

ONLINE SAFETY POLICY

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.

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1. Introduction and Overview

1.1 Rationale

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Purley Oaks 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)

1.2 Scope

This policy applies to all members of Purley Oaks Primary School, Nursery and Children's Centre (including staff, pupils, governors, volunteers, parents and carers, visitors, community users) who have access to and are users of our IT systems, both in and out of school.

1.3 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 effectiveness of the school's arrangements for online safety • To ensure school website includes relevant information
Online Safety Co-ordinator/Designated Child Protection Lead	<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

Role	Key Responsibilities
	<ul style="list-style-type: none"> • 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
Governors/Safeguarding governor (including online safety)	<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 review the online safety 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
Computing Curriculum Leader	<ul style="list-style-type: none"> • To oversee the delivery of the online safety element of the Computing curriculum
Network Manager/technician	<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 <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 • 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

Role	Key Responsibilities
	<ul style="list-style-type: none"> • 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 • 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)	<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
All staff, volunteers and contractors.	<ul style="list-style-type: none"> • To read, understand, sign and adhere to the school staff Acceptable Use Policy and Agreement, 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

Role	Key Responsibilities
Pupils	<ul style="list-style-type: none"> • Read, understand, sign and adhere to the 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 about their online experiences
Parents/carers	<ul style="list-style-type: none"> • To read, understand and promote the school's Pupil Acceptable Use Agreements 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 groups	<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 • To model safe, responsible and positive behaviours in their own use of technology

1.4 Communication

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

- Policy to be posted on the school website and shared directly with staff and governors
- 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

1.5 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).

Handling a sexting / nude selfie incident:

[UKCCIS "Sexting in schools and colleges"](#) should be used. This extract gives the initial actions that should be taken:

There should always be an initial review meeting, led by the DSL. This should consider the initial evidence and aim to establish:

- Whether there is an immediate risk to a young person or young people
When assessing the risks the following should be considered:
 - Why was the imagery shared? Was the young person coerced or put under pressure to produce the imagery?
 - Who has shared the imagery? Where has the imagery been shared? Was it shared and received with the knowledge of the pupil in the imagery?
 - Are there any adults involved in the sharing of imagery?
 - What is the impact on the pupils involved?
 - Do the pupils involved have additional vulnerabilities?
 - Does the young person understand consent?
 - Has the young person taken part in this kind of activity before?
- If a referral should be made to the police and/or children's social care
- If it is necessary to view the imagery in order to safeguard the young person – in most cases, imagery should not be viewed
- What further information is required to decide on the best response
- Whether the imagery has been shared widely and via what services and/or platforms. This may be unknown.
- Whether immediate action should be taken to delete or remove images from devices or online services
- Any relevant facts about the young people involved which would influence risk assessment
- If there is a need to contact another school, college, setting or individual
- Whether to contact parents or carers of the pupils involved - in most cases parents should be involved

An immediate referral to police and/or children's social care should be made if at this initial stage:

1. The incident involves an adult
2. There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
3. What you know about the imagery suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent
4. The imagery involves sexual acts and any pupil in the imagery is under 13
5. You have reason to believe a pupil or pupil is at immediate risk of harm owing to the sharing of the imagery, for example, the young person is presenting as suicidal or self-harming

If none of the above apply, then a school may decide to respond to the incident without involving the police or children's social care (a school can choose to escalate the incident at any time if further information/concerns come to light).

The decision to respond to the incident without involving the police or children's social care would be made in cases when the DSL is confident that they have enough information to assess the risks to pupils involved and the risks can be managed within the school's pastoral support and disciplinary framework and if appropriate local network of support.

