

THE **D**IOCESE OF **S**HEFFIELD **A**CADEMIES **T**RUST

ONLINE SAFETY POLICY *EMMANUEL JUNIOR ACADEMY* 2022-23



THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST

Approved by:	DSAT Trust Board
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Online Safety Policy

Statement of intent

At Diocese of Sheffield Academies Trust (DSAT), we understand that computer technology is an essential resource for supporting teaching and learning. The internet, and other digital and information technologies, open up opportunities for pupils and play an important role in their everyday lives.

Whilst the Trust recognises the importance of promoting the use of computer technology throughout the curriculum, we also understand the need for safe internet access and appropriate use.

Our Trust has created this policy with the aim of ensuring appropriate and safe use of the internet and other digital technology devices by all pupils and staff.

The Trust is committed to providing a safe learning and teaching environment for all pupils and staff, and has implemented important controls to prevent any harmful risks.

1. Legal framework

1.1. This policy has due regard to the following legislation, including, but not limited to:

- Human Rights Act 1998
- Data Protection Act 1998
- Freedom of Information Act 2000
- Regulation of Investigatory Powers Act 2000
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Computer Misuse Act 1990, amended by the Police and Justice Act 2006
- Communications Act 2003
- Protection of Children Act 1978
- Protection from Harassment Act 1997

1.2. This policy also has regard to the following statutory guidance:

- DfE (2022) 'Keeping children safe in education'

2. Use of the internet

2.1. The Trust understands that using the internet is important when raising educational standards, promoting pupil achievement and enhancing teaching and learning.

2.2. Internet use is embedded in the statutory curriculum and is therefore an entitlement for all pupils, though there are a number of controls schools are required to implement to minimise harmful risks.

- 2.3. When accessing the internet, individuals are especially vulnerable to a number of risks which may be physically and emotionally harmful, including:
- Access to illegal, harmful or inappropriate images
 - Cyber bullying
 - Access to, or loss of, personal information
 - Access to unsuitable online videos or games
 - Loss of personal images
 - Inappropriate communication with others
 - Illegal downloading of files
 - Exposure to explicit or harmful content, e.g. involving radicalisation
 - Plagiarism and copyright infringement
 - Sharing the personal information of others without the individual's consent or knowledge

3. Roles and responsibilities

(Headteacher refers to the Head of School with oversight by the Executive Headteacher)

- 3.1. It is the responsibility of all staff to be alert to possible harm to pupils or staff due to inappropriate internet access or use, both inside and outside of school, and to deal with incidents of such as a priority.
- 3.2. The governing body is responsible for ensuring that there are appropriate filtering and monitoring systems in place to safeguard pupils.
- 3.3. The headteacher is responsible for ensuring the day-to-day online safety in school, and managing any issues that may arise.
- 3.4. The headteacher is responsible for ensuring that relevant staff receive CPD to allow them to fulfil their role and train other members of staff.
- 3.5. The headteacher will provide all relevant training and advice for members of staff as part of the requirement for staff to undergo regularly updated safeguarding training and be able to teach pupils about online safety.
- 3.6. The headteacher will ensure there is a system in place to carry out the monitoring of online safety in school, keeping in mind data protection requirements.
- 3.7. The headteacher will regularly monitor the provision of online safety in school and will provide feedback to the Governing Body.
- 3.8. The headteacher will maintain a log of submitted online safety reports and incidents.
- 3.9. The headteacher will establish a procedure for reporting incidents and inappropriate internet use, either by pupils or staff.
- 3.10. The headteacher will ensure that all members of staff are aware of the procedure when reporting online safety incidents, and will keep a log of all incidents recorded.
- 3.11. The headteacher will attempt to find alternatives to monitoring staff use of social media, where possible, and will justify all instances of monitoring to ensure that it is necessary and outweighs the need for privacy. The member of staff who is being monitored will be consulted prior to any interception by school.
- 3.12. Cyber bullying incidents will be reported in accordance with the school's Anti-Bullying Policy.

