

ONLINE SAFETY POLICY

(Including Acceptable Use Documents)



Written by	Kelly Davies, Senior Family Worker and	Date Autumn 2024
Reviewed by	Kieron Leech, Assistant Headteacher	
Approved by	Full Governing Body	Date 02/12/2024
Date for Review	Autumn 2025	
This policy reflects the General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.		

Contents

1. Aims
 2. Legislation and guidance
 3. Roles and responsibilities
 4. Educating pupils about online safety
 5. Educating parents about online safety
 6. Cyber-bullying
 7. Acceptable use of the internet in school
 8. Pupils using mobile devices in school
 9. Staff using work devices outside school
 10. How the school will respond to issues of misuse
 11. Training
 12. Monitoring arrangements
 13. Links with other policies
- Appendix 1: EYFS, KS1 and KS2 acceptable use agreement
- Appendix 2: Parent acceptable use agreement
- Appendix 3: Staff acceptable use agreement (staff, governors, volunteers and visitors).

1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

2. Legislation and guidance

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

- Teaching online safety in schools
- Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff
- [Relationships and sex education
- Searching, screening and confiscation

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

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

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

3. Roles and responsibilities

3.1 The governing board

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

The governing board will coordinate regular meetings with appropriate staff to discuss online safety and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The governor who oversees online safety is Ian Ward.

All governors will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3)

3.2 The headteacher

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

3.3 The designated safeguarding lead

Details of the school's DSL and deputies are set out in our child protection and safeguarding policy as well as relevant job descriptions.

The DSL takes lead responsibility for online safety in school, with support from the Computing Team, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headteacher, Computing Team and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged (using CPOMS) and dealt with appropriately in line with this policy and the school safeguarding procedures
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour and anti-bullying policies
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary

3.4 DWM

DWM is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a regular basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- ~~Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy.~~

3.5 All staff and volunteers

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

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3), and ensuring that pupils follow the school's terms on acceptable use (appendix 1)
- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy (including reporting potentially harmful sites or content to DWM)
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Monitoring what pupils access during lessons (eg. checking screens during lessons)

3.6 Parents

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Read the parent acceptable use agreement and talk about and share good online behaviours with their child(ren)

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

- What are the issues? - UK Safer Internet Centre
- Hot topics - Childnet International
- Parent fact sheet - Childnet International

3.7 Visitors and members of the community

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

Online Safety is a whole school issue and everyone in the school has the responsibility to promote it

4. Educating pupils about online safety

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

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

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

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

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

The school will be using Online Safety modules from Purple Mash in every year group. This will be supported by regular lessons taken from the GOOGLE Be Internet Legends – Online Safety scheme of work in KS2.

The school will engage with Internet Safety Day every year and teachers will share the school's 'Acceptable use of Internet in School' agreement with pupils at the start of each academic year (and during Internet Safety Day)

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

- *That people sometimes behave differently online, including by pretending to be someone they are not.*
- *That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous*
- *The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them*
- *How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met*

- *How information and data is shared and used online*
- *How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know*

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

5. Educating parents about online safety

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

The school will seek to provide information sessions for parents where possible.

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

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

6. Cyber-bullying

6.1 Definition

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

6.2 Preventing and addressing cyber-bullying

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

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their class and cover this topic during anti-bullying week.

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

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

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

The DSL will consider whether the incident should be reported to the police if it involves illegal material and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or

files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on screening, searching and confiscation.

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

7. Acceptable use of the internet in school

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

Pupil Acceptable Use agreements will be shared with each class at the start of an academic year and explained thoroughly. These will then be revisited during Safer Internet Day. Children will sign to say that they understand and will comply with the agreements. Agreements are adapted for each Key Stage considering the age (and uses of internet whilst in school) of the children. Class teachers will ensure that any children absent have the agreement shared with them and signed lists will then be handed to the Computing Lead. Parents will be informed when this will happen and receive a copy via Parentmail. This information will then be passed on to the school's administrative team.

