Online Safety Policy

Contents

Development / Monitoring / Review of this Policy

Schedule for Development / Monitoring / Review

This online safety policy was approved by the Governing Body on	June 2021
The implementation of this online safety policy will be monitored by the:	Online Safety Lead and Senior Leadership Team
Monitoring will take place at regular intervals:	Once per year
The Governing Body will receive a report on the implementation of the online safety policy generated by the monitoring group (which will include anonymous details of online safety incidents) at regular intervals:	Once per year
The Online safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	June 2022
Should serious online safety incidents take place, the following external persons / agencies should be informed:	LA Safeguarding Officer, Police

Scope of the Policy

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

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

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

Roles and Responsibilities

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

Governors:

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

- meetings with the Online Safety Lead
- monitoring of online safety incidents
- reporting to relevant Governors meetings

Headteacher and Senior Leaders:

- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety will be delegated to the Online Safety Lead
- The Headteacher and Head of School should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. (see flow chart on dealing with online safety incidents – included in a later section – "Responding to incidents of misuse" and relevant Local Authority HR / other relevant body disciplinary procedures).
- The Headteacher is responsible for ensuring that the Online Safety Lead and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The Senior Leadership Team will receive regular monitoring reports from the Online Safety Lead.

Online Safety Lead:

- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff.
- liaises with the Local Authority / relevant bodies.
- liaises with school technical staff.
- ensures that parents are given the opportunity to attend update sessions about how their children can stay safe online.
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments.
- meets with Online Safety Governor to discuss current issues, review incident logs and change control logs.

• attends relevant Governors meetings.
• reports to Senior Leadership Team.

Technical staff:

The Technical Support Staff and Computing Co-ordinator are responsible for ensuring:
• that the school's technical infrastructure is secure and is not open to misuse or malicious attack.
• that the school meets required online safety technical requirements and any Local Authority / other relevant body Online safety Policy / Guidance that may apply.
• that users may only access the networks and devices through a properly enforced password protection policy.
• content filtering is applied and updated on a regular basis in consultation with the Online Safety Lead.
• that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant.
• that the use of the network / internet / remote access / email is regularly monitored (as far as is technically possible) in order that any misuse / attempted misuse can be reported to the Headteacher / Head of School / Online Safety Lead) for investigation / action / sanction.

Teaching and Support Staff:

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

Designated Safeguarding Lead:

should be trained in online safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:
• sharing of personal data
• access to illegal / inappropriate materials
• inappropriate on-line contact with adults / strangers
• potential or actual incidents of grooming
• cyber-bullying

Data Protection Officer (DPO)

• responsible for items outlined in the Data Protection section below

Pupils:

• are responsible for using the school digital technology systems in accordance with the Student Acceptable Use Policy for their Key Stage.
• have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
• need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
• will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
• should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online safety Policy covers their actions out of school, if related to their membership of the school.

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local online safety campaigns / literature. Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:
• digital and video images taken at school events.
• access to parents' sections of the website and on-line pupil records.
• their children's personal devices in the school.
• use of school devices which have been lent to them to take home.

Community Users

Community Users who access school systems / website as part of the wider school provision will be expected to abide by the contents of this policy.

Policy Statements

Education – pupils

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

Teaching at Winton Primary School will adhere largely to the values and strategies cited in the following documents:

- DFE Teaching Online Safety in Schools
- Education for a Connected World Framework
- SWGfL Project Evolve

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum should be provided as part of Computing / PSHE / other lessons and should be regularly revisited.
- Key online safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities.
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils should be supported in building resilience to radicalisation by providing a safe environment in which to debate controversial issues and helping them to understand how they can influence and participate in decision making. (NB. The Counter Terrorism and Securities Act 2015 requires schools to ensure that children are safe from terrorist and extremist material on the Internet.)
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Pupils should be helped to understand the need for the Student Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school.
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices.
- in lessons, where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, pupils may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant

designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education – parents / carers

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

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

- Curriculum activities
- Letters, newsletters, web site
- Parents / Carers evenings / sessions
- High profile events / campaigns eg Safer Internet Day
- Reference to the relevant web sites / publications

Education & Training – Staff / Volunteers

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

- A planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out periodically.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school online safety policy and Acceptable Use Agreements.
- The Online Safety Lead (or other nominated person) will receive regular updates through attendance at external training events (eg from SWGfL / LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations.
- This Online safety policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.
- The Online Safety Lead (or other nominated person) will provide advice / guidance / training to individuals as required.

