



Online Safety Policy

WINSCOMBE PRIMARY SCHOOL

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Contents

1. Aims	3
2. Legislation and guidance	3
3. Roles and responsibilities	3
4. Educating pupils about online safety	6
5. Educating parents/carers about online safety	7
6. Cyber-bullying	7
7. Acceptable use of the internet in school	9
8. Pupils using mobile devices in school	9
9. Staff using work devices outside school	9
10. How the school will respond to issues of misuse	10
11. Training	10
12. Monitoring arrangements	11
13. Links with other policies	11
Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)	11
Appendix 2: KS2, KS3 and KS4 acceptable use agreement (pupils and parents/carers)	13
Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)	14
Appendix 4: online safety training needs – self-audit for staff	18
Appendix 5: online safety incident report log	19

1. Aims

Our school aims to:

- › Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- › Identify and support groups of pupils that are potentially at greater risk of harm online than others
- › 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 body

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

The governing body will make sure all staff undergo online safety training as part of child protection and safeguarding training, and ensure staff understand their expectations, roles and responsibilities around filtering and monitoring.

The governing body will also make sure all staff receive regular online safety updates (via email, e-bulletins and staff meetings), as required and at least annually, to ensure they are continually provided with the relevant skills and knowledge to effectively safeguard children.

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

The governing body should ensure children are taught how to keep themselves and others safe, including keeping safe online.

The governing body must ensure the school has appropriate filtering and monitoring systems in place on school devices and school networks, and will regularly review their effectiveness. The body will review the DfE filtering and monitoring standards, and discuss with IT staff and service providers what needs to be done to support the school in meeting those standards, which include:

- Identifying and assigning roles and responsibilities to manage filtering and monitoring systems;
- Reviewing filtering and monitoring provisions at least annually;
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning;
- Having effective monitoring strategies in place that meet their safeguarding needs.
- The governor who oversees online safety is Belinda Hancock.

All governors will:

- › Ensure 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 adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). 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 executive headteacher

The executive 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 and online safety lead

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

The online safety lead, working closely with the DSL, takes lead responsibility for online safety in school, in particular:

- › Supporting the executive headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- › Working with the executive headteacher and governing board to review this policy annually and ensure the procedures and implementation are updated and reviewed regularly
- › Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks
- › Working with the WLT computing support (Computing Cubed) to make sure the appropriate systems and processes are in place

- › Working with the executive headteacher, DSL, computing support and other staff, as necessary, to address any online safety issues or incidents
- › Working with DSL to manage all online safety issues and incidents in line with the school's 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 executive headteacher and/or governing board
- › Undertaking annual risk assessments that consider and reflect the risks children face
- › With DSL, providing regular safeguarding and child protection updates, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively

This list is not intended to be exhaustive.

3.4 Computing support provider

WLT Computing support (Computing cubed) is responsible for:

- › Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems on school devices and school networks, which are reviewed and updated at least annually 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 (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

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)
- › Knowing that the Online Safety Lead and WLT Computing Support (Computing Cubed) are responsible for the filtering and monitoring systems and processes, and being aware of how to report any incidents of those systems or processes failing by informing Online Safety Lead
- › Following the correct procedures by speaking to Online Safety Lead if they need to bypass the filtering and monitoring systems for educational purposes

- › Working with the Online Safety lead and 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/carers

Parents/carers 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 (appendices 1 and 2)

Parents/carers 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 (appendix 3).

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 **Key Stage (KS) 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 (KS) 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

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
- › What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)
- › 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 and assemblies where relevant.

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

5. Educating parents/carers about online safety

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

Online safety will also be covered during online information evenings, 'Welcome to Our Class' meetings, Class Dojo, topic webs and newsletters.

The school will let parents/carers know:

- › What systems the school uses to filter and monitor online use
- › What their children are being asked to do online, including the sites they will be asked to access and who from the school (if anyone) their child will be interacting with online

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

Concerns or queries about this policy can be raised with any member of staff or the executive 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 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. Teaching staff will discuss cyber-bullying with their class.

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. It will also be addressed in anti-bullying week and Safer Internet Day in the classroom and during assembly time.

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).