By accepting a place at Bushmead Primary School, parents are agreeing to the school's terms of the Acceptable Use Agreement and they will be sent a copy of this for their records. Copies will be sent out to parents each year after the children's versions have been shared with classes at the start of each academic year.

School staff, volunteers and governors will also need to sign acceptable use agreements.

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

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

More information is set out in the acceptable use agreements in appendices 1, 2 and 3.

8. Pupils using mobile devices in school

Pupils may not bring mobiles into school.

If individuals have a need for mobiles before and after school, this must be agreed by the Headteacher or member of SLT and the school office informed.- Mobiles will be stored in the school safe during the day.

9. Staff using work devices outside school

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 3.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from management, the Computing Team or DWM.

Work devices must be used solely for work activities.

10. How the school will respond to issues of misuse

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

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

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

11. Training

All staff members will receive refresher training on online safeguarding issues including cyber-bullying and the risks of online radicalisation each academic year as part of the school's safeguarding training, as well as relevant updates as required.

New staff will receive induction training and will be required to read the relevant policies (Online Safety, Safeguarding, Behaviour and Anti-Bullying) and read and sign an acceptable use (of the school's systems including the internet) agreement.

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

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

Volunteers will receive appropriate training and updates, if applicable.

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

Staff will take yearly online safety training.

12. Monitoring and filtering arrangements

Behaviour and safeguarding issues related to online safety will be recorded on CPOMS under

the correct category dependent upon the concern. If staff notice a child is on an inappropriate site, they must record this using CPOMs and inform the technical support team to ensure that such sites are blocked. This may then also lead to DSL involvement.

All staff have an important role in monitoring what children see and are exposed to online whilst in school. Children will be supervised when using devices (whether in class or when completing tasks outside of the classroom).

The school IT provider (DWM) shares two reports with the Headteacher and Computing Lead. The first is a 'Safe Search Key Words' report which picks up blocked words or phrases from Google or Bing that are on a list devised and managed by 'Schools Broadband'. When these words or phrases are searched for on school devices, an alert is sent and logged, and a report is then created daily for the school.

The second report picks up on websites visited that are in classified denied categories (eg. self-harm, gambling, pornography, radicalisation etc). These sites cannot be accessed by pupil browsing but will flag up on this report.

These reports enable the school to act upon misuse of the school systems. Information may then be passed to DSLs where necessary if there are safeguarding concerns.

If there are unreasonable restrictions (mainly for staff, but potentially for pupils) which may affect teaching or admin tasks, the technical support team (DWM) should be notified.

This policy will be reviewed annually by the Computing Team.

13. Links with other

policies This online safety

policy is linked to our:

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



Acceptable Use Agreement

(For EYFS)



✓ I ask before I use a tablet, computer or camera.



✓ I tap or click on things I have been shown.



✓ I check if I can tap/click on things I haven't seen before.



✓ I tell a grown-up if something upsets me.

My Name:

Class:

Parent/Carer Signed:

Today's Date:



www.2simple.com
Raising Standards Through Creativity



**BUSHMEAD
PRIMARY SCHOOL**
Aspire, Create, Excel

Contact us
Tel: 0208 203 1781
Email: support@2simple.com



Acceptable Use Agreement

- ✓ I always ask a teacher or suitable adult if I want to use the computers, tablets or cameras.
- ✓ I only open activities that an adult has told or allowed me to use.
- ✓ I know that I must tell an adult if I see something on a screen that upsets me, or I am unsure of.
- ✓ I keep my passwords safe and will never use someone else's.
- ✓ I know personal information such as my address and birthday should never be shared online.
- ✓ I know I must never communicate with strangers online.
- ✓ I am always polite when I post to our blogs, use our email and other communication tools.

I understand this agreement and know the consequences if I don't follow it.

