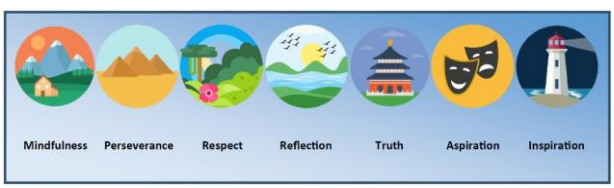
Every child Every chance Every day

Weddington's vision is for all to thrive. 'Weddy' graduates will venture into the wider world as curious, courageous and confident individuals, who are equipped with the tools for continued success

Online safety policy Weddington Primary School

Last reviewed on:	24.9.2024
Next review due by:	24.9.2025



Contents

1. Aims

Our school aims to:

> Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors

> Identify and support groups of pupils that are potentially at greater risk of harm online than others

> Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')

> Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

> **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism

> **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

> **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and

> **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

2. Legislation and guidance

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

> Teaching online safety in schools

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

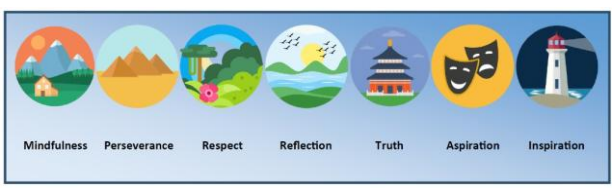
> Relationships and sex education

> Searching, screening and confiscation

It also refers to the DfE's guidance on protecting children from radicalisation.

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

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



3. Roles and responsibilities

3.1 The governing board

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

The governing board will make sure all staff undergo online safety training as part of child protection and safeguarding training, and ensure staff understand their expectations, roles and responsibilities around filtering and monitoring.

The governing board will also make sure all staff receive regular online safety updates (via email and staff meetings), as required and at least annually, to ensure they are continually provided with the relevant skills and knowledge to effectively safeguard children.

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

The governing board should ensure children are taught how to keep themselves and others safe, including keeping safe online.

The governing board must ensure the school has appropriate filtering and monitoring systems in place on school devices and school networks, and will regularly review their effectiveness. The board will review the DfE filtering and monitoring standards, and discuss with IT staff and service providers what needs to be done to support the school in meeting those standards, which include:

- Identifying and assigning roles and responsibilities to manage filtering and monitoring systems;
- Reviewing filtering and monitoring provisions at least annually;
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning;
- Having effective monitoring strategies in place that meet their safeguarding needs.

The governor who oversees online safety is Gwyneth Evans

All governors will:

> Ensure they have read and understand this policy

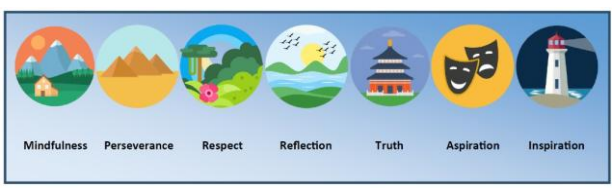
> Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3)

> Ensure that online safety is a running and interrelated theme while devising and implementing their whole-school or college approach to safeguarding and related policies and/or procedures

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

3.2 The headteacher

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



3.3 The designated safeguarding lead

Details of the school's designated safeguarding leads (DSL) are set out in our child protection and safeguarding policy, as well as relevant job descriptions.

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

> Ensuring that staff understand this policy and that it is being implemented consistently throughout the school

> Working with the governing board to review this policy annually and ensure the procedures and implementation are updated and reviewed regularly

> Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks

> Working with the Computing lead to make sure the appropriate systems and processes are in place

> Working with the Computing lead and other staff, as necessary, to address any online safety issues or incidents

> Managing all online safety issues and incidents in line with the school's child protection policy

> Ensuring that any online safety incidents are logged (on CPOMS) and dealt with appropriately in line with this policy

> Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy

> Updating and providing staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs)

> Liaising with other agencies and/or external services if necessary

> Providing regular reports on online safety in school to the headteacher and/or governing board

> Undertaking annual risk assessments that consider and reflect the risks children face

> Providing regular safeguarding and child protection updates, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively

This list is not intended to be exhaustive.

