Online Safety Policy

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1. Introduction

This Online Safety Policy outlines the commitment of Hamwic Education Trust and its schools to safeguard members of our school community online in accordance with statutory guidance and best practice.

This Online Safety Policy applies to all members of the school community (including staff, learners, volunteers, parents and carers, visitors, community users) who have access to and are users of school digital systems, both in and out of the school. It also applies to the use of personal digital technology on the school site (where allowed).

The Trust and schools will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place out of school.

As part of our commitment to learning and achievement we at Hamwic Education Trust and its schools, want to ensure that the internet and other digital technologies are used to:

- Raise educational standards and promote pupil achievement
- Develop the curriculum and make learning exciting and purposeful
- Enable pupils to gain access to a wide span of knowledge in a way that ensures their safety and security

To enable this to happened we have taken a whole school approach to online safety as promoted by British Education Communication Technology Agency (BECTA), which includes the development of policies and practices, the education and training of staff and pupils and the effective use of the school's ICT infrastructure and technologies.

The Trust and schools as part of this policy, holds steadfastly to the ethos that there should be an equitable learning experience for all pupils using ICT technology. We recognise that ICT can allow disabled pupils increased access to the curriculum and other aspects related to learning.

The School is committed to ensuring that all its pupils will be able to use existing, as well as up and coming technologies safely. We are also committed to ensuring that all those who work with children and young people, as well as their parents, are educated as to the dangers that exist so that they can take an active part in safeguarding them.

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
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

2. Roles And Responsibilities

The following section outlines the Online safety roles and responsibilities of individuals and groups within the school:

In a small school some of the roles described below may be combined, though it is important to ensure that there is sufficient "separation of responsibility" should this be the case.

3. Governors:

Governors are responsible for the approval of the Online safety policy and for reviewing the effectiveness of the policy. This will be carried out by the governors receiving regular information about Online safety incidents and monitoring reports. A member of the governing body has taken on the role of Online safety governor (it is suggested that the role may be combined with that of the child protection/safeguarding governor). The role of the Online safety governor will include:

- regular meetings with the online safety co-ordinator/officer
- regular monitoring of Online safety incident logs
- regular monitoring of filtering/change control logs
- reporting to relevant governors/board/committee

4. School Leaders:

- School leaders have a duty of care for ensuring the safety (including Online safety) of members of the school community, though the day to day responsibility for Online safety will be delegated to the Online safety co-ordinator/officer.
- The school leader and (at least) another member of the senior leadership team should be aware of the procedures to be followed in the event of a serious Online safety allegation being made against a member of staff
- The school leaders are responsible for ensuring that the Online safety coordinator/officer and other relevant staff receive suitable training to enable them to carry out their Online safety roles and to train other colleagues, as relevant
- The headteacher/senior leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal Online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles
- The senior leadership team will receive regular monitoring reports from the Online safety co-ordinator/officer.

5. The Designated Safeguarding Lead

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.

6. Online Safety Lead:

- leads the Online safety committee
- takes day to day responsibility for Online safety issues and has a leading role in establishing and reviewing the school Online safety policies/documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an Online safety incident taking place
- provides training and advice for staff
- liaises with the Trust
- liaises with school technical staff
- receives reports of Online safety incidents and creates a log of incidents to inform future online safety developments
- meets regularly with Online safety governor/director to discuss current issues, review incident logs and filtering
- attends relevant meeting of governors
- reports regularly to senior leadership team

7. Technical Staff:

(NOTE: If the school has a managed ICT service provided by an outside contractor, it is the responsibility of the school to ensure that the managed service provider carries out all the Online safety measures that would otherwise be the responsibility of the school technical staff, as suggested below. It is also important that the managed service provider is fully aware of the school's Online safety policy and procedures.)

The Network manager/technical staff/co-ordinator for ICT/computing is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets required Online safety technical requirements
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- the filtering policy, is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- that they keep up to date with Online safety technical information in order to effectively carry out their Online safety role and to inform and update others as relevant
- that the use of the network/internet/virtual learning environment/remote access/email is regularly monitored in order that any misuse/attempted misuse can be reported to the senior leader/Online safety coordinator/officer for investigation/action/sanction
- that monitoring software and systems are implemented and updated as agreed in school policies

8. Teaching and Support Staff

are responsible for ensuring that:

- they have an up to date awareness of Online safety matters and of the current school Online safety policy and practices
- they have read, understood and signed the Staff acceptable use policy/agreement (AUP)
- they report any suspected misuse or problem to the senior leader/Online safety coordinator/officer for investigation/action/sanction
- all digital communications with students/parents/carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- students understand and follow the online safety and acceptable use policies
- students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- Child Protection/Safeguarding Designated Person/Officer should be trained in online safety issues and be aware of the potential for serious child protection/safeguarding issues to arise from:
    - sharing of personal data
    - access to illegal/inappropriate materials
    - inappropriate on-line contact with adults/strangers
    - potential or actual incidents of grooming
    - cyber-bullying
    - use of school devices outside of the school network (Laptops/Tablets taken home for work), should be used in safe environments, and any sensitive data kept secure.

