



THE  
**ADEYFIELD ACADEMY**

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# Online Safety Policy

**Date:** September 2020  
**Review Date:** September 2022  
**Co-ordinator:** Mr B Dumpleton

Signed by..... Dawn Mason (Principal)

Signed by..... Kim Bristow (Chair of Governors)

## 1. Aims

The Adeyfield Academy aims to:

- Have robust processes in place to ensure the online safety of students, 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 *statutory safeguarding guidance, Keeping Children Safe in Education*, and its advice for schools on *preventing and tackling bullying and 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 student's electronic devices where they believe there is a 'good reason' to do so and *Keeping Children Safe In Education 2020*, which gives schools the guidance of how to safeguard and promote the welfare of children.
- The policy also takes into account the National Curriculum computing programmes of study.
- This policy complies with our funding agreement and articles of association.

## 3. Roles and Responsibilities

### 3.1. The Governing Board

The governing board has overall responsibility for monitoring this policy and holding the Principal 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).

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 2)

### 3.2. The Principal

The Principal 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 Lead (DSL) and deputies are set out in our child protection and safeguarding policy as well in relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the Principal in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the Principal, IT support and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged (see appendix 4) 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 3 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 Principal and/or governing board

This list is not intended to be exhaustive.

### **3.4. The IT Support**

The IT Support is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep students 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
- Monitoring the school's ICT systems on a daily 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 (see appendix 4) 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 2), and ensuring that students follow the school's terms on acceptable use (appendix 1)

- Working with the DSL to ensure that any online safety incidents are logged (see appendix 4) 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.

### **3.6. Parents**

Parents are expected to:

- Notify a member of staff or the Principal 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 (appendix 1)

Parents can seek further advice and 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 factsheet - *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 2).

## **4. Educating Students about Online Safety**

Students will be taught about online safety as part of the curriculum.

In **Key Stage 3**, students 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
- Students in Key Stage 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

By the **end of secondary school**, they will know:

Their rights, responsibilities and opportunities online, including that the same expectations of behaviour apply in all contexts, including online

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

The school will use assemblies to raise student's awareness of the dangers that can be encountered online and may also invite speakers to talk to students about this.

## **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 and parental engagement sessions (parent pit stops).

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

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

## **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.)

### **6.2. Preventing and Addressing Cyber-bullying**

To help prevent cyber-bullying, we will ensure that students understand what it is and what to do if they become aware of it happening to them or others. We will ensure that students 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 students, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Form Tutors and Heads of Year will discuss cyber-bullying with their tutor groups and the issue will also be addressed in assemblies.

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 students, as part of safeguarding training (see section 11 for more detail).

The school also sends information/leaflets on cyber-bullying to 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 students, 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 students' 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 students 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 students' electronic devices will be dealt with through the school complaints procedure.

## 7. Acceptable Use of the Internet in School

All students, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 and 2). 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 students, 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 and 2.

## 8. Students Using Mobile Devices in School

Students may bring mobile devices into school at their own risk, however our mobile phone policy states that they are not to be used or seen whilst inside the school building. Therefore, they are not permitted to use them during:

- Lessons
- Tutor group time
- Clubs before or after school, or any other activities organised by the school

Any use of mobile devices in school by students must be in line with the acceptable use agreement (see appendix 1). Students may use their mobile phone at lunch and break times if they are outside of the school building.

Any breach of the acceptable use agreement by a student may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

## **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 2.

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 the IT support.

Work devices must be used solely for work activities.

## **10. How the School will respond to Issues of Misuse**

Where a student misuses the school's ICT systems or internet, we will follow the procedures set out in the behaviour policy. 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. 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).

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.

## **12. Monitoring Arrangements**

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 4.

This policy will be reviewed every two years by the Senior Leadership Team. At every review, the policy will be shared with the governing board.

## **13. Links With Other Policies**

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour for Learning policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure

## Appendix 1: Acceptable use Agreement (Students and Parents/Carers)

### Acceptable use of the school's ICT systems and internet: agreement for students and parents/carers

**Name of student:**

**When using the school's ICT systems and accessing the internet in school, I will not:**

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details
- Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it inside the school building or during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- Not use my phone to take photographs or recordings of students or staff, their work, or anything else which could identify a student or staff member
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online
- I agree that the school will monitor the websites I visit.

I will immediately let a teacher or other member of staff know if I find any material, which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

**Signed (student):**

**Date:**

**Parent/carer agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for students using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

**Signed (parent/carer):**

**Date:**

## Appendix 2: Acceptable use Agreement (Staff, Governors, Volunteers and Visitors)

### Acceptable use of the school's ICT systems and the internet: agreement for staff, governors, volunteers and visitors

**Name of staff member/governor/volunteer/visitor:**

When using the school's ICT systems and accessing the internet in school, or outside school on a work device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software
- Share my password with others or log in to the school's network using someone else's details

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and IT Support know if a student informs me they have found any material, which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that students in my care do so too.

**Signed (staff member/governor/volunteer/visitor):**

**Date:**

### Appendix 3: Online Safety Training Needs – Self-Audit for Staff

Online safety training needs audit	
<b>Name of staff member/volunteer:</b>	<b>Date:</b>
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a student approaches you with a concern or issue?	
Are you familiar with the school’s acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school’s acceptable use agreement for students and parents?	
Do you regularly change your password for accessing the school’s ICT systems?	
Are you familiar with the school’s approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training? Please record them here.	

**Appendix 4: Online Safety Incident Report Log**

Online safety incident report log				
Date	Where the incident took place	Description of the incident	Action taken	Name and signature of staff member recording the incident