3.4 The computing lead

The computing lead is responsible for:

> Liaising with ICTDS to ensure there is an appropriate level of security protection procedures, such as filtering and monitoring systems on school devices and school networks, which are reviewed and updated at least annually to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material

> Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly

> Ensuring that any online safety incidents are logged (on CPOMS) and dealt with appropriately in line with this policy

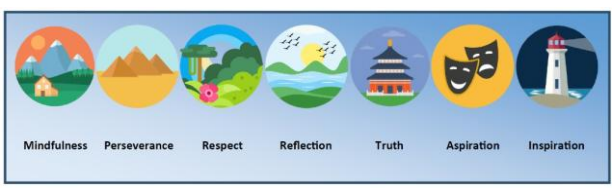
> Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.5 All staff and volunteers

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

> Maintaining an understanding of this policy



> Implementing this policy consistently

> Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2)

> Knowing that the DSL is responsible for the filtering and monitoring systems and processes, and being aware of how to report any incidents of those systems or processes failing by making the DSL and/or ICTDS aware immediately

> Following the correct procedures, by contacting ICTDS, if they need to bypass the filtering and monitoring systems for educational purposes

> Working with the DSL to ensure that any online safety incidents are logged (on CPOMS) and dealt with appropriately in line with this policy

> Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

> Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline, and maintaining an attitude of 'it could happen here'

This list is not intended to be exhaustive.

3.6 Parents/carers

Parents/carers are expected to:

> Notify a member of staff or the headteacher of any concerns or queries regarding this policy

> Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendix 1)

> Follow our 'Acceptable use of the internet - agreement for parents and carers'

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

> What are the issues? – UK Safer Internet Centre

> Hot topics – Childnet International

> Parent resource sheet – Childnet International

3.7 Visitors and members of the community

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

4. Educating pupils about online safety

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

The text below is taken from the National Curriculum computing programmes of study.

It is also taken from the guidance on relationships education, relationships and sex education (RSE) and health education.

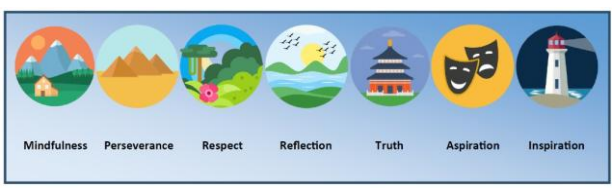
All primary schools have to teach:

> Relationships education and health education

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

> Use technology safely and respectfully, keeping personal information private

> Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies



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

> Use technology safely, respectfully and responsibly

> Recognise acceptable and unacceptable behaviour

> Identify a range of ways to report concerns about content and contact

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

> That people sometimes behave differently online, including by pretending to be someone they are not

> That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online, including when we are anonymous

> The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them

> How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met

> How information and data is shared and used online

> What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)

> How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

All schools –

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

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

5. Educating parents/carers about online safety

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

Online safety will also be covered during parents' evenings.

The school will let parents/carers know:

> What systems the school uses to filter and monitor online use

> What their children are being asked to do online, including the sites they will be asked to access and who from the school (if anyone) their child will be interacting with online

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

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

6. Educating the wider community about online safety

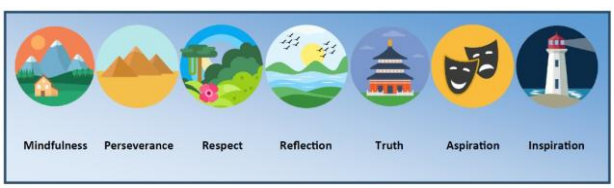
The school will provide opportunities for local community groups / members of the community to gain from the school's online safety knowledge and experience. This may be offered through the following:

> Providing family learning courses in use of new digital technologies, digital literacy and online safety

> Online safety messages targeted towards grandparents and other relatives as well as parents

> The school website and school's Twitter page will provide online safety information for the wider community

> Supporting community groups eg. Early Years Settings, Childminders, youth / sports / voluntary groups to enhance their online safety provision



7. Cyber-bullying

7.1 Definition

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

7.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Teachers will discuss cyber-bullying with their classes.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

The school also sends information/leaflets on cyber-bullying to parents/carers so they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

7.3 Examining electronic devices

The headteacher, and any member of staff authorised to do so by the headteacher or DSL can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

> Poses a risk to staff or pupils, and/or

> Is identified in the school rules as a banned item for which a search can be carried out, and/or

> Is evidence in relation to an offence

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

> Assess how urgent the search is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the headteacher or Deputy Headteacher who is also DSL.

