



Online Safety Policy

Writing and reviewing the 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.

- Ofsted inspectors will always make a written judgement under leadership and management about whether or not the arrangements for safeguarding children and learners are effective.
- The school will identify a member of staff who has an overview of Online Safety, this would usually be the Designated Safeguarding Lead (DSL).
- Our Online Safety Policy has been written by the school, building on best practice and government guidance. It has been agreed by senior leadership and approved by governors.
- The Online Safety Policy and its implementation will be reviewed annually
- The Online Safety Policy was discussed by Staff on: Friday 2nd September 2022
- The Online Safety Policy was discussed by Parents on 2nd September 2022
- The Online Safety Policy was discussed with pupils on Tuesday 6th September 2022
- The Online Safety Policy was revised by: Rebecca Quinn
- It was approved by the Governors on: September 2022
- Date of next review: ...September 2023.....



Contents

1. Introduction and Overview

- Rationale and Scope
- How the policy is communicated to staff/pupils/community
- Handling concerns
- Reviewing and Monitoring

2. Education and Curriculum

- Pupil online safety curriculum
- Staff and governor training
- Parent/Carer awareness and training

3. Incident Management

4. Managing the IT Infrastructure

- Internet access, security and filtering
- E-mail
- School website
- Cloud Environments
- Social networking

5. Data Security

- Management Information System access and data transfer

6. Equipment and Digital Content

- Bring Your Own Device Guidance for Staff and Pupils
- Digital images and video
-

Additional documents that should be read in conjunction with this policy;

Pupil ICT Code of conduct

Staff, Governor, Visitor ICT Code of conduct

Parental/Carer Permission: Use of digital images – photography and video

Parent/Carer ICT Code of Conduct agreement form



Rationale

The purpose of this policy is to:

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

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

Content

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

Contact

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

Conduct

- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation



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

Scope

This policy applies to all members of Greenshoots community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school technologies, both in and out of our schools.

Communication

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

- Policy to be posted on the school website and on the safeguarding noticeboard in the staffroom.
- Policy to be part of school induction pack for new staff, including information and guidance where appropriate
- All staff must read and sign the 'Staff Code of Conduct' before using any school technology resource
- Regular updates and training on online safety for all staff, including any revisions to the policy
- ICT Code of Conduct (previously referred to as an Acceptable Use Policy (AUP)) discussed with staff and pupils at the start of each year. ICT Code of Conduct to be issued to whole school community, on entry to the school.

Handling Concerns

- The school will take all reasonable precautions to ensure online safety is in line with current guidance from the Department for Education (DfE)
- Staff and pupils are given information about infringements in use and possible sanctions.
- Designated Safeguarding Lead (DSL) acts as first point of contact for any safeguarding incident whether involving technologies or not
- Any concern about staff misuse is always referred directly to the Headteacher, unless the concern is about the Headteacher in which case the concern is referred to the Chair of Governors



Review and Monitoring

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

- The online safety policy will be reviewed annually **or** when any significant changes occur with regard to the technologies in use within the school
- There is widespread ownership of the policy and it has been agreed by the Senior Leadership Team (SLT) and approved by Governors. All amendments to the school online safety policy will be disseminated to all members of staff and pupils.

2. Education and Curriculum

Pupil online safety curriculum

This Federation:

- 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
- will remind students about their responsibilities through the pupil ICT Code of Conduct.
- 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

Staff and governor training

This Federation:

- makes regular up to date training available to staff on online safety issues and the school's online safety education program
- provides, as part of the induction process, all staff [including those on university/college placement and work experience] with information and guidance on the Online Safety Policy and the school's ICT Code of Conduct

Parent/Carer awareness and training

This school:

- provides information for parents/carers for online safety on the school website



- provides induction for parents which includes online safety as appropriate to the age and stage of their child
- runs a rolling programme of online safety advice, guidance and training for parents
- parents/carers are issued with up to date guidance on a regular basis via the schools website.

3. Incident management

In this school:

- there is strict monitoring and application of the online safety policy, including the ICT Code of Conduct and a differentiated and appropriate range of sanctions
- support is actively sought from other agencies as needed (i.e. the local authority, [UK Safer Internet Centre helpline](#), [CEOP](#), Police, [Internet Watch Foundation](#)) in dealing with online safety issues
- monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school
- parents/carers are specifically informed of online safety incidents involving young people for whom they are responsible
- the Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law
- we will immediately refer any suspected illegal material to the appropriate authorities – i.e. Police, Internet Watch Foundation and inform the LA

4. Managing IT and Communication System

Internet access, security and filtering

In this school:

- we follow guidelines issued by the Department for Education to ensure that we comply with minimum requirements for filtered broadband provision
- the HT and Governing Body are responsible for securing best value for money. The school makes a considerable donation every year into ICT refresh managed by the LA. This enables frequent replacement and refresh of ICT equipment and provides a framework for replacement of equipment. This also supports best value for money through ICT shared services contractors.



- Incidents are handled as per the behaviour policy and safety policy. There is also an incident book in which reports are made to the ICT technician who maintains the integrity of the systems in place.
- All PC's are password protected.
- HT and administrator are the only people to have access to the main passwords for school. The passwords are kept in an envelope in the school safe.
- Anti-virus- semantic is installed on every PC in school.
- An asset register is maintained in school and monitored closely by the finance governors. All desirable and portable ICT equipment is marked.
- Staff have ICT CPD as per individual needs identified through appraisal. Pupils access ICT CPD (CEOP 2017) and safety CPD is made available for parents annually.
- Technician reviews logs and outputs and advises the HT if required.
- Data protection policies are in place. Old data is periodically removed if no longer required.
- E-safety monitoring is conducted by HT via email alerts. Records are maintained if action is taken as per behaviour policy. Security of school system is maintained by County.

E-mail

This school

- Provides staff with an email account for their professional use, e.g. nsix.org.uk and makes clear personal email should be through a separate account
- We use anonymous e-mail addresses, for example head@, office@
- 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

Pupils email:

- We use school provisioned pupil email accounts that can be audited
- Pupils are taught about the online safety and 'netiquette' of using e-mail both in school and at home.

Staff email:

- Staff will use LA or school provisioned e-mail systems for professional purposes
- Access in school to external personal e mail accounts may be blocked



Green Shoots Federation

- Never use email to transfer staff or pupil personal data unless it is protected with secure encryption. '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.

School website

- The school web site complies with statutory DfE requirements
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- Photographs of pupils published on the web do not have full names attached. We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website;

Cloud Environments

- The school uses J2E. All pupils are trained how to use it safely as are staff.
- The site is monitored by the ICT lead.

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.
- The use of any school approved social networking will adhere to ICT Code of Conduct

Pupils:

- Are taught about social networking, acceptable behaviours and how to report misuse, intimidation or abuse through our online safety curriculum work.
- Students are required to sign and follow our pupil ICT Code of Conduct

Parents/Carers:

- Parents/carers are reminded about social networking risks and protocols through our parental ICT Code of Conduct and additional communications materials when required.



5. Data Security

Management Information System access and data transfer

Please use guidance from the [Information Commissioner's Office](#) to ensure

- that you comply with your responsibilities to information rights in school

6. Equipment and Digital Content

Bring Your Own Device Guidance for Staff and Pupils

- Please use guidance from [The Education Network \(NEN\) around Bring Your Own Device](#)

Digital images and video

In this school:

- We gain parental/carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter/son joins the school.
- 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 ICT Code of Conduct and this includes a clause on the use of personal mobile phones/personal equipment
- 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.