The school also sends information/leaflets on cyber-bullying to parents/carers so 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 executive headteacher, and any member of SLT, 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 a member of the SLT
- › 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 co-operation

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 SLT 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/carer 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.

6.4 Artificial intelligence (AI)

Generative artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard.

Winscombe Primary School recognises that AI has many uses to help pupils learn, but may also have the potential to be used to bully others. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real.

Winscombe Primary School will treat any use of AI to bully pupils in line with our anti-bullying/behaviour policy.

Staff should be aware of the risks of using AI tools whilst they are still being developed and should carry out a risk assessment where new AI tools are being used by the school.

7. Acceptable use of the internet in school

All pupils, parents/carers, 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 to 3). 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 and restrict access through filtering systems where appropriate.

More information is set out in the acceptable use agreements in appendices 1 to 3.

8. Pupils using mobile devices in school

Year 5 and 6 pupils, who walk home from school, may bring mobile devices into school. The mobile devices are given to the class teacher in the morning. The devices are then locked away until the end of the day.

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see appendices 1 and 2).

Any breach of the acceptable use agreement by a pupil 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

The computing support provider will take the following steps:

- › The 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
- › Installing anti-virus and anti-spyware software
- › Keeping operating systems up to date by always installing the latest update

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)
- › Making sure the device locks if left inactive for a period of time
- › Not sharing the device among family or friends

Contacting the WLT computer support provider if they think the computer is not up-to-date with encryption, anti-virus or the latest operating system

Staff members must not use the device in any way that would violate the school's terms of acceptable use, as set out in appendix 3.

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 DDSL or ICT manager.

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 ICT and internet acceptable use. 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 policy, WLT staff code of conduct and WLT Acceptable Use Policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents that 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 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 and Online Safety lead Logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 5.

This policy will be reviewed every year by the Online Safety Lead. At every review, the policy will be shared with the governing board. The review will be supported by an annual risk assessment 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: EYFS and KS1 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

Acceptable Use Policy Agreement

Foundation / KS1

This is how we stay safe when we use computers:

- I will ask a teacher if I want to use the computers or iPads
- I will only use activities that a teacher has told or allowed me to use
- I will take care of the computers, iPads and other equipment
- I will ask for help from a teacher if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or a grown up at home if I see something that upsets me on the screen
- I will only use kind words when I am working on the computers

I only communicate with people I know on the internet or by email. I tell an adult, if a stranger tries to contact me. I never arrange to meet a stranger using email or the internet.

- I will not copy someone else's writing, pictures or photos on the computer or internet and say it is mine.
- I will not give my personal details, or the details of anyone I know, in an email or on a website
- I know that if I break the rules the behaviour policy will be followed

Signed (pupil):

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 pupils using the school's ICT systems and internet, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 2: KS2 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

Technology is a great tool to support learning, find information and to communicate and share with others.

Winscombe Primary School encourages its appropriate, effective and safe use. All users of technology in the school must agree to certain rules and will only use the equipment and software as instructed.

My Responsibilities

When I use the school's ICT systems (like Chromebooks and iPads) and go on the internet in school I will:

Always use the school's ICT systems and the internet responsibly and for educational purposes only

Keep my usernames and passwords safe and not share these with others

Keep my personal information safe and not share private information about myself or others online

Tell a teacher (or sensible adult) immediately if I find any material which might distress or harm me or others

Think about the ways I use technology so that it will not affect my physical or mental health.

Respect others' work and will not access, copy, remove or alter any other user's files, without the owner's knowledge and permission.

Carefully check information I use for my learning, as I understand that not all information on the Internet is reliable

Be polite and responsible when I communicate with others and report any incidents of bullying.

Use the equipment with care and immediately report any damage or faults involving equipment or software, however this may have happened.

I will not:

Access sites that are blocked or that are unsuitable for use in school.

Arrange to meet people off-line that I have communicated with online.

I will not take or distribute images of anyone without their permission.

Open any attachments to emails or click any links within emails, unless I was expecting the email, due to the risk of the attachment containing viruses or other harmful programmes

Use my personal hand held / external devices (mobile phones / USB devices etc) in school.

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

I agree that the school will monitor the websites I visit and there will be consequences if I don't follow the rules

I understand that the school may investigate incidents that cause upset or harm taking place outside school.