My Name:

Class:

Parent/Carer Signed:

Today's Date:



www.2simple.com
Raising Standards Through Creativity



Contact us

Tel: 0208 203 1781

Email: support@2simple.com



Acceptable Use Agreement

- ✓ I will only access computing equipment when a trusted adult has given me permission and is present.
- ✓ I will not deliberately look for, save or send anything that could make others upset.
- ✓ I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- ✓ I will keep my username and password secure; this includes not sharing it with others.
- ✓ I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names.
- ✓ I will always use my own username and password to access the school network and subscription services such as Purple Mash.
- ✓ In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.
- ✓ I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.
- ✓ I will use all communication tools such as email and blogs carefully. I will notify an adult immediately if I notice that someone who isn't approved by the teacher is messaging.
- ✓ Before I share, post or reply to anything online, I will T.H.I.N.K.
 - T** = is it true?
 - H** = is it helpful?
 - I** = is it inspiring?
 - N** = is it necessary?
 - K** = is it kind?
- ✓ I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.

I understand this agreement and know the consequences if I don't follow it.

My Name:

Class:

Parent/Carer Signed:

Today's Date:




www.2simple.com
Raising Standards Through Creativity



Contact us

Tel: 0208 203 1781

Email: support@2simple.com



Acceptable Use Agreement

(For Parents/Carers)

Background and purpose

With access to rich dynamic content, connectivity across the globe, a platform for creativity and a place to engage in debate, digital technologies provide a powerful tool for learning. It is therefore essential that children are fully equipped to have the skills and knowledge to safely access and use digital technologies.

This Parent/Carer Acceptable Use Agreement is intended to help share the importance that the school places on keeping children safe with particular regard to online safety. It additionally intends to encourage parents/carers to be actively involved in their child's online safety education, including encouraging transparent behaviour, critical thinking and reporting.

The school will aim to provide every child with the best access it can to online technologies. Filtering, monitoring and alert systems will be in place to help protect children from unnecessary risks. The school will actively encourage children to think critically about content and communication from others and develop strategies for recognising inappropriate content/behaviours and how to deal with them. In return, the school expects the children to demonstrate that they are responsible users of digital technologies at all times.

Parents/Carers

We would ask parents and carers to support us by:

- ✓ Sharing good online behaviours with your child.
- ✓ Emphasising the importance of the Acceptable Use Statements/School's rules your child has agreed to.
- ✓ Highlighting the importance of accessing only age-appropriate content and sites along with the pitfalls of social media.
- ✓ Explaining how to keep an appropriate digital footprint.
- ✓ Discussing what is and isn't appropriate to share online.
- ✓ Emphasising never to meet anyone online nor trust that everyone has good intentions.
- ✓ Reporting any concerns you have whether home or school based.
- ✓ Stressing the importance of openness when being online and that no one should ever be too ashamed or embarrassed to tell a trusted adult if they have seen/shared anything concerning or have had inappropriate online contact.
- ✓ Drawing up an agreement of online safety rules for outside of school that are applicable even when your child is at a friend's home.
- ✓ Avoiding posting or replying to any comments about the school to social media that may have a negative impact. Any concerns or worries should be reported to the school in the first instance.

Permission Access

By signing below, you agree to allowing your child access to the school's internet and ICT systems. This also includes any educational subscription services. You are also aware that your child has signed/agreed to the school's Acceptable Use Agreement for pupils.

Your Child's Name:

Class:


Parent's/Carer's Signature:

Date:

*The school aims to comply with GDPR regulations at all times and as such follows strict protocol about how we use personal data and keep it safe, including the information on this form. It is important that you refer to the school's data protection policy or contact the school if you have any questions about data.



www.2simple.com
Raising Standards Through Creativity



BUSHMEAD
PRIMARY SCHOOL
Aspire, Create, Excel

Contact us
Tel: 0208 203 1781
Email: support@2simple.com



Acceptable Use Agreement

(Staff)

Background and purpose

With access to rich dynamic content, connectivity across the globe, a platform for creativity and a place to engage in debate, digital technologies provide a powerful tool for learning. Digital technologies give staff opportunities to enhance children's learning in their care and enable staff to become more efficient in their work. The very nature of digital technologies means that they should be used with care and particular attention given to demonstrating appropriate behaviours and avoidance of misuse at all times.

