Bracken Hill School

Online Safety Policy

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Policy Type: Whole School

This policy is reviewed annually to ensure compliance with current regulations.

The Governors of the school recognise that all staff play a vital role in the achievement of high standards and in providing our pupils with the best opportunities matched to their needs.

1. AIMS

Bracken Hill 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, including mobile and smart technology (which we refer to as 'mobile phones').
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

2. LEGISLATION AND GUIDANCE

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

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

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

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

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

3. ROLES AND RESPONSIBILITIES

3.1 The governing board

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

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

All governors will:

Ensure that they have read and understand this policy

Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3)

Ensure that online safety is a running and interrelated theme while devising and implementing their whole school or college approach to safeguarding and related policies and/or procedures

Ensure that, where necessary, teaching about safeguarding, including online safety, is accessible for all students with special educational needs and/or disabilities (SEND) and is adapted for vulnerable children, victims of abuse. This is because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

3.2 The headteacher

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

3.3 The designated safeguarding lead

Details of the school's designated safeguarding leads (DSL) 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, 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, ICT manager and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school child protection policy
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy

- Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing board

This list is not intended to be exhaustive.

3.4 Esteem IT Technicians

The IT Technician is responsible for:

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

This list is not intended to be exhaustive.

3.5 All staff and volunteers

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

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2)
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline and maintaining an attitude of 'it could happen here'

This list is not intended to be exhaustive.

3.6 Parents

Parents are expected to:

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

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

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

3.7 Visitors and members of the community

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

4. EDUCATING PUPILS ABOUT ONLINE SAFETY

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

All schools have to teach:

- Relationships education and health education in primary schools
- Relationships and sex education and health education in secondary schools

In **Phase 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 **Phase 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

In **Phase 3** pupils will be taught to:

- Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy
- Recognise inappropriate content, contact and conduct, and know how to report concerns

Pupils in **Phase 4** will be taught:

- To understand how changes in technology affect safety, including new ways to protect their online privacy and identity
- How to report a range of concerns

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

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse or to meet specific needs of our pupils.

5. EDUCATING PARENTS ABOUT ONLINE SAFETY

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

Online safety will also be covered during parents' evenings.

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

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

6. CYBER-BULLYING

6.1 Definition

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

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils wherever possible 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 tutor groups.

All staff, governors and volunteers where appropriate, receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training.

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

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

The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

The headteacher, and any member of staff authorised to do so by the headteacher can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

- Poses a risk to staff or pupils, and/or
- Is identified in the school rules as a banned item for which a search can be carried out, and/or
- Is evidence in relation to an offence

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the Headteacher or DSL
- Explain to the pupil why they are being searched, how the search will happen, and give them the opportunity to ask questions about it
- Seek the pupil's cooperation

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

- Cause harm, and/or
- Undermine the safe environment of the school or disrupt teaching, and/or
- Commit an offence

If inappropriate material is found on the device, it is up to the Headteacher or DSL to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, and/or
- The pupil and/or the parent refuses to delete the material themselves

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- **Not** view the image
- Confiscate the device and report the incident to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on screening, searching and confiscation and the UK Council for Internet Safety (UKCIS) guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on searching, screening and confiscation

- UKCIS guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people
- Our behaviour policy

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 sign an agreement regarding the acceptable use of the school's ICT systems and the internet. Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

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

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

8. PUPILS USING MOBILE DEVICES IN SCHOOL

Pupils may bring mobile devices into school, but must hand them in to reception as soon as they arrive on the school site. They may collect them at the end of the school day as they leave to parents/transport.

9. STAFF USING WORK DEVICES OUTSIDE SCHOOL

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

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date by always installing the latest updates

Staff members must not use the device in any way which would violate the school's terms of acceptable use, as set out in our Acceptable Use of CIT, Resource and Assets in School Policy.

Work devices must be used solely for work activities.

If staff have any concerns over the security of their device, they must seek advice from our IT Technician.

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

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

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
    - Abusive, harassing, and misogynistic messages
    - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
    - Sharing of abusive images and pornography, to those who don't want to receive such content
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse
- Develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

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

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

Volunteers will receive appropriate training and updates, if applicable.

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

12. MONITORING ARRANGEMENTS

Classroom Cloud is used to monitor appropriate use of student laptops. This software will flag words of concern to DSL's and ensure that appropriate action can be taken where ever a concern is identified. The DSL logs behaviour and safeguarding issues related to online safety on our safeguarding system CPOM's.

