Use Agreements;
- understand the significance of misuse or access to inappropriate materials and are aware of the consequences;
- understand it is essential to reporting abuse, misuse or access to inappropriate materials and know how to do so;
- understand the importance of adopting good online safety practice when using digital technologies in and out of school;
- know and understand school policies on the use of mobile and hand held devices including cameras;

Staff, volunteers and contractors

- know to be vigilant in the supervision of children at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas where older pupils have more flexible access;
- know to take professional, reasonable precautions when working with pupils, previewing websites before use; using age-appropriate (pupil friendly) search engines where more open Internet searching is required with younger pupils;

Parents/Carers

- should provide consent for pupils to use the Internet, as well as other technologies, as part of the online safety acceptable use agreement form;
- should know and understand what the school's 'rules of appropriate use for the whole school community' are and what sanctions result from misuse.

Incident Management

In this school:

- there is strict monitoring and application of the online safety policy and a differentiated and appropriate range of sanctions;
- all members of the school are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes;
- support is actively sought from other agencies as needed (i.e. the local authority, LGfL, UK Safer Internet Centre helpline, CEOP, Prevent Officer, Police, IWF) in dealing with online safety issues;
- monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school;
- parents/carers are specifically informed of online safety incidents involving young people for whom they are responsible;
- the Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law;
- we will immediately refer any suspected illegal material to the appropriate authorities – Police, Internet Watch Foundation and inform the LA.

4. Managing IT and Communication System

Internet access, security (virus protection) and filtering

This school:

- informs all users that Internet/email use is monitored;
- has the educational filtered secure broadband connectivity through the LGfL;
- uses the LGfL filtering system which blocks sites that fall into categories (e.g. adult content, race hate, gaming). All changes to the filtering policy are logged and only available to staff with the approved 'web filtering management' status (at MPS sites can be requested to be unblocked via email and an email trail is the log)
- ensures network health through use of Sophos anti-virus software (from LGfL);
- Uses DfE, LA or LGfL approved systems including DfE S2S, LGfL USO FX2, Egress secure file/email to send 'protect-level' (sensitive personal) data over the Internet

- Uses encrypted devices or secure remote access where staff need to access 'protect-level' (sensitive personal) data off-site;
- Works in partnership with the LGfL to ensure any concerns about the system are communicated so that systems remain robust and protect students.

Network management (user access, backup)

This school

- Uses individual, audited log-ins for all users - the LGfL USO system;
- Uses guest accounts occasionally for external or short term visitors for temporary access to appropriate services;
- Has additional local network monitoring/auditing software installed;
- Requires the Technical Support Provider to be up-to-date with LGfL services and policies;
- Has daily back-up of school data (admin and curriculum);
- Uses secure, 'Cloud' storage for data back-up that conforms to [DfE guidance](#);
- Storage of all data within the school will conform to the EU and UK data protection requirements; Storage of data online, will conform to the [EU data protection directive](#) where storage is hosted within the EU.

To ensure the network is used safely, this school:

- Ensures staff read and sign that they have understood the school's online safety Policy. Following this, they are set-up with Internet, email access and network access. Online access to service is through a unique, audited username and password. Network credentials provide access to shared areas and the internet; different credentials are required for email and LGfL services;
- All pupils have their own unique username and password which gives them access to the Internet and other services;
- Makes clear that no one should log on as another user and makes clear that pupils should never be allowed to log-on or use teacher and staff logins;
- Has set-up the network with a shared work area for pupils and one for staff. Staff and pupils are shown how to save work and access work from these areas;
- Requires all users to log off or lock their computer when they have finished working or are leaving the computer unattended;
- Ensures all equipment owned by the school and/or connected to the network has up to date virus protection;