I understand that if I fail to comply with this Acceptable Use Policy Agreement,

I will follow the sanctions agreed in the behaviour policy and my parents may be contacted and in the event of illegal activities involvement of the police.

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Signed (pupil):

Date:

Parent/carer's 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 pupils 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:



STAFF AND VOLUNTEER ACCEPTABLE USE OF ICT AGREEMENT

Acceptable Use Agreement

As a member of staff at the Wessex Learning Trust, I understand that I must use Trust 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 to students and other users.

I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will educate the young people in my care in the safe use of ICT and embed e-safety in my work.

For my professional and personal safety:

- I understand that the Trust will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of Trust ICT systems (e.g. laptops, email, VLE etc) used off site.
- I understand that the Trust ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the Trust.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I understand that I am responsible for changing my password annually. That the password should be a minimum of 8 characters and should include upper case characters, lower case characters, numbers and special characters. The password should not include proper names.
- I understand that I am responsible for ensuring the confidentiality of privileged information. I understand that I should take reasonable steps to prevent unauthorised access to this information. I should lock my workstation when it is unattended, and not project, display or store sensitive information on unencrypted memory sticks.
- I will immediately report any illegal, inappropriate or harmful material or incident to the appropriate person.
- I will model the behaviour expected of students when accessing the Internet.
- I understand that when using social networking sites I will not divulge any personal details.
- I will keep liquids a safe distance from computers and accessories.

I will be professional in my communications and actions when using Academy ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner; I will not use aggressive or inappropriate language. I appreciate that others may have different opinions.
- I will ensure that when I use or publish images of others I will do so with their permission and in accordance with the Trust's policy on the use of digital / video images.
- I will only use chat and social networking sites in the Trust in accordance with the Academy's policies.
- I will only communicate with students and parents using official Academy systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities. As such I am aware of the professional risk of using personal email addresses/ mobile phones/ social networking sites for such communications.
- I will not accept students as friends on Social Networking Sites and will be very careful about accepting ex-students.

The Trust has a responsibility to provide safe and secure access to technologies and ensure the smooth running of the Trust:

- When I use my personal hand-held/external devices (PDAs/ laptops/ mobile phones/ USB drives etc) in the Trust, I will follow the rules set out in this agreement, in the same way as if I was using Trust equipment. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I understand that official Academy email accounts should always be used to communicate with stakeholders and that personal email accounts should not be used to communicate with parents and students.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programs.
- I understand that data may become corrupt, infected or accidentally wiped. I will, therefore, back-up data that is not backed-up by the Trust.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programs or software that might allow me to bypass the filtering/ security systems in-place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings, unless permission has been obtained from the Trust IT Manager.
- I will not disable or cause any damage to Trust equipment, or the equipment belonging to others.
- I understand that our data protection policy requires that any staff or student data to which I have access will be kept private and confidential, except when it is deemed necessary that I am required by law or by Trust policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for Academy sanctioned personal use:

- I will 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 download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of Academy:

- I understand that this Acceptable Use Policy applies not only to my work and use of Trust ICT equipment in the trust/school, but also applies to my use of Trust ICT systems and equipment out of the Trust/school and my use of personal equipment in the Trust/school or in situations related to my employment by the Trust.
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action and in the event of illegal activities the involvement of the police.

I, the undersigned, note the above and agree to all of the terms as stated in my use of ICT during my time of employment at the Wessex learning Trust:

Staff Name:

Signature:**Date:**

Appendix 4: online safety training needs – self-audit for staff

ONLINE SAFETY TRAINING NEEDS AUDIT	
Name of staff member/volunteer:	Date:
Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety in school?	
Are you aware of the ways pupils can abuse their peers online?	
Do you know what you must do if a pupil 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 pupils and parents/carers?	
Are you familiar with the filtering and monitoring systems on the school's devices and networks?	
Do you understand your role and responsibilities in relation to filtering and monitoring?	
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?	

Appendix 5: online safety incident report log

ONLINE SAFETY INCIDENT LOG				
Date	Where the incident took place	Description of the incident	Action taken	Name and signature of staff member recording the incident