Training – Governors

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

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

Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are

implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities:

• School technical systems will be managed in ways that ensure that the school meets recommended technical requirements (these may be outlined in Local Authority / other relevant body policy and guidance).
• There will be regular reviews and audits of the safety and security of school technical systems
• Servers, wireless systems and cabling must be securely located and physical access restricted.
• All users will have clearly defined access rights to school technical systems and devices.
• All users (at KS1 and above) will be provided with a username by TurnItOn who will keep an up to date record of users and their usernames. Users are responsible for the security of their username and, if they have one, password.
• The admin passwords for the school ICT system, used by the Network Manager (or another person) must also be available to the Headteacher or other nominated senior leader and kept in a secure place.
• The Computing coordinator is responsible for ensuring that software licence logs are accurate and up to date.
Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated.
• The school has provided enhanced / differentiated user-level filtering (allowing different filtering levels for staff and pupils).
• An appropriate system is in place for users to report any actual / potential technical incident / security breach to the relevant person, as agreed. In practice, this involves reporting technical issues through the online ticket system available at
https://portal.turniton.co.uk/raise/issue/fc042a26
• Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. The school infrastructure and individual workstations are protected by up to date virus software.
• Temporary access of "guests" (eg trainee teachers, supply teachers, visitors) onto the school systems through the provision of the 'WPS Guest' Wi-Fi SSID. Such users should abide by all elements of this policy. The Wi-Fi password for the SSID should be changed regularly.
• Staff are forbidden staff from downloading executable files and installing programmes on school devices.
• Removable media (eg memory sticks / CDs / DVDs) may be used by users on school devices. However, any data relating to named children should be encrypted if it has to be taken off site. Any such data should only be transported as a last resort and should, ideally, be accessed remotely via Teams or remote desktop.

Mobile Technologies (BYOD)

Mobile technology devices may be school owned/provided or personally owned and might include: smartphone, tablet, notebook/laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud-based services such as email and data storage.
All users should understand that the primary purpose of the use mobile/personal devices in a school context is educational. The mobile technologies policy should be consistent with and

inter-related to other relevant school polices including but not limited to the safeguarding policy, behaviour policy, bullying policy, acceptable use policy, and policies around theft or malicious damage. Teaching about the safe and appropriate use of mobile technologies should be an integral part of the school's online safety education programme.

School owned/provided devices for use at home by staff:

• On occasion, staff may be lent devices to take home so that they are able to carry out administrative task and remote teaching.
• Use of these devices for personal tasks is also allowed providing that it isn't in breach of any other aspect of the policy.
• School devices are allowed full, unfiltered internet access while in staff possession.
• School devices will have a local login enabled so that staff can use the device while not attached to the school domain. This login will not have administrator privileges.
• Personal data relating to children should not be stored on the devices but can be accessed and stored via remote desktop or Teams. If this is not possible, data should be encrypted.
• School devices should be signed out from the Computing co-ordinator or school office and returned in person so they can be logged out and back in. The serial number of the device or network sticker number should be logged.
• Staff should ensure that sign out of all cloud services and delete any data that was stored on the device while it was in their possession.
• Staff should report any damage to the school device while it was in their possession and may be liable for repair costs if the head-teacher deems this appropriate.

School owned/provided devices for use at home by children:

• On occasion, children may be lent devices to take home so that they are able to carry out educational tasks and remote learning.
• School devices will have filtered internet access, provided by the DfE.
• School devices will have a local login enabled. This login will not have administrator privileges.
• School devices should be signed out from the school office and returned in person so they can be logged out and back in. The serial number of the device should be logged.
• Children should ensure that sign out of all cloud services and delete any data that was stored on the device while it was in their possession.
• Parents should report any damage to the school device while it was in their possession and may be liable for repair costs if the head-teacher deems this appropriate.

Personal devices used in school:

• Schools staff are allowed personal devices in school. Children are not allowed personal devices in school unless they and their parents have signed the mobile phone agreement. In these circumstances, the device's use and storage is subject to that agreement.
• Staff devices should not be used to take or store images of children
• Staff are allowed to conduct both school and personal business on personal devices in school
• Personal devices are allowed both network and internet access while in the school building. Internet access will usually be subject to default 'strict' filtering unless, for valid reasons, the device is given a fixed IP to allow it unfiltered access.
• Staff devices accessing the Internet through the school network will have their internet use monitored in the same way as all other devices. Those with unfiltered use will be provided with a fixed IP and will be personally identifiable in log files.
• The school will not usually provide technical support for personal devices used in school.
• The right to take, examine and search users' devices in the case of misuse (England only)