- Makes clear that staff are responsible for ensuring that any computer or laptop loaned to them by the school, is used primarily to support their professional responsibilities.
- Makes clear that if staff are accessing LA systems they do so in accordance with any Corporate policies; e.g. Borough email or Intranet; finance system, Personnel system etc.
- Maintains equipment to ensure Health and Safety is followed;
- Ensures that access to the school's network resources from remote locations by staff is audited and restricted and access is only through school/LA approved systems:
- Does not allow any outside Agencies to access our network remotely except where there is a clear professional need and then access is audited restricted and is only through approved systems;
- Has a clear disaster recovery system in place that includes a secure, remote off site back up of data;
- This school uses secure data transfer; this includes DfE secure S2S website for all CTF files sent to other schools;
- Ensures that all pupil level data or personal data sent over the Internet is encrypted or only sent within the approved secure system in our LA or through USO secure file exchange (USO FX);
- Our wireless network has been secured to industry standard Enterprise security level
- All IT and communications systems installed professionally and regularly reviewed to ensure they meet health and safety standards;

Password policy

- This school makes it clear that staff and pupils must always keep their passwords private, must not share with others; If a password is compromised the school should be notified immediately.
- All staff have their own unique username and private passwords to access school systems. Staff are responsible for keeping their password(s) private.
- We require staff to use STRONG passwords.
- We require key staff to change their passwords to access the network allowing access to MIS every 90 days
- We require key staff using critical systems to use two factor authentication (remote access and LGFL)

E-mail

This school

- Provides staff with an Outlook email account for their professional use, and makes clear personal email should be through a separate account;
- Will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date
- We use a number of LGfL-provided technologies to help protect users and systems in the school, including desktop anti-virus product Sophos, plus direct email filtering for viruses.

Pupils:

- We use LGfL pupil email system which are intentionally 'anonymised' for pupil protection.
- Pupils are taught about the online safety and 'netiquette' of using e-mail both in school and at home.

Staff:

- Staff can only use the LA or LGfL e mail systems on the school system
- Staff will use LA or LGfL e-mail systems for professional purposes
- Access in school to external personal e mail accounts may be blocked
- Never use email to transfer staff or pupil personal data. 'Protect-level' data should never be transferred by email. If there is no secure file transfer solution available for the situation, then the data / file must be protected with security encryption (eg encrypted USB stick)

School website

- The Headteacher, supported by the Governing body, takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- The school web site complies with statutory DFE requirements;
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- Photographs published on the web do not have full names attached. We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website;

Cloud Environments

MPS does not currently use cloud environments.

Social networking

Staff, Volunteers and Contractors

- Staff are instructed to always keep professional and private communication separate.
- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications.
- for the use of any school approved social networking will adhere to school's communications policy.

School staff will ensure that in private use:

- No reference should be made in social media to students/pupils, parents/carers or school staff;
- School staff should not be online friends with any pupil/student. Any exceptions must be approved by the Headteacher.
- 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 /academy or local authority and personal opinions must not compromise the professional role of the staff member, nor bring the school into disrepute;
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

Pupils:

- Are taught about social networking, acceptable behaviours and how to report misuse, intimidation or abuse through our online safety curriculum work.
- Students are required to sign and follow our [age appropriate] pupil Acceptable Use Agreement.

Parents:

- Parents are reminded about social networking risks and protocols through our parental Acceptable Use Agreement and additional communications materials when required.
- Are reminded that they need to ask permission before uploading photographs, videos or any other information about other people.

CCTV

- We have CCTV in the school as part of our site surveillance for staff and student safety. We will not reveal any recordings without appropriate permission.

5. Data security: Management Information System access and Data transfer

Strategic and operational practices

At this school:

- The Head Teacher is the Senior Information Risk Officer (SIRO).
- Staff are clear who are the key contact(s) for key school information (the Information Asset Owners) are. We have listed the information and information asset owners.
- We ensure staff know who to report any incidents where data protection may have been compromised.
- All staff are DBS checked and records are held in a single central record

Technical Solutions

- Staff have secure area(s) on the network to store sensitive files.
- We require staff to log-out of systems when leaving their computer
- We use the LGfL USO AutoUpdate, for creation of online user accounts for access to broadband services and the LGfL content.
- All servers are in lockable locations and managed by DBS-checked staff.
- Details of all school-owned hardware will be recorded in a hardware inventory.
- Details of all school-owned software will be recorded in a software inventory.
- Disposal of any equipment will conform to [The Waste Electrical and Electronic Equipment Regulations 2006](#) and/or [The Waste Electrical and Electronic Equipment \(Amendment\) Regulations 2007](#). [Further information](#) can be found on the Environment Agency website.
- Where any protected or restricted data has been held we get a certificate of secure deletion for any server that once contained personal data.