This policy will be reviewed every year by the Deputy Head Teacher. At every review, the policy will be shared with the governing board. The review will be supported by an annual risk assessment using 360^{0} that considers and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

13. LINKS WITH OTHER POLICIES

This online safety policy is linked to our:

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

APPENDIX 1: ACCEPTABLE USE AGREEMENT (PUPILS AND PARENTS/CARERS)

E-safety Rules to ensure the acceptable use of ICT in school.

These e-safety rules help to protect students by describing the acceptable use of ICT whilst in school.

Pupils will:

- Use their individual username and password to access the school network and not share this information with another person.
- Only use the school internet, network, emails and learning platforms with permission and supervision.
- Only contact people when in school with an adults permission.
- Not play games without permission
- Not access content that shows violence of any form. This includes playing games with weapons and/or fighting.
- Not give out personal information online including on social media.
- Understand the dangers of uploading or sending any images, video, sounds or messages that could cause offense and be made aware of the consequences if found doing so.
- Be made aware of the antibullying rules in school and understand that bullying in any form (including online) is not tolerated.
- Speak to an adult if something happens online that makes them feel worried, scared or uncomfortable.
- Tell an adult if they know of anyone trying to misuse technology
- Not use the system for inappropriate activities such as gaming, gambling, shopping, or uploading videos or music.
- Understand that the irresponsible use of ICT and internet will result in the loss of ICT or Internet access. For serious breaches the school may seek advice from external agencies.
- Not use their own personal devices on school site. Any personal devices brought into school should be turned off and stored in the school office. This includes smart watches, phones, iPads etc. School will not be held responsible for any damage or loss to personal devices.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

E-safety and Acceptable use of ICT acknowledgement form.

All pupils use technology including Internet access as an essential part of learning. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules and acceptable use of ICT policy have been understood and agreed.

Pupil:	***Class:***

Pupil's Agreement

- I have read and I understand the school e-safety rules and acceptable use of ICT policy.
- I will use ICT in a responsible way at all times.
- I know that my account and Internet access will be monitored.

Signed:	***Date:***

Parent/ Carers Consent for Internet Access

I have read and understood the attached school rules for the use of technology and now give permission for my child to use the internet, school email system, learning platform and other ICT facilities at school.

I know that my child has signed an acceptable use of ICT policy and they have a copy of the school rules for e-safety. (We appreciate not all pupils are at the developmental stage to understand all these rules but we will still ask parents to sign the consent below)

I accept that the school cannot be held responsible for the nature and content of the materials accessed through the internet and technology, but I understand that they will take every reasonable precaution to keep pupils safe and prevent pupils accessing inappropriate materials.

I will support the school by promoting safe use of the internet and digital technology at home and will inform the school of any e-safety concerns.

I will ensure that any pictures taken during school events that include other children will not be shared using social media.

Signed:	***Date:***
Please print name:	

APPENDIX 2: ACCEPTABLE USE AGREEMENT (STAFF, GOVERNORS, VOLUNTEERS AND VISITORS)

Bracken Hill School Staff, Governor and Visitor ICT Code of Conduct

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our working life in school. This policy is designed to ensure all staff and visitors are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this ICT code of conduct and adhere to its contents at all times.

- I appreciate that ICT includes a wide range of systems and devices including mobile phones, PDAs, digital cameras, email, social networking and may include personal ICT devices when used for school business.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activities carried out under my user name.
- I will only use the school email, internet, intranet, learning platform or any related technologies for professional purposes.
- I will ensure that personal data is kept secure and used appropriately, whether in school, taken out of school or used remotely when authorised by the Head Teacher or Governing Body.
- I will not install any hardware or software without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- I will respect copyright and intellectual property rights.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with consent of the parent, carer or staff member. Images will not be distributed outside the school network/learning platform without permission.
- I will ensure that my online activity both in school and outside school will not bring my professional role into disrepute.
- I will ensure that all electronic communications with parents, pupils and staff are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will support the school's e-safety policy and help pupils to be safe.
- I will report any incidents of concern regarding children's safety to the e-safety coordinator, the Child Protection Officer or the head teacher
- I understand that sanctions for disregarding any of the above will be in line with the school's disciplinary procedures and serious infringements may be referred to the police.
- I will abide by the guidelines for using Microsoft Teams in the Acceptable use of ICT policy and only use for professional purposes in an appropriate way and meets GDPR guidelines.
- I will abide by the guidelines for using personal devices in the Acceptable use of ICT policy.

User Signature I agree to follow the Acceptable use of ICT policy, the code of conduct and support the safe use of ICT throughout the school

Full Name: _____

Job Title: _____

Signature: _____ Date: _____