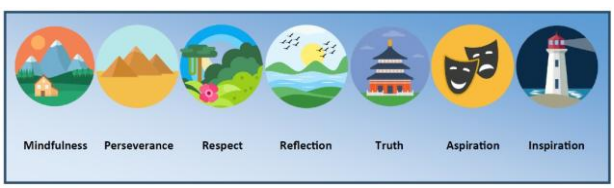
> Explain to the pupil why they are being searched, how the search will happen, and give them the opportunity to ask questions about it

> Seek the pupil's co-operation

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

> Cause harm, and/or



> Undermine the safe environment of the school or disrupt teaching, and/or

> Commit an offence

If inappropriate material is found on the device, it is up to the headteacher and senior leadership team to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

> They reasonably suspect that its continued existence is likely to cause harm to any person, and/or

> The pupil and/or the parent/carer refuses to delete the material themselves

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

> **Not** view the image

> Confiscate the device and report the incident to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on screening, searching and confiscation and the UK Council for Internet Safety (UKCIS) guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

Any searching of pupils will be carried out in line with:

> The DfE's latest guidance on searching, screening and confiscation

> UKCIS guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

> Our behaviour policy, safeguarding policy and is consistent with DfE advice *Searching, Screening and Confiscation*

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

8. Acceptable use of the internet in school

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

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

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

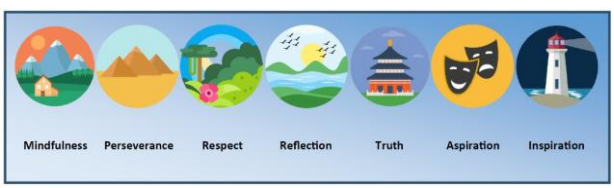
More information is set out in the acceptable use agreements in appendices 1 to 3.

9. Pupils using mobile devices in school

After agreeing to our mobile phone contract (see appendix 3), pupils may bring mobile devices into school, but all devices must be powered off before entering the school site and stored with the class teacher for the duration of the school day.

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see appendix 2).

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



10. Staff using work devices outside school

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

> Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)

> Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

> Making sure the device locks if left inactive for a period of time

> Not sharing the device among family or friends

> Installing anti-virus and anti-spyware software

> Keeping operating systems up to date by always installing the latest updates

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

Work devices must be used solely for work activities.

If staff have any concerns over the security of their device, they must seek advice from Mrs Haw, Mr Patel or Warwickshire ICTDS.

11. How the school will respond to issues of misuse

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

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

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

12. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues, including cyber-bullying and the risks of online radicalisation.

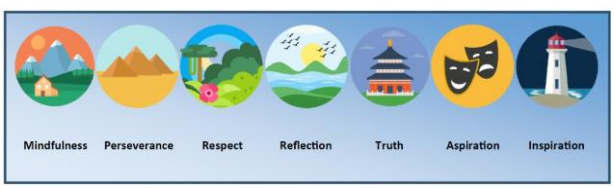
All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

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

> Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse

> Children can abuse their peers online through:

- Abusive, harassing, and misogynistic messages
- Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
- Sharing of abusive images and pornography, to those who don't want to receive such content



> Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse
- Develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

The DSLs will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

Training – Governors

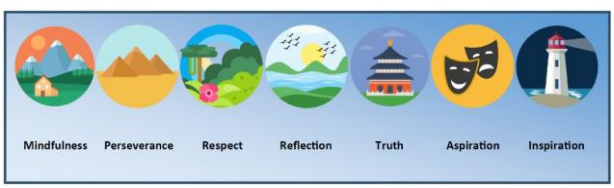
Governors should take part in online safety training / awareness sessions, with particular importance for those who are members of any subcommittee / group involved in technology / online safety / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation (eg. SWGfL)
- Participation in school training / information sessions for staff or parents (this may include attendance at assemblies / lessons).

13. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be made on CPOMS.

This policy will be reviewed annually or when it needs to be updated appropriately by the computing lead and SLT. At every review, the policy will be shared with the governing board. The review will be supported by an annual risk assessment that considers and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.



14. Bring Your Own Device (BYOD)

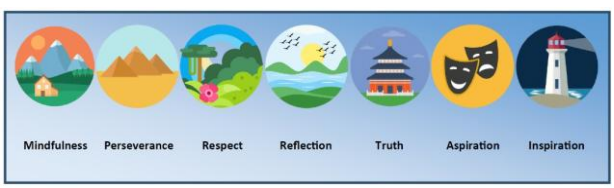
The LA provide a separate wireless network (BYOND) which allows WCC staff to log in to the network to access the internet within school, using their employee username and password.

> The school has a set of clear expectations and responsibilities for all users
> The school adheres to the GDPR
> All users are provided with and accept the Acceptable Use Agreement
> All network systems are secure and access for users is differentiated
> Where possible, these devices will be covered by the school's normal filtering systems, while being used on the premises
> All users will use their username and password and keep this safe
> Mandatory training is undertaken for all staff
> Regular audits and monitoring of usage will take place to ensure compliance
> Any device loss, theft, change of ownership of the device will be reported as in the BYOD policy
> Any user leaving the school will follow the process outlined within the BYOD policy.

15. Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and students 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 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 eg. on social networking sites
> 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 in not covered by GDPR). 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 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
> Care should be taken when taking digital / video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute
> Students must not take, use, share, publish or distribute images of others without their permission
> Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images
> Students' full names will not be used anywhere on a website or blog, particularly in association with photographs
> Written permission from parents or carers will be obtained before photographs of students are published on the school website.



16. Data protection

All data will be held and processed in line with The Data Protection Law which sets out that a data controller must ensure that personal data shall be:

a) processed lawfully, fairly and in a transparent manner in relation to data subjects;

b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the Data Protection Law in order to safeguard the rights and freedoms of data subjects; and

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

17. 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:

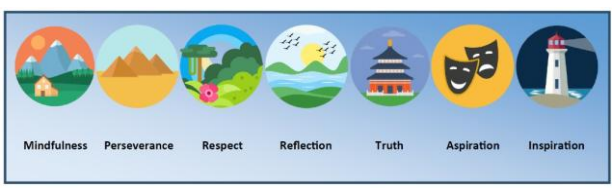
	Staff & other adults				Students			
Communication Technologies	Not Allowed	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission
Mobile phones may be brought to school		X				X *		
Use of mobile phones in lessons	X				X			
Use of mobile phones in social time		X			X			
Taking photos on mobile phones / cameras			X **				X **	
Use of other mobile devices eg. 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 ***					X **

*KS2 Students may bring their mobile phone to school if parents/carers think they need it to get to and from school safely. The student is responsible for it whilst in school. The Student will need to put their phone in a box in their classroom so that it is not accessible during the day and collect it once school has finished.

**Can use school devices

***Staff must use their own mobile devices in private/adult areas unless using their phones to capture images at times when school devices are not available or appropriate. In these cases, images will be transferred to school systems, and permanently deleted from personal devices immediately.

In addition to the above, the Head Teacher and Deputy Head Teacher are permitted to use mobile devices during the school day for organisation and safeguarding purposes.



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. Staff and students should therefore use only the school email service to communicate with others when in school, or on school systems (eg. by remote access)
- 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 or parents / carers (email, chat, 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
- Students will be provided with individual school email addresses for educational use
- Students 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.

18. Social Media – Protecting personal identity

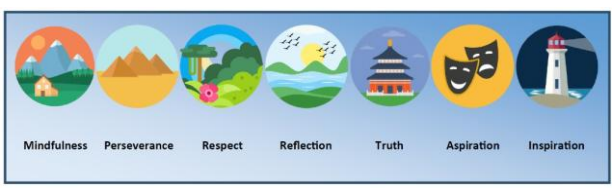
All schools, academies and local authorities have a duty of care to provide a safe learning environment for students and staff. School and local authority could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority 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 students, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues
- 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, 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.