1.6 Reviewing and monitoring online safety

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

2.1 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

2.2 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

2.3 Parent awareness and training

This school:

- Provides parent workshops regarding online safety
- Provides safety advice, guidance and information for parents on the school website

3. Expected Conduct and Incident Management

3.1 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 and 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

3.2 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 and 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

4.1 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
- Uses USO user-level filtering where relevant
- 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

4.2 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
- Uses teacher 'remote' management control tools for controlling workstations/viewing users/setting-up applications and Internet web sites, where useful
- Ensures the Systems Administrator/network manager is up-to-date with LGfL services and policies/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 General Data Protection Regulation (GDPR) 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. The same credentials are used to access the school's network
- 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 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 staff accessing LA systems do so in accordance with any corporate policies; e.g. 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 (Egress) or through USO secure file exchange (USO FX);
- Our wireless network has been secured to industry standard Enterprise security level /appropriate standards suitable for educational use
- All IT and communications systems installed professionally and regularly reviewed to ensure they meet health and safety standards

4.3 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 staff to change their passwords into the MIS, LGfL USO admin site, every 90 days
- We require staff using critical systems to use two factor authentication

4.4 E-mail

This school:

- Provides staff with an email account for their professional use, London Staffmail, and makes clear personal email should be through a separate account

- We use anonymous or group e-mail addresses, for example: info@schoolname.la.sch.uk/head@schoolname.la.sch.uk
- 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

4.5 Pupils:

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

4.6 Staff:

- Staff can only use the LGfL e-mail systems on the school network
- Staff will use 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.

4.7 School website

- The Headteacher, supported by the Governing Board, takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained
- The school website 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

4.8 Cloud environments

- Uploading of information on the schools' online learning space is shared between different staff members according to their responsibilities e.g. all class teachers upload information in their class areas
- Photographs and videos uploaded to the school's online environment will only be accessible by members of the school community

- In school, pupils are only able to upload and publish within school approved 'Cloud' systems

4.9 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
- 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 pupils, parents and carers or school staff
- School staff should not be online friends with any pupil. 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 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
- Pupils are required to sign and follow our KS1/KS2 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

5. Data Security: Management Information System Access and Data Transfer

5.1 Strategic and operational practices

At this school:

- The Headteacher 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

5.2 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, but also enforce lock-out:
 - after 10 minutes idle time for admin PCs
 - after 30 minutes idle time for curriculum PCs
- 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

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

- Mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile devices
- The Bluetooth or similar function of a mobile device should be switched off at all times and not be used to send images or files to other mobile devices
- No images or videos should be taken on personal mobile devices without the prior consent of the person or people concerned and 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
- All visitors are requested to keep their phones on silent

- 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.

6.2 Storage, Syncing 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
- PIN access to the device must always be known by 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
- PIN access to the device must always be known by 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

6.3 Pupils' use of personal devices

- The school strongly advises that student mobile phones and devices should not be brought into school
- 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
- Pupil personal mobile devices, which are brought into school, must be turned off (not placed on silent) and handed in to the class teacher on arrival at school. They must remain turned off until the end of the day
- If a pupil breaches the school policy, then the device will be confiscated and will be held in a secure place in the school office. Mobile devices will be released to parents or carers in accordance with the school policy
- 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
- If a pupil needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents and carers are advised not to contact their child via their mobile phone during the school day, but to contact the school office

6.4 Staff use of personal devices

- 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 will be issued with a school phone where contact with students, parents or carers is required, for instance for off-site activities
- 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 management team in emergency circumstances
- Staff members may use their phones during school break times
- 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. Staff mobile devices may be searched at any time as part of routine monitoring
- If members of staff have an educational reason to allow children to use mobile phones or a personally-owned device as part of an educational activity, then it will only take place when approved by the senior management team
- 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

6.5 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 child joins the school
- 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 or pupil permission 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 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
- 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

Policy Updated: May 2018

Review Date: May 2019

7. Appendix 1

ACCEPTABLE USE POLICY: STAFF, VOLUNTEERS, GOVERNORS & CONTRACTORS

This agreement covers use of all digital technologies while in school: i.e. email, internet, intranet, network resources, learning platform, software, communication tools, social networking tools, school website, apps and other relevant digital systems provided by the school or the local authority.