- 3.13. The governing body will hold regular meetings with the headteacher to discuss the effectiveness of the online safety provision, current issues, and to review incident logs, as part of the school's duty of care.
- 3.14. The governing body will evaluate and review this Online Safety Policy on an annual basis, taking into account the latest developments in ICT and the feedback from staff/pupils.
- 3.15. The headteacher will review and amend this policy with class teachers, taking into account new legislation, government guidance and previously reported incidents, to improve procedures.
- 3.16. Teachers are responsible for ensuring that online safety issues are embedded in the curriculum and safe internet access is promoted at all times.
- 3.17. All staff are responsible for ensuring they are up-to-date with current online safety issues, and this Online Safety Policy.
- 3.18. All staff and pupils will ensure they understand and adhere to our Acceptable Use Agreement, which they must sign and return to the headteacher.
- 3.19. Parents are responsible for ensuring their child understands how to use computer technology and other digital devices appropriately.
- 3.20. The headteacher is responsible for communicating with parents regularly and updating them on current online safety issues and control measures.
- 3.21. All pupils are aware of their responsibilities regarding the use of school-based ICT systems and equipment, including their expected behaviour.

4. Online Safety Education

The breadth of issues classified within online safety is considerable and ever evolving. However they can be categorised into four areas of risk:

content: being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.

contact: being subjected to harmful online interaction with other users; for example: 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: online behaviour that increases the likelihood of, or causes, harm; for example, 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).

commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.

DFE: 'Keeping children safe in education' (2022).

4.1. Educating pupils:

- An online safety programme will be established and taught across the curriculum on a regular basis, ensuring that pupils are aware of the safe use of new technology both inside and outside of school.

- Pupils will be taught about the importance of online safety and are encouraged to be critically aware of the content they access online, including extremist material and the validity of website content.
- Pupils will be taught to acknowledge information they access online, in order to avoid copyright infringement and/or plagiarism.
- Clear guidance on the rules of internet use will be presented in all classrooms.
- Pupils are instructed to report any suspicious use of the internet and digital devices.
- PSHE lessons will be used to educate pupils about cyber bullying, including how to report cyber bullying, the social effects of spending too much time online and where to access help.
- School will hold online safety events, such as Safer Internet Day and Anti Bullying Week, to promote online safety.

4.2. Educating staff:

- A planned calendar programme of online safety training opportunities is available to all staff members, including whole school activities and CPD training courses.
- All staff will undergo online safety training on an annual basis to ensure they are aware of current online safety issues and any changes to the provision of online safety, as well as current developments in social media and the internet as a whole.
- All staff will employ methods of good practice and act as role models for pupils when using the internet and other digital devices.
- All staff will be educated on which sites are deemed appropriate and inappropriate.
- All staff are reminded of the importance of acknowledging information they access online, in order to avoid copyright infringement and/or plagiarism.
- Any new staff are required to undergo online safety training as part of their induction programme, ensuring they fully understand this Online Safety Policy.
- The headteacher will act as the first point of contact for staff requiring online safety advice.

4.3. Educating parents:

- Online safety information will be directly delivered to parents through a variety of formats, including newsletters, the school website and social media.
- Twilight courses and presentations will be run by the school for parents.
- Parents' evenings, meetings and other similar occasions will be utilised to inform parents of any online safety related concerns.

5. Online Safety Control Measures

5.1. Internet access:

- Internet access will be authorised once parents and pupils have returned the signed consent form in line with our Acceptable Use Agreement.
- A record will be kept by the headteacher of all pupils who have been granted internet access.
- All children will be provided with usernames and passwords which class teachers have access to.
- Staff will monitor pupils' activity and will ensure that children are always supervised when using the internet.

- Effective filtering systems will be established to eradicate any potential risks to pupils through access to, or trying to access, certain websites which are harmful or use inappropriate material.
- Filtering systems will be used which are relevant to pupils' age ranges, their frequency of use of ICT systems, and the proportionality of costs compared to risks.
- The governing body will ensure that use of appropriate filters and monitoring systems does not lead to 'over blocking', such that there are unreasonable restrictions as to what pupils can be taught with regards to online teaching and safeguarding.
- Any requests by staff for websites to be added or removed from the filtering list must be first authorised by the headteacher.
- All school systems will be protected by up-to-date virus software.
- An agreed procedure will be in place for the provision of temporary users, e.g. volunteers.
- Master users' passwords will be available to the headteacher for regular monitoring of activity.
- Staff are able to use the internet for personal use during out-of-school hours, as well as break and lunch times.
- Personal use will only be monitored by the headteacher for access to any inappropriate or explicit sites, where it is justifiable to be necessary and in doing so, would outweigh the need for privacy.
- Inappropriate internet access by staff may result in the staff member being permitted to use the internet for school purposes only, and prohibited from using any personal devices. This will be dealt with following the process outlined in section 7.4 of this policy.