• Staff must ensure that their use of personal devices must not be used for personal business whilst they are working with children. The staff handbook may also be occasionally updated to include other regulations regarding the use and storage of personal devices in school.
• The school will not be liable for the loss/damage or malfunction of personal devices following access to the school network.
• There is no requirement to label staff personal devices in school

Use of digital photo and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:
• When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
• In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.
• Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
• Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
• Pupils must not take, use, share, publish or distribute images of others without their permission.
• Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
• Pupils' full names will not be used anywhere on a website or blog.
• Pupils' names and photographs will not be published in the same article or video
• Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Data Protection

The school will ensure that:
• it has a Data Protection Policy.
• it implements the data protection principles and is able to demonstrate that it does so through use of policies, notices and records.
• it has paid the appropriate fee Information Commissioner's Office (ICO) and included details of the Data Protection Officer (DPO).

• it has appointed an appropriate Data Protection Officer (DPO) who has a high level of understanding of data protection law and is free from any conflict of interest.
• it has a data flow map in place and knows exactly what personal data it holds, where this data is held, why and which member of staff has responsibility for managing it
• the data flow map records the lawful basis for processing personal data (including, where relevant, how consent was obtained and refreshed). Where special category data is processed, an additional lawful basis will have also been recorded
• it will hold only the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for. The school has a Records Management and Retention Policy in place to ensure there are clear and understood policies and routines for the deletion and disposal of data to support this. personal data held must be accurate and up to date where this is necessary for the purpose it is processed for. Have systems in place to identify inaccuracies, such as asking parents to check emergency contact details at suitable intervals
• it provides staff, parents, older children with information about how the school looks after their data and what their rights are in a clear Privacy Notice.
• procedures must be in place to deal with the individual rights of the data subject, e.g. one of the 8 data subject rights applicable is that of Subject Access which enables an individual to see to have a copy of the personal data held about them (subject to certain exceptions which may apply).
• data Protection Impact Assessments (DPIA) are carried out where necessary. For example, to ensure protection of personal data when accessed using any remote access solutions, or entering into a relationship with a new supplier (this may also require ensuring that data processing clauses are included in the supply contract or as an addendum)
• IT system security is ensured and regularly checked. Patches and other security essential updates are applied promptly to protect the personal data on the systems. Administrative systems are securely ring fenced from systems accessible in the classroom/to learners
• it has undertaken appropriate due diligence and has required data processing clauses in contracts in place with any data processors where personal data is processed.
• it understands how to share data lawfully and safely with other relevant data controllers.
• it reports any relevant breaches to the Information Commissioner within 72hrs of becoming aware of the breach in accordance with UK data protection law. It also reports relevant breaches to the individuals affected as required by law. In order to do this, it has a policy for reporting, logging, managing, investigating and learning from information risk incidents.
• it must have a Freedom of Information Policy which sets out how it will deal with FOI requests.
• all staff receive data protection training at induction and appropriate refresher training thereafter. Staff undertaking particular data protection functions, such as handling requests under the individual's rights, will receive training appropriate for their function as well as the core training provided to all staff.

When personal data is stored on any mobile device or removable media the:
• data must be encrypted and password protected.
• device must be protected by up to date virus and malware checking software
• data must be securely deleted from the device once it has been transferred or its use is complete.

Staff must ensure that they:
• at all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse

• can recognise a possible breach, understand the need for urgency and know who to report it to within the school
• can help data subjects understands their rights and know how to handle a request whether verbal or written. Know who to pass it to in the school.
• where personal data is stored or transferred on mobile or other devices (including USBs) these must be encrypted and password protected. This method of transferring data should, however, be used as a last resort. Staff should preferably use Microsoft Teams or OneDrive.
• will not transfer any school personal data to personal devices except as in line with school policy
• access personal data sources and records only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data

Secure transfer of data, access out of school and security in school:

The school recognises that personal data may be accessed by users out of school, or transferred to other agencies. In these circumstances:
• Users may not remove or copy sensitive or restricted or protected personal data from the school or authorised premises without permission and unless the media is encrypted and password protected and is transported securely.
• Users must take particular care that computers or removable devices which contain personal data must not be accessed by other users (eg family members) when out of school.
• When restricted or protected personal data is required by an authorised user from outside the organisation's premises (for example, by a member of staff to work from their home), they should preferably have secure remote access to the management information system or the school network via remote desktop or through Microsoft Teams. Remote desktop privileges are limited to teaching staff and SLT.
• When accessing the school network remotely through remote desktop, users must ensure that they log off at the end of their work session and that passwords are not stored on home equipment: It is important that non-employees of the school are not able to access school resources because a password has been 'remembered' by a home PC.
• Staff network passwords must be at least 8 characters in length with at least one upper case letter, one lower case letter and a number or a symbol. They must change their password every 90 days. This process will be automated by the system and, from September 2021, will be the same password for network access and Office 365 apps, synchronising through active directory. The system will not allow them to re-use a password for 12 months. Staff will also be asked to change their Integris password every 90 days.
• All laptop computers which are allowed outside of the building and are to be used to store personal information will be encrypted using Microsoft Bitlocker technology.
School servers are not encrypted but reside in a locked cupboard inside the school office, which is itself locked outside of school hours.
• Office 365 email already uses end to end encryption and mail is stored on encrypted UK servers. Additional encryption will be enabled and used to send personal information to external agencies.
• All school data will be stored in UK data centres.
• Data from the servers located in the main building is backed up onto a NAS in the Year 4 block. Admin data is backed up into Redstore cloud storage.
• Periodic testing of offsite backups should be undertaken in accordance with paragraph 3 of the Records Management & Retention Policy.

Communications

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

	Staff & other adults				Pupils			
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with permission	Not allowed
Mobile phones may be brought to school	X						X	
Use of mobile phones in lessons				X				X
Use of mobile phones in social time	X							X
Taking photos on mobile phones / cameras (but not of children)		X						X
Use of other mobile devices eg tablets, gaming devices	X					X	X	
Use of personal email addresses in school, or on school network (as long as not for inappropriate use)	X							X
Use of school email for personal emails				X				X
Use of social media (for personal use, on school equipment)				X				X
Use of school blogs	X				X			

In addition to the above: -

• Users should be aware that email communications may be monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems (eg by remote access).
• Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
• Any digital communication between staff and pupils or parents / must be professional in tone and content. Personal email addresses, text messaging or social media must not be used for these communications.

• Online services such as 'Class Dojo' and 'Tapestry' may be used for staff to communicate on a professional basis with parents but any such communications must not refer to named children, other than those for whom the parent has parental responsibility.
• Whole class / group email addresses may be used at KS1, while pupils at KS2 and above may be provided with individual school email addresses for educational use, although this is not currently routine practice.
• All children are provided with individual, password protected to Microsoft Teams.
• Pupils and staff may be provided with logins for school related sites and online services. It is their responsibility to use these services appropriately and in accordance with other parts of this policy.
• Pupils should be taught about online safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
• Personal information should not be posted on the school website or class blogs and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

All schools, academies, MATs and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools/academies, MATs and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, engage in online bullying, discriminate on the grounds of sex, race or disability or who defame a third party may render the school/academy or local authority/MAT liable to the injured party. Reasonable steps to prevent predictable harm must be in place.
The school/academy provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through:

• Ensuring that personal information is not published
• Training is provided including: acceptable use; social media risks; checking of settings; data protection; reporting issues. Online Safety BOOST includes unlimited webinar training on this subject: https://boost.swgfl.org.uk/

School/academy staff should ensure that:

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

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

• A process for approval by senior leaders
• Clear processes for the administration and monitoring of these accounts – involving at least two members of staff

Personal Use:

• Personal communications are those made via a personal social media account. In all cases, where a personal account is used which associates itself with the school or impacts on the

school, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy

• Personal communications which do not refer to or impact upon the school are outside the scope of this policy

• Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken

• The school permits reasonable and appropriate access to private social media sites

Unsuitable / inappropriate activities

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

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Activities that might be classed as cyber-crime under the Computer Misuse Act: • Gaining unauthorised access to school networks, data and files, through the use of computers/devices					X	