The agreement also covers school equipment when used outside of school, use of online systems provided by the school or local authority when accessed from outside school, and posts on social media made from outside school premises/hours which reference the school or which might bring your professional status into disrepute.

Purley Oaks Primary School, Nursery and Children's Centre regularly reviews and updates all Acceptable Use Policy documents to ensure that they are consistent with the school Online Safety Policy.

These rules will help to keep everyone safe and to be fair to others. Please note that school systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. Your behaviour online when in school and on all school devices whether in school or otherwise may therefore be subject to monitoring.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Headteacher and Governing Board.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password and change my passwords regularly. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / internet / intranet / network / social networks / mobile apps / or any other system I have access to via the school or local authority.
- I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data security protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system, LGfL StaffMail, for any school business.

- I will only use the approved method/s of communicating with pupils or parents/carers: LGfL mail and Autotext sent via the school office. I will only communicate with them in a professional manner and on appropriate school business.
- I will not support or promote extremist organisations, messages or individuals.
- I will not give a voice or opportunity to extremist visitors with extremist views.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the headteacher or school business manager.
- I will not download any software or resources from the internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus and other ICT 'defence' systems.
- I will not use personal digital cameras, camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home or on any personal devices.
- I will follow the school's policy on use of mobile phones / devices at school.
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the Teacher Share drive within school.
- I will only take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on the school website, online learning environment etc. will not identify students by name, or other personal information.
- I will use the school's Learning Platform or online cloud storage service in accordance with school protocols.
- I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.

- I will only access school resources remotely (such as from home) using the school approved system and follow e-security protocols to interact with them.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I am aware that under the provisions of the GDPR (General Data Protection Regulation), my school and I have extended responsibilities regarding the creation, use, storage and deletion of data, and I will not store any pupil data that is not in line with the school's data policy and adequately protected. The school's data protection officer must be aware of all data storage.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to the Designated Safeguarding Lead.
- I understand that all internet and network traffic / usage can be logged and this information can be made available *to the Headteacher and/or Designated Safeguarding Lead* on their request.
- I understand that internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I understand that I have a responsibility to uphold the standing of the teaching profession and of the school, and that my digital behaviour can influence this.
- I will embed the school's online safety / digital literacy / counter extremism policies and procedures into my dealings with pupils, staff, parents/carers and other stakeholders.

ACCEPTABLE USE POLICY: AGREEMENT FORM ALL STAFF, VOLUNTEERS, GOVERNORS

I agree to abide by all the points in the Acceptable Use Agreement.

I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety / safeguarding policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature: _____ Date: _____

Full Name: _____ (printed)

Job Title / Role: _____

Authorised Signature (Headteacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature: _____ Date: _____

Full Name: _____ (printed)

One copy to be retained by the member of staff/volunteer/governor and a second is placed on the personnel file.

8. Appendix 2

KS1 PUPIL ONLINE ACCEPTABLE USE AGREEMENT

This is how I keep **SAFE online**:

1. I only use the devices I'm **ALLOWED** to
2. I **CHECK** before I use new sites, games or apps
3. I **ASK** for help if I'm stuck
4. I **THINK** before I click
5. I **KNOW** people online aren't always who they say
6. I don't keep **SECRETS** just because someone asks me to
7. I don't change **CLOTHES** in front of a camera
8. I am **RESPONSIBLE** so never share private information
9. I am **KIND** and polite to everyone
10. I **TELL** a trusted adult if I'm worried, scared or just not sure