6. Equipment and Digital Content

Mobile Devices (Mobile phones, tablets and other mobile devices)

- Mobile devices brought into school are entirely at the staff member, pupil & parents or visitors own risk and are the responsibility of the device owner. The School accepts no responsibility for the loss, theft or damage of any personally owned phone or hand held device brought into school.
- No pupils should bring his or her mobile phone or personally-owned device into school except if in Year 6 which is then handed into the office. Any device brought into school by any pupil will be confiscated.
- Mobile devices are not permitted to be used by parents in certain areas within the school site, 'Mobile-free' signs to this effect are displayed. Mobile phones are not to be used by staff in classrooms.
- All visitors are requested to keep their phones on silent.
- The recording, taking and sharing of images, video and audio on any personal mobile device is to be avoided, except where it has been explicitly agreed by the Headteacher. Such authorised use is to be recorded. All mobile device use is to be open to monitoring scrutiny and the Headteacher is able to withdraw or restrict authorisation for use at any time, if it is deemed necessary.
- The School reserves the right to search the content of any mobile devices on the school premises where there is a reasonable suspicion that it may contain illegal or undesirable material, including pornography, violence or bullying.
- If a pupil needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Staff may use their phones during break times. If a staff member is expecting a personal call they may seek specific permission from the Headteacher to use their phone at other than their break times.
- Mobile phones must not be used unless in secure areas eg. offices or staff room. This applies to staff, parents and visitors.

Storage, Synching and Access

The device is accessed with a school owned account

- The device has a school created account and all apps and file use is in line with this policy. No personal elements may be added to this device.
- On return of the device to the school the PIN must be given to PIN the network manager.

The device is accessed with a personal account

- If personal accounts are used for access to a school owned mobile device, staff must be aware that school use will be synched to their personal cloud, and personal use may become visible in school and in the classroom.
- On return of the device to the school the PIN must be given to PIN the network manager.
- Exit process – when the device is returned the staff member must log in with personal ID so that the device can be Factory Reset and cleared for reuse.

Students' use of personal devices

- The School strongly advises that mobile phones and devices should not be brought into school by pupils.
- The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety. This is only permitted in Y6.
- If a student breaches the school policy, then the device will be confiscated and will be held in a secure place in the school office.
- Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.

Staff use of personal devices

- Staff handheld devices, including mobile phones and personal cameras must be noted in school – name, make & model, serial number. Any permitted images or files taken in school must be downloaded from the device and deleted in school before the end of the day.
- Staff are not permitted to use their own mobile phones or devices in a professional capacity, such as for contacting children, young people or their families within or outside of the setting.

- Staff are able to use their own phone or use the 'car park' phone where contact with students, parents or carers is required, for instance for off-site activities such as a theatre trip.
- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose.
- In an emergency where a staff member doesn't have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes and then report the incident with the Headteacher / Designated Officer.
- If a member of staff breaches the school policy then disciplinary action may be taken.

Digital images and video

In this school:

- We gain parental/carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter/son joins the school (or annually);
- Parents/carers are instructed not to share photos taken in school of their child or children on any social media site.
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials/DVDs;
- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones/personal equipment for taking pictures of pupils;
- If specific pupil photos (not group photos) are used on the school web site, in the prospectus or in other high profile publications the school will obtain individual parental for its long term, high profile use
- The school blocks/filter access to social networking sites unless there is a specific approved educational purpose;
- Pupils are taught about how images can be manipulated in their online safety education programme and also taught to consider how to publish for a wide range of audiences which might include governors, parents or younger children as part of their computing scheme of work;

- Pupils and staff are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information which could bring the school into disrepute.
- Pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.