9. Students:

- are responsible for using the school digital technology systems in accordance with the Student acceptable use policy
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking/use of images and on cyber-bullying
- should understand the importance of adopting good Online safety practice when using digital technologies out of school and realise that the school's Online safety policy covers their actions out of school, if related to their membership of the school

10. Parents/Carers

- Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website/VLE

and information about national/local Online safety campaigns/literature. Parents and carers will be encouraged to support the school in promoting good Online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website/VLE and on-line student records
- their children's personal devices in the school / school (where this is allowed)

11. Community Users

Community users who access school systems/website/VLE as part of the wider school provision will be expected to sign a community user AUA before being provided with access to school systems.

12. Policies and procedures

The school understands that effective policies and procedures are the backbone to developing a whole-school approach to online safety. The policies that exist with the school are aimed at providing a balance between exploring the educational potential of new technologies and providing safeguards to pupils.

13. Use of Internet Facilities, Mobile and Digital Technologies

The school will seek to ensure that internet, mobile and digital technologies are used effectively for their intended educational purpose, without infringing legal requirements or creating unnecessary risk.

The school expects all staff and pupils to use the internet, mobile and digital technologies responsibly and strictly according to the conditions below. These expectations are also applicable to any voluntary, statutory and community organisations that makes use of the school's ICT facilities and digital technologies.

Users shall not:
Visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- Indecent images of children
- Promoting discrimination of any kind
- Promoting racial or religious hatred
- Promoting illegal acts
- Any other information which may be offensive to peers or colleagues.

The school recognises that in certain planned curricular activities, access to otherwise deemed inappropriate sites may be beneficial for educational use. In such circumstances, there is an expectation that access is pre-planned and recorded so that it can be justified if required.

Incidents which appear to involve deliberate access to websites, newsgroups and online groups that contain the following material will be reported to the police:

- Images of child abuse (images of children whether they are digital or cartoons, apparently under 16 years old, involved in sexual activity or posed to be sexually provocative)
- Adult material that potentially breaches the Obscene Publications Act in the UK
- Criminally racist or anti-religious material

- Violence and bomb making
- Illegal taking or promotion of drugs
- Software piracy
- Other criminal activity
- Use the school's broadband for running a private business;
- Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties.
- Reveal or publicise confidential or proprietary information, which includes but is not limited to:
  - financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships
- Intentionally interfere with the normal operation of the internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the internet
- Use the internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate
- Transmit unsolicited commercial or advertising material either to other user organisations, or to organisations connected to other networks, save where the material is embedded within, or is otherwise part of, a service to which the member of the user organisation has chosen to subscribe
- Undertake activities with any of the following characteristics:
  - corrupting or destroying other users' data
  - violating the privacy of other users
  - disrupting the work of other users
  - using the network in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of switching equipment)
  - Other misuse of the network, such as introduction of viruses
- Use mobile technologies or mobile internet services in any way to intimidate, threaten or cause harm to others. Moreover, mobile technologies should not be used to access inappropriate materials or encourage activities that are dangerous or illegal

14. Educating Pupils about Online Safety

Key Stage 1

In Key Stage 1, pupils will be taught to:

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

Key Stage 2

Pupils in Key Stage 2 will be taught to:

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

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

Key Stage 3

In Key Stage 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

Key Stage 4

Pupils 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**, pupils will know:

- Their rights, responsibilities and opportunities online, including that the same expectations of behaviour apply in all contexts, including online
- About online risks, including that any material someone provides to another has the potential to be shared online and the difficulty of removing potentially compromising material placed online
- Not to provide material to others that they would not want shared further and not to share personal material which is sent to them
- What to do and where to get support to report material or manage issues online
- The impact of viewing harmful content
- That specifically sexually explicit material (e.g. pornography) presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others and negatively affect how they behave towards sexual partners
- That sharing and viewing indecent images of children (including those created by children) is a criminal offence which carries severe penalties including jail
- How information and data is generated, collected, shared and used online
- How to identify harmful behaviours online (including bullying, abuse or harassment) and how to report, or find support, if they have been affected by those behaviours
- How people can actively communicate and recognise consent from others, including sexual consent, and how and when consent can be withdrawn (in all contexts, including online)

15. 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 or virtual learning environment (VLE) [edit as applicable]. This policy will also be shared with parents.

Online safety will also be covered during parents' evenings/mornings/assemblies, etc.

The school will let parents 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 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.

16. Cyber-bullying

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.)

17. 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. Teachers will discuss cyber-bullying with their tutor groups.

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

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

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 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.