My trusted adults are _____ at school

And _____ at home

My name is _____

9. Appendix 3

KS2 PUPIL ONLINE ACCEPTABLE USE AGREEMENT

This agreement will help keep me safe and help me to be fair to others

- ***I am an online digital learner*** – I use the school's internet and devices for schoolwork, homework and other activities to learn and have fun. I only use sites, games and apps that my trusted adults say I can.
- ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out.
- ***I am careful online*** – I think before I click on links and only download when I know it is safe or has been agreed by trusted adults. I understand that some people might not be who they say they are, so I should be very careful when someone wants to be my friend.
- ***I am private online*** – I only give out private information if a trusted adult says it's okay. This might be my home address, phone number or other personal information that could be used to identify me or my family and friends.
- ***I keep my body to myself online*** – I never change what I wear in front of a camera and remember that my body is mine and mine only, and I don't send any photos without checking with a trusted adult.
- ***I say no online if I need to*** – if I get asked something that makes me worried or upset or just confused, I say no, stop chatting and tell a trusted adult.
- ***I am a rule-follower online*** – I know that some websites and social networks have age restrictions and I respect this; I only visit sites, games and apps that my trusted adults have agreed to.
- ***I am considerate online*** – I do not join in with bullying or sharing inappropriate material.
- ***I am respectful online*** – I do not post, make or share unkind, hurtful or rude messages/comments and tell my trusted adults if I see these.

- ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.
- ***I am responsible online*** – I keep others safe by talking to my trusted adults if a friend or person I know is being bullied or harassed or is worried or upset by things they read, watch or hear.
- ***I don't do public live streams on my own*** – and only go on a video chat if my trusted adult knows I am doing it and who with.
- ***I communicate and collaborate online*** – with people I know and have met in real life or that a trusted adult knows about.
- ***I am SMART online*** – I understand that unless I have met people in real life, I can't be sure who someone is online, so if I want to meet someone for the first time, I must always ask a trusted adult for advice.
- ***I am a creative digital learner online*** – I don't just spend time online to look at things from other people; I get creative to learn and make things! I only edit or delete my own digital work and only use other people's with their permission or where it is copyright free or has a Creative Commons licence.
- ***I am a researcher online*** – I use safer search tools approved by my trusted adults. I understand that not everything online can be believed, but I know how to check things and know to 'double check' information I find online.

I have read and understood this agreement. I know who are my trusted adults are and agree to the above.

Signed: _____ Date: _____

10. Appendix 4

ACCEPTABLE USE AGREEMENT: PARENTS AND CARERS

At Purley Oaks we regularly review and update all Acceptable Use documents to ensure that they are consistent with the school's Online Safety and Safeguarding Policies, which can be found on our website. We attempt to ensure that all pupils have good access to digital technologies to support their teaching and learning and we expect all our pupils to agree to be responsible users to help keep everyone safe and to be fair to others.

Your child will be asked to read and sign an Acceptable Use Policy tailored to his/her age. Please read this carefully – it is available on our website.

Internet and IT:

As the parent or legal guardian of the pupil named below, I grant permission for the school to give my child access to:

- the internet at school
- Programs and applications used by the school to support teaching and learning
- the school's chosen email system
- IT facilities and equipment at the school

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

I understand that all internet and device use in school is subject to filtering and monitoring; I understand that all school-owned devices used outside of school may also be subject to filtering and monitoring, and should be used in the same manner as when in school.

Use of digital images, photography and video:

I understand the school has a clear policy on "The use of digital images and video" and I support this.

I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.

I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.

Social networking and media sites:

I understand that the school has a clear policy on “The use of social networking and media sites” and I support this. The impact of social media use is often felt in schools, and this is why we expect certain behaviours from pupils when using social media at all times.

Agreement

I will not take and then share online, photographs, videos etc., of other children (or staff) at school events, without permission.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I understand that my son/daughter has agreed in the pupil acceptable-use policy not to search for or share any material that could be considered offensive, harmful or illegal. This might include bullying or extremist/hate/discriminatory content.

I will support the school by promoting safe and responsible use of the internet, online services and digital technology at home. I will inform the school if I have any concerns.