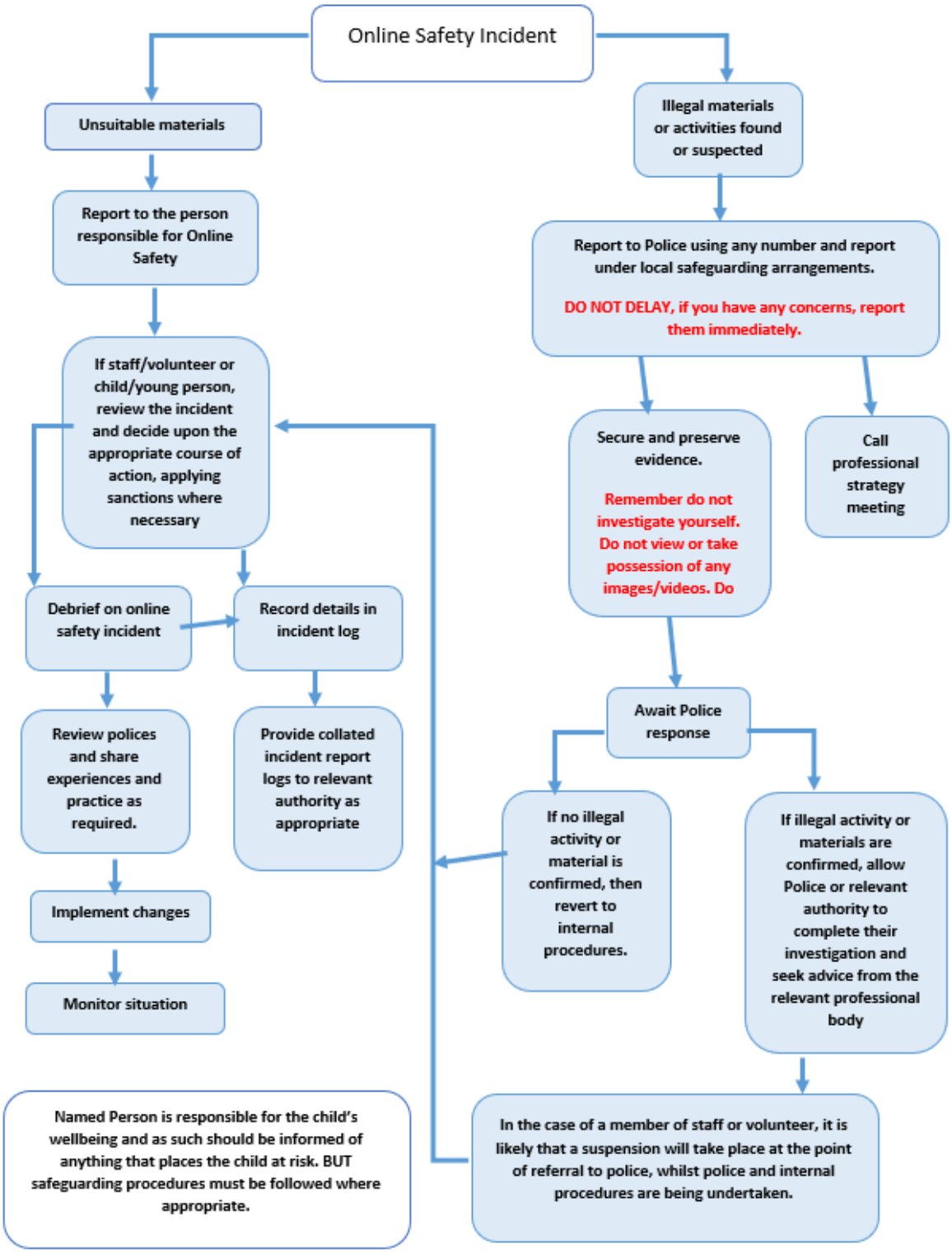
• Creating or propagating computer viruses or other harmful files • Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords) • Disable/Impair/Disrupt network functionality through the use of computers/devices • Using penetration testing equipment (without relevant permission)					
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school				X	
Infringing copyright				X	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)				X	
Creating or propagating computer viruses or other harmful files				X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)				X	
On-line gaming (non-educational)				X	
On-line gambling				X	
On-line shopping / commerce		X			
Use of social media on the school network / equipment (for personal use)				X	
Use of messaging apps on the school network (for personal use)				X	
Use of video broadcasting for school use eg YouTube		X			

Responding to incidents of misuse

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

Illegal Incidents

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



Other Incidents

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

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

• Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.

• Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.

• It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).

• Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to relevant documentation (except in the case of images of child sexual abuse – see below)

Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:

- Internal response or discipline procedures
- Involvement by Local Authority or national / local organisation (as relevant).
- Police involvement and/or action

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

• incidents of 'grooming' behaviour

• the sending of obscene materials to a child

• adult material which potentially breaches the Obscene Publications Act

• criminally racist material

• other criminal conduct, activity or materials

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

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

School Actions & Sanctions

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

Pupils	Actions / Sanctions								
Incidents:	Refer to class teacher and ICT co-ordinator	Refer to of Year	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X					
Unauthorised use of non-educational sites during lessons	X								
Unauthorised use of mobile phone / digital camera / another mobile device	X	X							
Unauthorised use of social media / messaging apps / personal email	X								
Unauthorised downloading or uploading of files	X								
Allowing others to access school network by sharing username and passwords	X	X							
Attempting to access or accessing the school network, using another pupil's account	X	X							
Attempting to access or accessing the school network, using the account of a member of staff	X		X			X			
Corrupting or destroying the data of other users	X	X							
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X		X			X			
Continued infringements of the above, following previous warnings or sanctions						X	X		
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	X	X				X			