The school's use of social media for professional purposes will be checked regularly by the senior risk officer and online safety committee to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

19. School password security policy

Introduction

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that:

- Users can only access data to which they have right of access
- No user should be able to access another's files, without permission (or as allowed for monitoring purposes within the school's policies).
- Access to personal data is securely controlled in line with the school's personal data policy

A safe and secure username / password system is essential if the above is to be established and will apply to all school ICT systems, including email and Virtual Learning Environment (VLE).

Responsibilities

- The management of the password security policy will be the responsibility of The ICT Coordinator
- All users (adults and young people) will have responsibility for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security
- Pupil passwords for new users and existing users can be updated by teaching staff
- Users will change their passwords every academic year
- Staff and KS2 passwords will be at least 8 characters long, contain one number, one symbol and a mix of upper and lowercase letters, Foundation Stage and KS1 passwords will be a minimum of 4 characters long.

Training / Awareness

Members of staff will be made aware of the school's password policy:

- through the school's online safety policy, password security policy & Staff handbook

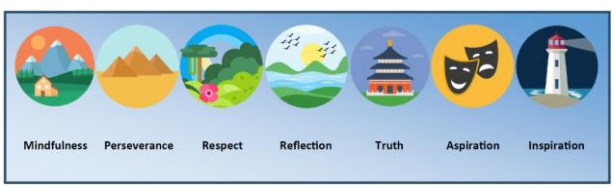
Students will be made aware of the school's password policy:

- in ICT and / or online safety lessons
- through the Acceptable Use Agreement
-

20. Links with other policies

This online safety policy is linked to our:

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



Appendix 1: acceptable use agreement (pupils)

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

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

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

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

I will not:

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

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

- I will not use it or have it turned on while on the school site, unless requested to do so by a member of staff
- I will submit it to my class teacher for safe keeping during the school day
- If anything happens to the mobile phone whilst on school property, the school is not liable.

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

Appendix 2: acceptable use agreement (staff, governors, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking with teachers first
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses, unless that business is directly related to the school

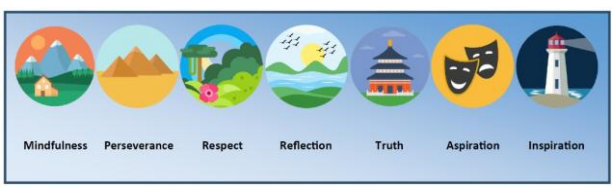
I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and Computing lead know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.



Appendix 3: mobile phone acceptable use agreement

Mobile Phone Acceptable Use Agreement for Pupils

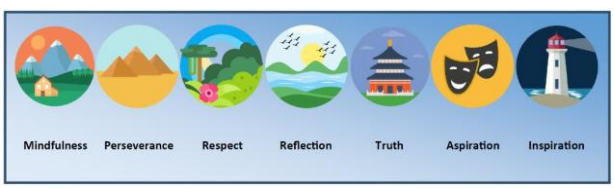
- I will only bring a mobile phone to school if I need it to help to keep me safe when I am walking to or from school without an adult, and only if my parents say that I can. School must be informed of this.
- I will switch my phone off as soon as I get to the school gates in the morning and I won't switch it on again after school until I am outside the school gates.
- I will hand in my phone to my teacher, teaching assistant or place in the designated area as soon as I get into the classroom in the morning.
- I will be responsible for remembering to collect my phone at the end of the day.
- I understand that there are some children at Weddington Primary whose parents don't want them to be photographed and that if I use my phone to take photographs at school I may accidentally include one of these children in the background. I therefore won't use my phone to take any photographs at school, either in the classroom, playground or anywhere else on the school site.

Signed student: _____ Date: _____

As a parent, I agree to my child bringing their phone in to school and will ensure that my child adheres to this agreement.

Signed parent: _____ Date: _____

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



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