Pupil Name: _____ Class _____

Signature: _____ Date: _____

Full Name: _____ (printed)

The use of digital images and video

To comply with the General Data Protection Regulation (GDPR), we need your permission before we can photograph or make recordings of your daughter / son.

Purley Oaks Primary School, Nursery and Children's Centre rules for any external use of digital images are:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils' work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staff are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity, e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian
- Your child's image being used for presentation purposes around the school, e.g. in class or wider school wall displays or PowerPoint© presentations
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators, e.g. in our school prospectus or on our school website. On rare occasions, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if they won a national competition and wanted to be named in local or government literature.

The use of social networking and online media

This school asks its whole community to promote the 'three commons' approach to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

*How do we show **common courtesy** online?*

- We ask someone's permission before uploading photographs, videos or any other information about them online
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass

*How do we show **common decency** online?*

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory, or encourage extremist views. This is online bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. Creating or forwarding such materials can make us liable for prosecution

*How do we show **common sense** online?*

- We think before we click
- We think before we upload comments, photographs and videos
- We think before we download or forward any materials
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings
- We make sure we understand changes in use of any websites we use
- We block harassing communications and report any abuse

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

If any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on the internet or any social media, they will be reported to the appropriate 'report abuse' section of the network site (all social media have clear rules about content which can be posted and have robust mechanisms to report breaches). Pupils and staff would be disciplined appropriately, and we expect parents to support us in this and behave appropriately themselves.

In serious cases, we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP process for reporting inappropriate sexual approaches towards children at thinkuknow.co.uk/parents.

11. Appendix 5 - Online Safety Policy: How will infringements be handled?

Whenever a pupil or staff member infringes the Online Safety Policy, the final decision on the level of sanction will be at the discretion of the school management and will reflect the school's behaviour and disciplinary procedures.

The following are provided as **exemplification** only:

PUPIL	
Category A infringements	Possible Sanctions:
<ul style="list-style-type: none"> • Use of non-educational sites during lessons • Unauthorised use of email • Unauthorised use of mobile phone (or other new technologies) in lessons e.g. to send texts to friends • Use of unauthorised instant messaging / social networking sites 	<p>Refer to class teacher</p> <p>Escalation: senior manager / Online Safety Coordinator</p>
Category B infringements	Possible Sanctions:
<ul style="list-style-type: none"> • Continued use of non-educational sites during lessons after being warned • Continued unauthorised use of email after being warned • Continued unauthorised use of mobile phone (or other mobile devices) after being warned • Continued use of unauthorised instant messaging / chatrooms, social networking sites, NewsGroups • Use of Filesharing software e.g. Napster, Vanbasco, BitTorrent, LiveWire, etc • Trying to buy items over online • Accidentally corrupting or destroying others' data without notifying a member of staff of it • Accidentally accessing offensive material and not logging off or notifying a member of staff of it 	<p>Refer to Class teacher/ Head of Department / Year tutor / Online-Safety Coordinator</p> <p>Escalation removal of Internet access rights for a period / contact with parent]</p>

PUPIL	
Category C infringements	Possible Sanctions:
<ul style="list-style-type: none"> • Deliberately corrupting or destroying someone's data, violating privacy of others or posts inappropriate messages, videos or images on a social networking site. • Sending an email or MSN message that is regarded as harassment or of a bullying nature (one-off) • Trying to access offensive or pornographic material (one-off) • Purchasing or ordering of items online • Transmission of commercial or advertising material 	<p>Refer to Headteacher / removal of Internet and/or Learning Platform access rights for a period</p> <p>Escalation: contact with parents / removal of equipment</p> <p>Other safeguarding actions if inappropriate web material is accessed: Ensure appropriate technical support filters the site</p>
Category D infringements	Possible Sanctions:
<ul style="list-style-type: none"> • Continued sending of emails or other electronic/online messages regarded as harassment or of a bullying nature after being warned • Deliberately creating accessing, downloading or disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent • Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988 • Bringing the school name into disrepute 	<p>Refer to Head Teacher / Contact with parents</p> <p>Other possible safeguarding actions: Secure and preserve any evidence Inform the sender's e-mail service provider. Liaise with relevant service providers/ instigators of the offending material to remove Report to Police / CEOP where child abuse or illegal activity is suspected</p>

