

# Online safety policy

## Millhouse Primary School



<b>Approved by:</b>	Philip Bee	<b>Date:</b> August 2024
<b>Last reviewed on:</b>	12.8.24	
<b>Next review due by:</b>	12.8.24	

## 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 health 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, e-bulletins 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, 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 Sue Cutting (Safeguarding governor).

All governors will:

- › Ensure that they have read and understand this policy
- › Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3)
- › 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 SEND 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 lead (DSL) and deputy are set out in our child protection and safeguarding policy.

The DSL/ Deputy DSL take 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
- › Working with the ICT lead and technician to make sure the appropriate systems and processes are in place

- › Working with the ICT lead, ICT technician and other staff, as necessary, to address any online safety issues or incidents
- › Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks
- › Managing all online safety issues and incidents in line with the school child protection policy
- › Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy
- › Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- › Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs)
- › Liaising with other agencies and/or external services if necessary
- › Providing regular reports on online safety in school to the 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 ICT Support provider**

The ICT Support Provider (Trust IT) in conjunction with the headteacher is responsible for:

- › Putting in place 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
- › Conducting a full security check and monitoring the school's ICT systems on a fortnightly basis
- › Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files

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 alerting the DSL immediately and completing a written record via CPOMS where appropriate.
- › Following the correct procedures by requesting access from the headteacher who will contact the IT provider if agreed, 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 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

Parents are expected to:

- › Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- › Ensure their child has read, understood and agreed to the terms on acceptable use of the school’s ICT systems and internet (appendices 1 and 2)

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

- › What are the issues? – [UK Safer Internet Centre](#)
- › Hot topics – [Childnet International](#)
- › Parent 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:

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

All schools have to teach:

- › [Relationships education and health education](#) in primary schools
- › [Relationships and sex education and health education](#) in secondary schools

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

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

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 about online safety

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

Online safety will also be covered during parents' evenings.

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

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

## 6. Cyber-bullying

### 6.1 Definition

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

### 6.2 Preventing and addressing cyber-bullying

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

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

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

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

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

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

The DSL will 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.

### 6.3 Examining electronic devices

The headteacher, and any member of staff authorised to do so by the headteacher, 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:

- › Make an assessment of 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/ 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 staff member in conjunction with the DSL / headteacher 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](#)

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

## **6.4 Artificial intelligence (AI)**

Generative artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard.

Millhouse Primary School recognises that AI has many uses to help pupils learn, but may also have the potential to be used to bully others. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real. This includes deepfake pornography: pornographic content created using AI to include someone's likeness.

Millhouse Primary School will treat any use of AI to bully pupils in line with our anti-bullying/behaviour policy.

Staff should be aware of the risks of using AI tools whilst they are still being developed and should carry out a risk assessment where new AI tools are being used by the school.

## **7. Acceptable use of the internet in school**

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 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.

## **8. Pupils using mobile devices in school**

If pupils (Y6 only) bring mobile devices into school, they are expected to hand them to the teacher for safe-keeping until the end of the day. They are not permitted to use such devices in school.

## **9. Staff using work devices outside school**

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

To use an encrypted computer/device for any work related task involving confidential and sensitive information.

To ensure my mobile phone/ personal device is appropriately protected if used to access school emails—fingerprints/ unlock codes in place and security added so that school emails can be wiped if the device is lost/ stolen; latest software installed; only legitimate apps installed; jailbroken phones not used; devices set back to factory settings if sold.

Not sharing the device among family or friends

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

If staff have any concerns over the security of their device, they must seek advice from the IT technician (Trust IT).



## 10. How the school will respond to issues of misuse

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

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

## 11. Training

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

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

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

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

Volunteers will receive appropriate training and updates, if applicable.

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

## 12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety via CPOMS.

This policy will be reviewed every year by the headteacher/ e-safety lead. At every review, the policy will be shared with the governing board. The review (such as the one available [here](#)) 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.

### **13. Links with other policies**

This online safety policy is linked to our:

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

## Pupil Acceptable Use Agreement for KS1



### **This is how I stay safe when I use computers:**



I will keep my passwords secret.

I will only use the computer for things my teacher has told me to.

I will make sure that all the messages I send are polite.

I will tell a teacher if I see something that makes me feel scared or uncomfortable on the screen.

I will not reply to any nasty message or anything that makes me feel uncomfortable.

I will not tell people about myself online (I will not tell them my name, mobile phone number, anything about my home, family, pets and school).

In school, I will only use my school email. I will only email people I know or who my teacher says it is okay to email.

I will never agree to meet a stranger.