Using proxy sites or other means to subvert the school's filtering system	X		X			X	X		
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X				X			
Deliberately accessing or trying to access offensive or pornographic material	X		X			X	X		
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	X		X						

Staff Actions / Sanctions

Incidents:	Refer to line manager / ICT coordinator	Refer to Headteacher Principal	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X				
Inappropriate personal use of the internet / social media / personal email	X							
Unauthorised downloading or uploading of files	X							
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	X	X						
Careless use of personal data eg holding or transferring data in an insecure manner	X	X						
Deliberate actions to breach data protection or network security rules		X						

Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X						
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X						
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with pupils		X						
Actions which could compromise the staff member's professional standing		X						
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X						
Using proxy sites or other means to subvert the school's / academy's filtering system		X						
Accidentally accessing offensive or pornographic material and failing to report the incident		X						
Deliberately accessing or trying to access offensive or pornographic material		X						
Breaching copyright or licensing regulations		X						
Continued infringements of the above, following previous warnings or sanctions		X						

Appendices

Staff (and Volunteer) Acceptable Use Policy Agreement

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools/academies and in their lives outside school. The internet and other digital information and communications 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. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This acceptable use policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications 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.
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, Teams etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner. I will not engage in any on-line activity that may compromise my professional responsibilities.

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

- When I use my mobile devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses will not use personal email addresses on the school IT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School/LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

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

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

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

- I understand that this acceptable use policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action. This could a warning, a suspension, referral to Governors/directors and/or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

KS1 Acceptable Use Policy

Staying safe whilst using a computer

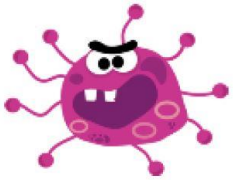
To help me stay safe on a computer or iPad…

I will only use a computer or iPad when an adult tells me I can.

I will only use activities that an adult has told or allowed me to use.

I will take care of the computer and other equipment.

I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.



I will tell an adult if I see something that upsets me on the screen.

I will make sure that I don't spoil other people's work.

I know that if I break the rules I might not be allowed to use a computer.

KS2 Acceptable Use Policy

Staying safe whilst using a computer

To help me stay safe on a computer or iPad…

I will ask permission before using the Internet and use it for school purposes only.

I will never share my personal details, such as my full name, address or phone number with people I don't know.

I will not share my usernames and passwords or use those belonging to others.

I will never meet up with someone I have met on the Internet unless my parents or teachers say I can. In which case, I will do so in a public place and take a responsible adult with me.

I will use only polite language in online communications.

I will not reply to a message that isn't kind but will save it and show it to an adult.

I will not purposefully open or download files which are inappropriate, illegal or may cause harm or distress to others.

I will not attempt to install programs on school computers or iPads or alter any settings.

When researching online, I should check that information is true, and ensure that I don't pretend that others' work is my own.

I will tell an adult if something on the internet makes me or my friends unhappy.

I will treat equipment with care and tell an adult if something becomes broken.

I will not access, remove or alter other people's work without their permission or interfere with their computer while they are working.

Record of reviewing devices / internet sites

(responding to incidents of misuse)

Group	
Date	
Reason for investigation	

Details of first reviewing person

Name	
Position	
Signature	

Details of second reviewing person

Name	
Position	
Signature	

Name and location of computer used for review (for web sites)

Web site(s) address / device	Reason for concern

Conclusion and Action proposed or taken

Computer / Internet Incident Reporting Log

Reporting Log

Group .....

Date	Time	Incident	Action taken		Incident Reported by	Signature
			What?	By whom?		

Legislation

Schools/academies should be aware of the legislative framework under which this online safety policy template and guidance has been produced. It is important to note that in general terms an action that is illegal if committed offline is also illegal if committed online.
It is recommended that legal advice is sought in the advent of an online safety issue or situation.

Computer Misuse Act 1990

This Act makes it an offence to:

- Erase or amend data or programs without authority;
- Obtain unauthorised access to a computer;
- "Eavesdrop" on a computer;
- Make unauthorised use of computer time or facilities;
- Maliciously corrupt or erase data or programs;
- Deny access to authorised users.

School/academies may wish to view the National Crime Agency website which includes information about "Cybercrime – preventing young people from getting involved". Each region in England (& Wales) has a Regional Organised Crime Unit (ROCU) Cyber-Prevent team that works with schools to encourage young people to make positive use of their cyber skills. There is a useful summary of the Act on the NCA site.