STAFF	
Category A infringements (Misconduct)	Possible Sanctions:
<ul style="list-style-type: none"> • Excessive use of Internet for personal activities not related to professional development e.g. online shopping, personal email, instant messaging etc. • Use of personal data storage media (e.g. USB memory sticks) without considering access and appropriateness of any files stored. • Not implementing appropriate safeguarding procedures. • Any behaviour on the World Wide Web that compromises the staff members professional standing in the school and community. • Misuse of first level data security, e.g. wrongful use of passwords. • Breaching copyright or license e.g. installing unlicensed software on network. 	<p>Referred to line manager / Head teacher</p> <p>Escalation: <i>Warning given</i></p>
Category B infringements (Gross Misconduct)	Possible Sanctions:
<ul style="list-style-type: none"> • Serious misuse of, or deliberate damage to, any school / Council computer hardware or software; • Any deliberate attempt to breach data protection or computer security rules; • Deliberately creating ,accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent; • Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988; • Bringing the school name into disrepute 	<p>Referred to Head teacher / Governors;</p> <p>Other safeguarding actions: Remove the PC to a secure place to ensure that there is no further access to the PC or laptop. Instigate an audit of all ICT equipment by an outside agency, such as the schools ICT managed service providers - to ensure there is no risk of pupils accessing inappropriate materials in the school. Identify the precise details of the material.</p> <p><i>Escalation:</i> <i>report to LA /LSCB, Personnel, Human resource.</i> Report to Police / CEOP where child abuse or illegal activity is suspected. ,</p>

If a member of staff commits an exceptionally serious act of gross misconduct

The member of staff should be instantly suspended. Normally though, there will be an investigation before disciplinary action is taken for any alleged offence. As part of that the member of staff will be asked to explain their actions and these will be considered before any disciplinary action is taken.

Schools are likely to involve external support agencies as part of these investigations e.g. an ICT technical support service to investigate equipment and data evidence, the Local Authority Human Resources team.

Child abuse images found

In the case of Child abuse images being found, the member of staff should be immediately suspended and the Police should be called.

Anyone may report any inappropriate or potentially illegal activity or abuse with or towards a child online to the Child Exploitation and Online Protection (CEOP):

http://www.ceop.gov.uk/reporting_abuse.html

<http://www.iwf.org.uk>

How will staff and students be informed of these procedures?

- They will be fully explained and included within the school's Online-Safety / Acceptable Use Policy. All staff will be required to sign the school's online-safety acceptable use agreement form
- Pupils will be taught about responsible and acceptable use and given strategies to deal with incidents so they can develop 'safe behaviours'. Pupils will sign an age appropriate online-safety / acceptable use agreement form
- The school's online-safety policy will be made available and explained to parents, and parents will sign an acceptance form when their child starts at the school
- Information on reporting abuse / bullying etc. will be made available by the school for pupils, staff and parents

12. Appendix 6 - Protocol for responding to online safety incidents

First Line Information Support for E-Safety Incidents:

<https://static.lgfl.net/LgflNet/downloads/online-safety/LGfL-OS-Staff-Support-for-OS-Incidents.pdf>

(page 23 onwards)

13. Appendix 7 - Prevent: Radicalisation and Extremism

Prevent Duty Guidance for England and Wales:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799 Revised Prevent Duty Guidance England Wales V2-Interactive.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

14. Appendix 8 - Data security: Use of IT systems and Data transfer

Search and Confiscation guidance from DfE:

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>