5.2. Email:

- Staff will be given approved email accounts and are only able to use these accounts.
- The use of personal email accounts to send and receive personal data or information is prohibited.
- No sensitive personal data shall be sent to any other staff or third parties via email.
- Chain letters, spam and all other emails from unknown sources will be deleted without opening.
- Staff are aware that email content is subject to the same content inspection by the school Smoothwall filter as other internet traffic.

5.3. Social networking:

- Use of social media on behalf of the school will be conducted following the processes outlined in our Social Media Policy.
- Pupils are regularly educated on the implications of posting personal data online outside of school.
- Staff are regularly educated on posting inappropriate photos or information online, which may potentially affect their position and the school as a whole.
- Staff are not permitted to communicate with pupils over social networking sites and are reminded to alter their privacy settings.
- Staff are not permitted to publish comments about the school or the Trust which may affect their reputability.
- Staff are not permitted to access social media sites during teaching hours unless it is justified to be beneficial to the material being taught. This will be discussed with the headteacher prior to accessing the social media site.

5.4. Published content on the school website and images:

- The headteacher will be responsible for the overall content of the website, and will ensure the content is appropriate and accurate.
- Contact details on the school website will include the phone number, email and address of the school – no personal details of staff or pupils will be published.
- Images and full names of pupils, or any content that may easily identify a pupil, will be selected carefully, and will not be posted until authorisation for images to be used from parents has been received.
- Pupils are not permitted to take or publish photos of others without permission from the individual.
- Staff are able to take pictures, though they must do so in accordance with school policies in terms of the sharing and distribution of such. Staff will not take pictures using their personal equipment.
- Any member of staff that is representing the school or Trust online, e.g. through blogging, must express neutral opinions and not disclose any confidential information regarding the school or Trust, or any information that may affect their reputability.

5.5. Mobile devices and hand-held computers:

- The headteacher may authorise the use of mobile devices by a pupil where it is seen to be for safety or precautionary use.
- Pupils are not permitted to access the school's Wi-Fi system at any times using their mobile devices and hand-held computers.
- Mobile devices are not permitted to be used during school hours by pupils.
- Staff are permitted to use hand-held computers which have been provided by the Trust, though internet access will be monitored for any inappropriate use by the headteacher when using these on school premises.
- The sending of inappropriate messages or images from mobile devices is prohibited.
- Mobile devices will not be used to take images or videos of pupils or staff.
- The Trust will be especially alert to instances of cyber bullying and will treat such instances as a matter of high priority.

5.6. Network security:

- Network profiles for each pupil and staff member are created, in which the individual must enter a username and personal password when accessing the ICT systems within the school.

5.7. Virus management:

- Technical security features, such as virus software, are kept up-to-date and managed by the IT technician.
- The IT technician will ensure that the filtering of websites and downloads is up-to-date and monitored.

6. Cyber Bullying

- 6.1. For the purpose of this policy, cyber bullying is a form of bullying whereby an individual is the victim of harmful or offensive posting of information or images online.
- 6.2. The school recognises that both staff and pupils may experience cyber bullying and will commit to preventing any instances that should occur.
- 6.3. The school will regularly educate staff, pupils and parents on the importance of staying safe online, as well as being considerate to what they post online.
- 6.4. Pupils will be educated about online safety through teaching and learning opportunities as part of a broad and balanced curriculum; this includes covering relevant issues within PSHE lessons as well as sex and relationship education.
- 6.5. The school will commit to creating a learning and teaching environment which is free from harassment and bullying, ensuring the happiness of all members of staff and pupils.
- 6.6. The school has zero tolerance for cyber bullying, and any incidents will be treated with the upmost seriousness and will be dealt with in accordance with our Anti-Bullying Policy.
- 6.7. The headteacher will decide whether it is appropriate to notify the police or anti-social behaviour coordinator in their LA of the action taken against a pupil.