Data Protection Act 1998

This protects the rights and privacy of individual's data. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The Act states that person data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Not kept longer than necessary.
- Processed in accordance with the data subject's rights.
- Secure.
- Not transferred to other countries without adequate protection.

The Data Protection Act 2018:

Updates the 1998 Act, incorporates the General Data Protection Regulations (GDPR) and aims to:

- Facilitate the secure transfer of information within the European Union.
- Prevent people or organisations from holding and using inaccurate information on individuals. This applies to information regarding both private lives or business.
- Give the public confidence about how businesses can use their personal information.
- Provide data subjects with the legal right to check the information businesses hold about them. They can also request for the data controller to destroy it.
- Give data subjects greater control over how data controllers handle their data.
- Place emphasis on accountability. This requires businesses to have processes in place that demonstrate how they're securely handling data.
- Require firms to keep people's personal data safe and secure. Data controllers must ensure that it is not misused.

- Require the data user or holder to register with the Information Commissioner.

All data subjects have the right to:

- Receive clear information about what you will use their data for.
- Access their own personal information.
- Request for their data to be revised if out of date or erased. These are known as the right to rectification and the right to erasure
- Request information about the reasoning behind any automated decisions, such as if computer software denies them access to a loan.
- Prevent or query about the automated processing of their personal data.

Freedom of Information Act 2000

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they have to follow a number of set procedures.

Communications Act 2003

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

Malicious Communications Act 1988

It is an offence to send an indecent, offensive, or threatening letter, electronic communication or other article to another person.

Regulation of Investigatory Powers Act 2000

It is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic communications is permitted, in order to:

- Establish the facts;
- Ascertain compliance with regulatory or self-regulatory practices or procedures;
- Demonstrate standards, which are or ought to be achieved by persons using the system;
- Investigate or detect unauthorised use of the communications system;
- Prevent or detect crime or in the interests of national security;
- Ensure the effective operation of the system.
- Monitoring but not recording is also permissible in order to:
- Ascertain whether the communication is business or personal;
- Protect or support help line staff.
- The school reserves the right to monitor its systems and communications in line with its rights under this act.

Trade Marks Act 1994

This provides protection for Registered Trade Marks, which can be any symbol (words, shapes or images) that are associated with a particular set of goods or services. Registered Trade Marks

must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

Copyright, Designs and Patents Act 1988

It is an offence to copy all, or a substantial part of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, and sounds, moving images, TV broadcasts and other media (e.g. YouTube).

Telecommunications Act 1984

It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

Criminal Justice & Public Order Act 1994

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they:

- Use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- Display any writing, sign or other visible representation, which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

Racial and Religious Hatred Act 2006

This Act makes it a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

Protection from Harassment Act 1997

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other. A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

Protection of Children Act 1978

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence may face up to 10 years in prison

Sexual Offences Act 2003

A grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence. Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. (Typically, teachers, social workers, health professionals, connexions staff fall in this category of trust). Any sexual intercourse with a child under the age of 13 commits the offence of rape.

Public Order Act 1986

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence. Children, Families and Education Directorate page 38 April 2007.

Obscene Publications Act 1959 and 1964

Publishing an "obscene" article is a criminal offence. Publishing includes electronic transmission.

Human Rights Act 1998

This does not deal with any particular issue specifically or any discrete subject area within the law. It is a type of "higher law", affecting all other laws. In the school context, human rights to be aware of include:

- The right to a fair trial
- The right to respect for private and family life, home and correspondence
- Freedom of thought, conscience and religion
- Freedom of expression
- Freedom of assembly
- Prohibition of discrimination
- The right to education

These rights are not absolute. The school is obliged to respect these rights and freedoms, balancing them against those rights, duties and obligations, which arise from other relevant legislation.

The Education and Inspections Act 2006

Empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

The Education and Inspections Act 2011

Extended the powers included in the 2006 Act and gave permission for Headteachers (and nominated staff) to search for electronic devices. It also provides powers to search for data on those devices and to delete data.
(see template policy in these appendices and for DfE guidance - http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screening-searching-and-confiscation)

The Protection of Freedoms Act 2012

Requires schools to seek permission from a parent/carer to use Biometric systems

The School Information Regulations 2012

Requires schools to publish certain information on its website:
https://www.gov.uk/guidance/what-maintained-schools-must-publish-online

Serious Crime Act 2015

Introduced new offence of sexual communication with a child. Also created new offences and orders around gang crime (including CSE)

Criminal Justice and Courts Act 2015

Revenge porn – as it is now commonly known – involves the distribution of private and personal explicit images or video footage of an individual without their consent, with the intention of causing them embarrassment and distress. Often revenge porn is used maliciously to shame ex-partners. Revenge porn was made a specific offence in the Criminal Justice and Courts Act 2015. The Act specifies that if you are accused of revenge porn and found guilty of the criminal offence, you could be prosecuted and face a sentence of up to two years in prison.