18. Examining Electronic Devices

The headteacher, and any member of staff authorised to do so by the headteacher (as set out in your behaviour policy – adapt to e.g. specify which staff are authorised), 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, the authorised staff member will:

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff
- 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 Trust/school 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 complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

19. Acceptable Use of IT 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.

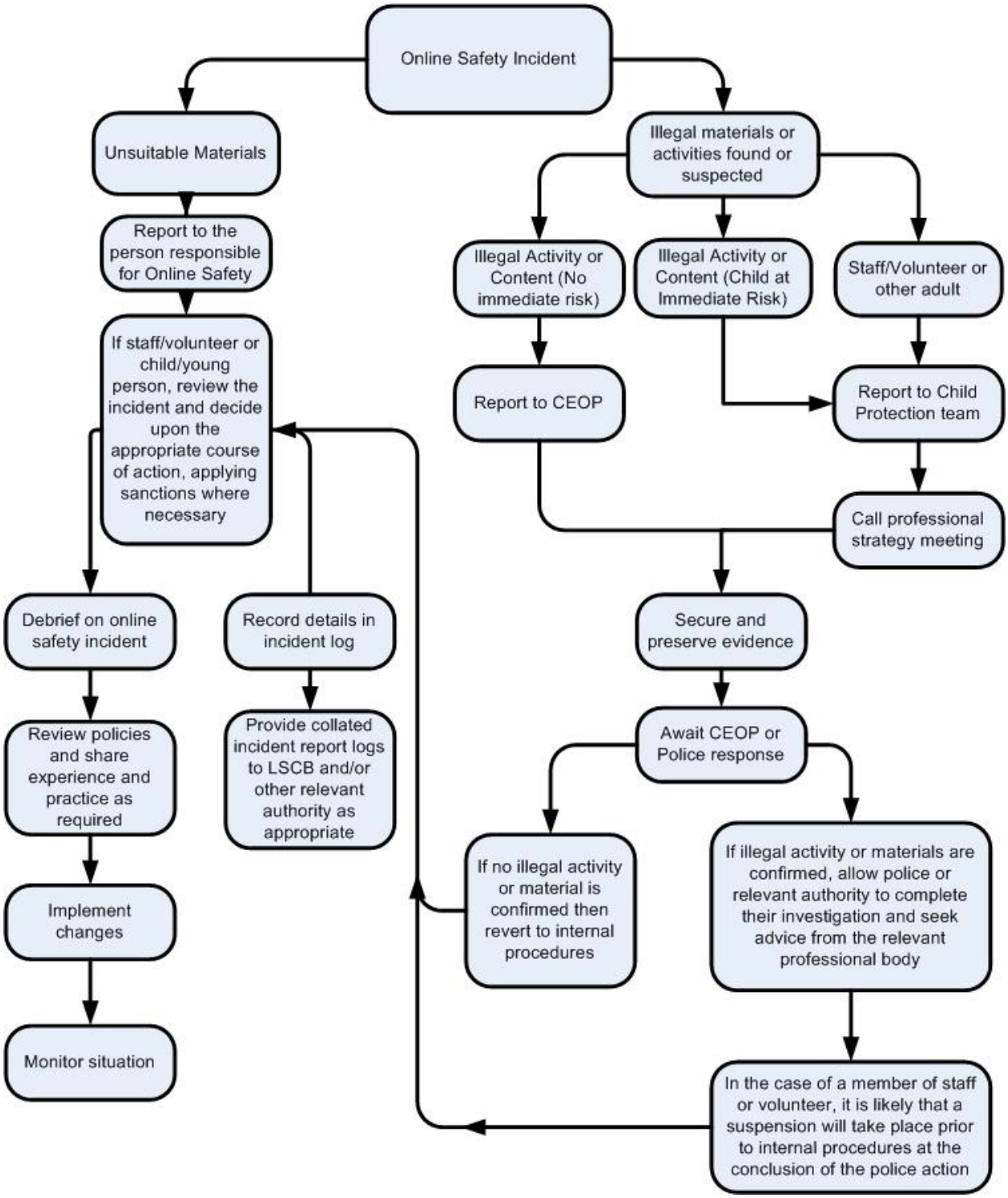
We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

20. Use of AI

All staff should have read and understood the HET AI guidance, and ensure that they adhere to the use of AI in accordance to this guidance.

21. Reporting Abuse

The following outlines what to do if a child or adult receives an abusive email or accidentally accesses a website that contains abusive material.



CEOP – Child Exploitation and Online Protection

LSCB – Local Safeguarding Children Board

22. Sanctions

The school has been careful to develop in conjunction with its partners, policies and procedures to support the innocent in the event of a policy breach and enable the School to manage such situations in, and with, confidence.

Where there is inappropriate or illegal use of the internet and digital technologies, the following sanctions will be applied:

- Student
  - The child/young person will be disciplined according to the behaviour policy of the school, which could ultimately include the use of internet and email being withdrawn
  - Serious breaches may lead to the incident being reported to the Police or other regulatory bodies, for instance, illegal Internet use or child protection concerns

- Staff and volunteers
  - The adult may be subject to the disciplinary process, if it is deemed he/she has breached the policy
  - Serious breaches may lead to the incident being reported to the police or other regulatory bodies, for instance, illegal internet use or child protection concerns.

23. 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 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.