Professional integrity and strong moral purpose must be upheld at all times by staff. It is the duty of all staff members to ensure that children in their care get the very best start to the world of digital technology. This should include provision of a rich, robust online safety education for the children with clear reporting procedures for infringements to safeguarding. Having a transparent approach to using digital technology is a must. Additionally, staff should develop critical thinking in their children, along with strategies for avoiding unnecessary harm and strategies for dealing with online safety infringements.

The school's internet, network and ICT systems and subscriptions to services should be used with the utmost professionalism at all times. The school will aim to provide its staff with secure systems which will have filtering, monitoring and virus protection included. Anyone with access to the systems should be aware that their use of the systems is monitored, and this can be used to form evidence should any suspected infringements occur.

Acceptable Use Agreement

By signing this agreement, you will have access to the school's systems and acknowledge that you agree to all the statements below. Additionally, that you have read and understand school policies which have a bearing on this agreement.

- I will demonstrate the value of the use of digital technologies in improving the outcomes for children in my care.
- I will educate children in my care in the safe use of digital technologies, acting on any online safety issues in accordance with the school's policies.
- I understand my use of the school's ICT systems/networks and internet are monitored.
- I recognise that whether within school or out of school, I must abide by the rules/statements set out in this document when using systems, accessing/transferring data that relate to the school or impact on my role within the school and wider community.
- I know what GDPR is and how this has a bearing on how I access, share, store and create data.
- Any data that I have access to away from school premises must be kept secure and used with specific purpose. As outlined in the school's data protection policy, it is my responsibility to ensure when accessing data remotely that I take every bit of reasonable care to ensure the integrity and security of the data is maintained.
- I understand that I am fully responsible for my behaviours both in and out of school and as such recognise that my digital communications, subscriptions and content I access can have a bearing on my professional role.
- I recognise that my social media activity can have a damaging impact on the school and children in my care at school if I fail to uphold my professional integrity at all times whilst using it.
- If I am contributing to the school's social media account(s) or website(s) I will follow all guidelines given to me, with particular care given to what images/video imagery and details can be uploaded.
- I will never upload images/video imagery of staff/pupils or other stakeholders to my personal social media accounts unless there is significant reason to and that permission has been granted by the headteacher in writing for each occurrence.
- I will inform the school at the earliest opportunity of any infringement both on and off site by myself. Furthermore, if I am concerned about others' behaviours/conduct, I will notify the school at the earliest opportunity.
- I will never deliberately access, upload or download illegal, inflammatory, obscene or inappropriate content that may cause harm or upset to others.
- I will never download or install software unless permission has been given by the appropriate contact at school.
- I shall keep all usernames and passwords safe and never share them. Writing down usernames and passwords, including storing them electronically, constitutes a breach to our data protection and safeguarding policy.
- I will never leave equipment unattended which could leave data and information vulnerable; this extends to accessing data/services/content remotely.
- Any personal devices I own shall not be used to access school systems/data/services/content remotely unless I have adequate virus protection and permission from the school.
- I understand that mobile devices, shall not be used, nor in my possession, during times of contact with children. These devices will be securely locked away with adequate password protection on them should they be accessed by an unauthorised person.
- Any school trips/outings or activities that require a mobile phone/camera will be provided by the school and any data collected on them will be used in accordance with school policies.
- At no point- will I use my own devices for capturing images/video or making contact with parents/carers.

Staff Name:

Signature:

Date:



www.2simple.com
Raising Standards Through Creativity



**BUSHMEAD
PRIMARY SCHOOL**
Aspire. Create. Excel

Contact us
Tel: 0208 203 1781
Email: support@2simple.com