I will not put photographs of myself online without asking a teacher.

I know that my teacher can check what I do online and that if I break the rules I might not be allowed to use a computer.

Signed \_\_\_\_\_

## Pupil Acceptable Use Agreement for KS1



### **School Policy**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.



### **This Acceptable Use Policy is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

### **Parent / Carer Signature**

As the parent / carer, I understand that the school has discussed the Acceptable Use Agreement with my son /daughter as part of whole school commitment to e-Safety both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems.

I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-Safety.

Name of Pupil \_\_\_\_\_

|

Class \_\_\_\_\_

Signed (parent) \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 2: KS2 acceptable use agreement (pupils and parents/carers)

### Pupil Acceptable Use Agreement for KS2



At school we use computers, and other resources connected to the internet and our wireless network. These rules will keep us safe and help us to be fair to others.



- I will keep my passwords for login in to any computer or application to myself – if I think others know my passwords I shall tell my teacher.
- I shall use the online activities and sites which school allows me to access from home appropriately.
- I will not bring in memory sticks into school unless I have been given permission.
- I will not use my own mobile device/ phone in school unless I am given permission from my teacher.
- If the computer asks for an update, I shall check this with my teacher.
- I will only use the computer for things my teacher has told me to.
- I will not use the internet to access unsuitable material.
- The messages I send will be polite and respectful.
- I will always report anything that I feel is unkind or makes me feel unsafe or uncomfortable to my teacher. I will not reply to any nasty messages.
- In school, I will only use my school e-mail and only e-mail people my teacher has approved.
- I will always keep my personal details private (e.g my name, mobile phone number, family information, journey to school, pets, hobbies).
- I will not register my details with online activities and websites without the permission of my teacher.
- I will not share files or photos without the permission of my teacher.
- I will not copy text or pictures from the internet and pretend it is my own work.
- I will never meet an online friend without taking a responsible adult who I know with me.
- I understand that the school will check my computer files and will monitor the Internet sites I visit.
- I will treat computer equipment, like all school equipment, with care and respect.
- I know that if I break the rules I might not be allowed to use a computer.

Signed \_\_\_\_\_

## Pupil Acceptable Use Agreement for KS2



### **School Policy**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### **This Acceptable Use Policy is intended to ensure;**

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

### **Parent / Carer Signature**

As the parent / carer, I understand that the school has discussed the Acceptable Use Agreement with my son /daughter as part of whole school commitment to e-Safety both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems.

I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-Safety.

Name of Pupil \_\_\_\_\_

Class \_\_\_\_\_

Signed (parent) \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)



### Millhouse Primary School ICT Acceptable Use Policy for Staff and Visitors



This policy is designed to ensure that all staff and visitors are aware of their responsibilities when accessing and using any form of ICT. All staff and visitors are expected to sign this agreement and adhere to its contents at all times.

- I will only use ICT and any related technologies for professional purposes or for uses deemed 'reasonable' by the school SLT.
- I will not disclose any passwords I have created or been provided to me by the school
- I will ensure all electronic communications with children and young people, parents and staff are compatible with my professional role.
- I will not give out my personal details, such as a mobile phone number, personal email address or social media accounts to children or their parents for school business purposes.
- I will not conduct or discuss any school business online such as social media or personal email.
- I will not talk about my professional role in any capacity when using social media such as Facebook, Twitter or YouTube etc.
- I will only use the approved email system(s) for any work related business.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off site or accessed remotely. Personal data can only be taken off site or accessed remotely when authorised by the school SLT.
- I will not install any hardware or software without prior permission.
- I will only use memory sticks issued by the school.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of children and young people and/or staff will only be taken, stored and used for professional purposes in line with any policy and with prior written consent of a parent, school or Line Manager.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the school, Governing Body or Line Manager.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both business and private environments, will not bring my professional role into disrepute.
- I will support and promote the Acceptable Use Policy and help children and young people and adults to be safe and responsible in their use of ICT and related technologies.
- Disclosing information about the school/staff/governors/parents/students which should remain private either online or elsewhere is prohibited.
- If I use personal devices to access school emails, I will ensure that: the latest software is installed; only legitimate Apps are installed; jailbroken phones are not used; devices are set back to factory settings if sold.

#### User Signature

I agree to follow this code of conduct and to support the safe use of ICT.

Signature ..... Print Name .....

Date .....

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

ONLINE SAFETY TRAINING NEEDS AUDIT	
<b>Name of staff member/volunteer:</b>	<b>Date:</b>
<b>Question</b>	<b>Yes/No (add comments if necessary)</b>
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?	
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?	