Appendix

Education – pupils

Whilst regulation and technical solutions are very important, we are mindful that their use must be balanced by educating pupils to take a responsible approach. The education of pupils in on line safety is therefore an essential part of the school's on line provision. Children and young people need the help and support of the school to recognise and avoid on line risks and build their resilience.

On line safety is a focus in all areas of the curriculum and staff reinforce on line safety messages across the curriculum. At MPS we follow the 3BM digital curriculum which is broad and relevant and provides progression as well as opportunities for creative activities.

- Key on line safety messages are reinforced as part of a planned programme of assemblies and pastoral activities
- A planned on line safety curriculum is provided as part of Computing / PHSE / and other lessons and is regularly revisited
- Pupils are taught in lessons to be critically aware of the materials / content they access on line and are guided to validate the accuracy of information.
- Pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils are 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 act as good role models in their use of digital technologies, the internet and mobile devices
- In lessons where internet use is pre-planned, pupils are guided to sites checked as suitable for their use and processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff are vigilant in monitoring the content of the websites the young people visit.

Education – parents/carers

Many parents and carers have only a limited understanding of on line 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, website,
- Parents/Carers evenings /workshops
- High profile events / campaigns eg Safer Internet Day
- Reference to the relevant web sites / publications

Education & Training – Staff/Volunteers

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

- A programme of formal on line safety training will be made available to staff. This will be regularly updated and reinforced.
- All new staff receive on line safety training as part of their induction programme, ensuring that they fully understand the school on line safety policy and Acceptable Use Agreements.
- The On line Safety Coordinator (or other nominated person) will receive regular updates through attendance at external training events (eg from LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations.
- This On line Safety policy and its updates will be presented to and discussed by staff in staff meetings or on INSET days.
- The Coordinator / Officer (or other nominated person) will provide advice / guidance / training to individuals as required.

Training – Governors

Governors are encouraged to take part in on line safety training sessions, particularly if they are a member of a committee or group involved in technology, health and safety or safeguarding. This training may be offered in a number of ways:

- Attendance at training provided by the Local Authority or other relevant organisation
- Participation in school training or information sessions for staff