For further guidance or support please contact the Revenge Porn Helpline

Links to other organisations or documents

The following links may help those who are developing or reviewing a school online safety policy and creating their online safety provision:

UK Safer Internet Centre

Safer Internet Centre – https://www.saferinternet.org.uk/
South West Grid for Learning - https://swgfl.org.uk/products-services/online-safety/
Childnet – http://www.childnet-int.org/
Professionals Online Safety Helpline - http://www.saferinternet.org.uk/about/helpline
Revenge Porn Helpline - https://revengepornhelpline.org.uk/
Internet Watch Foundation - https://www.iwf.org.uk/
Report Harmful Content - https://reportharmfulcontent.com/

CEOP

CEOP - http://ceop.police.uk/
ThinkUKnow - https://www.thinkuknow.co.uk/

Others

LGfL – Online Safety Resources
Kent – Online Safety Resources page
INSAFE/Better Internet for Kids - https://www.betterinternetforkids.eu/
UK Council for Internet Safety (UKCIS) - https://www.gov.uk/government/organisations/uk-council-for-internet-safety
Netsmartz - http://www.netsmartz.org/

Tools for Schools

Online Safety BOOST – https://boost.swgfl.org.uk/
360 Degree Safe – Online Safety self-review tool – https://360safe.org.uk/
360Data – online data protection self-review tool: www.360data.org.uk
SWGfL Test filtering - http://testfiltering.com/
UKCIS Digital Resilience Framework - https://www.gov.uk/government/publications/digital-resilience-framework

Bullying/Online-bullying/Sexting/Sexual Harassment

Enable – European Anti Bullying programme and resources (UK coordination/participation through SWGfL & Diana Awards) - http://enable.eun.org/
SELMA – Hacking Hate - https://selma.swgfl.co.uk
Scottish Anti-Bullying Service, Respectme - http://www.respectme.org.uk/
Scottish Government - Better relationships, better learning, better behaviour - http://www.scotland.gov.uk/Publications/2013/03/7388
DfE - Cyberbullying guidance - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/374850/Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf
Childnet – Cyberbullying guidance and practical PSHE toolkit: http://www.childnet.com/our-projects/cyberbullying-guidance-and-practical-toolkit
Childnet – Project deSHAME – Online Sexual Harrassment

UKSIC – Sexting Resources
Anti-Bullying Network – http://www.antibullying.net/cyberbullying1.htm
Ditch the Label – Online Bullying Charity
Diana Award – Anti-Bullying Campaign

Social Networking

Digizen – Social Networking
UKSIC - Safety Features on Social Networks
Children's Commissioner, TES and Schillings – Young peoples' rights on social media

Curriculum

SWGfL Evolve - https://projectevolve.co.uk
UKCCIS – Education for a connected world framework
Teach Today – www.teachtoday.eu/
Insafe - Education Resources

Data Protection

360data - free questionnaire and data protection self-review tool
ICO Guides for Education (wide range of sector specific guides)
DfE advice on Cloud software services and the Data Protection Act
IRMS - Records Management Toolkit for Schools
NHS - Caldicott Principles (information that must be released)
ICO Guidance on taking photos in schools
Dotkumo - Best practice guide to using photos

Professional Standards/Staff Training

DfE – Keeping Children Safe in Education
DfE - Safer Working Practice for Adults who Work with Children and Young People
Childnet – School Pack for Online Safety Awareness
UK Safer Internet Centre Professionals Online Safety Helpline

Infrastructure/Technical Support

UKSIC – Appropriate Filtering and Monitoring
SWGfL Safety & Security Resources
Somerset - Questions for Technical Support
NCA – Guide to the Computer Misuse Act
NEN – Advice and Guidance Notes

Working with parents and carers

Online Safety BOOST Presentations - parent's presentation
Vodafone Digital Parents Magazine
Childnet Webpages for Parents & Carers
Get Safe Online - resources for parents
Teach Today - resources for parents' workshops/education
Internet Matters

Prevent

Prevent Duty Guidance

Prevent for schools – teaching resources
NCA – Cyber Prevent
Childnet – Trust Me

Research

Ofcom –Media Literacy Research

Further links can be found at the end of the UKCIS Education for a Connected World Framework