7. Reporting Misuse

- 7.1. School will clearly define what is classed as inappropriate behaviour in the Acceptable Use Agreement, ensuring all pupils and staff members are aware of what behaviour is expected of them.
- 7.2. Inappropriate activities are discussed and the reasoning behind prohibiting activities due to online safety are explained to pupils as part of the curriculum in order to promote responsible internet use.
- 7.3. Misuse by pupils:
 - Teachers have the power to discipline pupils who engage in misbehaviour with regards to internet use.
 - Any instances of misuse should be immediately reported to a member of staff, who will then report this to the headteacher,
 - Any pupil who does not adhere to the rules outlined in our Acceptable Use Agreement and is found to be wilfully misusing the internet, will have a letter sent to their parents explaining the reason for suspending their internet use.
 - Members of staff may decide to issue other forms of disciplinary action to a pupil upon the misuse of the internet. This will be discussed with the headteacher and will be issued once the pupil is on the Trust premises.
 - Complaints of a child protection nature, such as when a pupil is found to be accessing extremist material, shall be dealt with in accordance with our Safeguarding Policy.
- 7.4. Misuse by staff:
 - Any misuse of the internet by a member of staff should be immediately reported to the headteacher.
 - The headteacher will deal with such incidents in accordance with the Safeguarding Policy, and may decide to take disciplinary action against the member of staff.

- The headteacher will decide whether it is appropriate to notify the police or anti-social behaviour coordinator in their LA of the action taken against a member of staff.

7.5. Use of illegal material:

- In the event that illegal material is found on the school's network, or evidence suggest that illegal material has been accessed, the police will be contacted.
- Incidents will be immediately reported to the Internet Watch Foundation and the police will be contacted if the illegal material is, or is suspected to be, a child sexual abuse image hosted anywhere in the world, a non-photographic child sexual abuse image hosted in the UK, or criminally obscene adult content hosted in the UK.
- If a child protection incident is suspected, the school's child protection procedure will be followed – the DSL and headteacher will be informed and the police contacted.

8. Portable USB Devices

- 8.1. Personal USB storage devices (usb memory sticks, usb hard disk drives) must not be used in school or connected to school devices when off-site.
- 8.2. Only encrypted USB devices which have been provided by school / the Trust and approved by a member of DSAT's IT support team are permitted for use in school.

9. Monitoring and Review

- 9.1. The Trust will evaluate and review this Online Safety Policy on an annual basis, taking into account the latest developments in ICT and the feedback from staff/pupils.
- 9.2. This policy will also be reviewed on an annual basis by the governing body; any changes made to this policy will be communicated to all members of staff.
- 9.3. Members of staff are required to familiarise themselves with this policy as part of their induction programmes.

Appendix 1:



Parent/Carer Acceptable Use Policy Agreement March 2022

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Policy is attached to this form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to read the information below and contact the school if they need any further information.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will promote positive, safe and responsible behaviour on the internet. I will inform the school if I have concerns over my child's online safety.

Appendix 2:



Pupil Acceptable Use Policy & Agreement March 2022

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password with anyone or try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.

- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
-

I understand that everyone has equal rights to use technology to support our education:

- I understand that the school ICT systems are for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing.
- I will only use YouTube if I have permission to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I understand that the school has a responsibility to keep the technology secure and safe:

- I understand that I do not use my own devices in school.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed and supervised.

When using the internet for research for my school work, I understand that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I find is accurate, as I understand that the work of others may not be correct.

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

- I understand that the school could take action against me if I am involved in incidents or inappropriate behaviour that are included in this agreement, when I am out of school as well as in school. Examples of this is cyberbullying, sending/receiving inappropriate images and misuse of personal information.

- I understand that if I do not follow this Acceptable Use Policy Agreement, it will lead to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.



Pupil Acceptable Use Agreement Form

This form relates to the pupil Acceptable Use Policy (AUP), which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg. communicating with other members of the school e.g. through social networks, mobile phones, accessing school email, Learning Platform, website etc.

Name of Pupil _____

Class _____

Signed _____

Date _____