Appendix B

Communication

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

Appendix C

Unsuitable/inappropriate activities

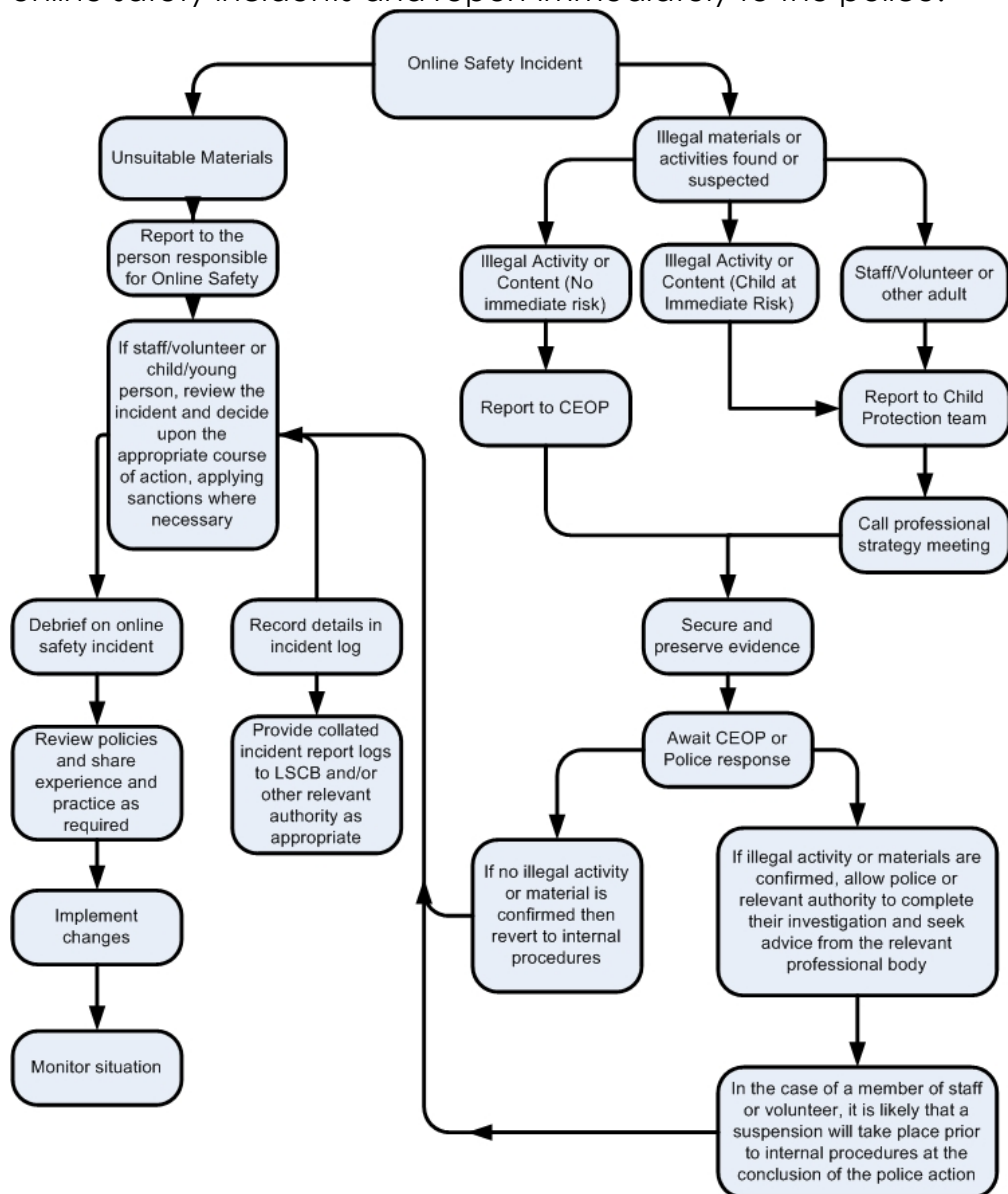
The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
User Actions						
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					✓
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					✓
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					✓
	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					✓
	Pornography				✓	
	Promotion of any kind of discrimination				✓	
	threatening behaviour, including promotion of physical violence or mental harm				✓	
	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				✓	
	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				✓	
Using school systems to run a private business					✓	

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

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/academy 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 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
 - 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 child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour/ disciplinary procedures as follows:

Pupils	Refer to class teacher	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc.	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction
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 use of mobile phone/ digital camera/ other mobile device	✓	✓			✓		✓	
Unauthorised use of social media/ messaging apps/ personal email	✓	✓			✓		✓	
Allowing others to access school network by sharing username and passwords	✓						✓	
Attempting to access or accessing the school network, using another student's /pupil's account	✓							✓
Attempting to access or		✓			✓			✓

accessing the school network, using the account of a member of staff								
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		✓	✓		✓			✓
Continued infringements of the above, following previous warnings or sanctions		✓		✓				✓
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		✓	✓		✓			✓
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act		✓						✓

Staff	Actions / Sanctions							
	Refer to line manager	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
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 username and passwords or attempting to access or accessing the school network, using another person's account	✓				✓	✓		
Careless use of personal data e.g. holding or transferring data in an insecure manner	✓	✓				✓		
Deliberate actions to breach data protection or network security rules		✓			✓	✓		✓
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		✓			✓	✓		✓
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 carrying out digital communications with students/pupils		✓	✓					✓

Actions which could compromise the staff member's professional standing		✓	✓					✓
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 or licensing regulations		✓						✓
Continued infringements of the above, following previous warnings or sanctions		✓					✓	✓