



On-line Safety Policy

Adoption Arrangements

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will

1. set a full Trust wide policy,
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy),
3. or delegate to Headteachers or LGBs the power to develop their own policy.

Approval Body:	Headteacher
Adopted:	June 2018
Leadership Grp Responsibility:	Designated Safeguarding Lead
Review period:	Every 3 years
Date of next review:	June 2021

This is a Level 3 Policy against the Trust Governance Plan.

This policy was adopted by the Headteacher, for implementation on the date above and supercedes any previous policy on on-line safety.

1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of students, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

2. Legislation and guidance

This policy is based on the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on [preventing and tackling bullying](#) and [searching, screening and confiscation](#). It also refers to the Department's guidance on [protecting children from radicalisation](#).

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

3. Roles and responsibilities

3.1 The governing board

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

The governor who oversees online safety as part of safeguarding is Reverend Bryan Knapp and he will discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL) Dr Karen Brookes as part of the schedule for monitoring safeguarding.

All governors will:

- Ensure that they have read and understood this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 2)

3.2 The headteacher

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

3.3 The designated safeguarding lead

Details of the school's designated safeguarding lead (DSL) (Dr Karen Brookes) are set out in our child protection and safeguarding policy.

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
- Ensuring that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety (appendix 3 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and/or external services if necessary

- Providing regular reports on online safety in school to the headteacher and/or governing board

This list is not intended to be exhaustive.

3.4 The ICT manager

The ICT manager is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep students safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a weekly basis with live triggered security checks
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy

This list is not intended to be exhaustive.

3.5 All staff and volunteers

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

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 2), and ensuring that students follow the school's terms on acceptable use (appendix 1)
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.6 Parents

Parents are expected to:

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

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

- What are the issues?, UK Safer Internet Centre: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues>
- Hot topics, Childnet International: <http://www.childnet.com/parents-and-carers/hot-topics>
- Parent factsheet, Childnet International: <http://www.childnet.com/ufiles/parents-factsheet-09-17.pdf>

3.7 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 2).

4. Educating students about online safety

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

In **Key Stage 3**, students will be taught to:

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

Students in **Key Stage 4** will be taught:

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

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

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

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor the IT services company, who provide our filtering service, can accept liability for the material accessed, or any consequences of internet access. The school will audit ICT use to establish if the e-Safety Policy is adequate and that the implementation of the e-Safety Policy is appropriate.

5. Educating parents about online safety

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

Online safety will also be covered during parents' evenings.

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

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

6. Cyber-bullying

6.1 Definition

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

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that students understand what it is and what to do if they become aware of it happening to them or others. We will ensure that students know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with students, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Tutors will discuss cyber-bullying with their tutor groups, and the issue will be addressed in assemblies.

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

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support students, as part of safeguarding training (see section 11 for more detail).

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

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

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on students' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of students will be carried out in line with the DfE's latest guidance on [screening, searching and confiscation](#). Students will be expected to provide passwords to allow access to their devices if necessary.

Any complaints about searching for or deleting inappropriate images or files on students' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the internet in school

All students, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 and 2). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

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

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

More information is set out in the acceptable use agreements in appendices 1 and 2.

Bspace is the virtual learning environment used at Bennett. It aims to improve the home-school link and make learning outside of lessons easier and more accessible. The school offers opportunities for teachers, parents and students to learn how to use BSpace. An acceptable use agreement is signed by all users on first login - a summary is included in the students' planners and a full copy is available in the school documents section of BSpace.

8. Students using mobile devices in school

Students may bring mobile devices into school, but are not permitted to use them during the school day. This includes:

- Lessons

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

Any breach of the acceptable use agreement by a student may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device. Parents may be required to collect any confiscated device.

9. Staff using work devices outside school

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 2.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the ICT manager.

Work devices must be used solely for work activities.

10. How the school will respond to issues of misuse

Where a student misuses the school's ICT systems or internet, we will follow the procedures set out in the behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

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

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

The DSL Dr Karen Brookes, and deputies Mrs Vicki Woosey and Mrs Nicola Santaana will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

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

Volunteers will receive appropriate training and updates, if applicable.

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

12. Monitoring arrangements

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

This policy will be reviewed every 3 years by the DSL. At every review, the policy will be shared with the governing board.

13. Links with other policies

This online safety policy is linked to our:

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

On-line Safety – Code of Conduct

This code of conduct applies at all times, whilst using school equipment. User areas on the network will be monitored and the school reserves the right to delete unsuitable files, intercept e-mails and to block sites considered inappropriate in school. All users are required to follow the conditions laid down in the policy. Any breach of the conditions may lead to withdrawal of the user's access to the network as well as the Internet and will also be considered a disciplinary matter.

General Network Use

- Only access the network using your own username and password, which must not be given to any other person.
- Do not trespass into other users' files or folders.
- Check work for accuracy before printing and avoid wasting paper by unnecessary printing.
- Treat the computers with respect – any attempt to damage equipment will result in disciplinary action.
- Only work data files may be loaded from a memory stick into your area.
- Do not use the network in any way that would disrupt use of the network by others.
- Use of a computer system without permission or for a purpose not agreed by the school could be a criminal offence under the Computer Misuse Act 1990.
- Inform a member of staff immediately if a security problem is identified. Do not demonstrate this problem to others.
- Students' Personal Computer equipment must not be plugged into the school network without prior consultation with the ICT Technical staff.

Internet Access

- Only sites that are appropriate for educational use should be accessed.
- The internet may only be used under supervision. 6th Form are allowed unsupervised access but the privilege will be withdrawn immediately should this be abused.
- Files must not be downloaded without permission from the teacher concerned.
- Copyright and trademarks must be respected. Text and pictures must not be copied from the Internet without acknowledging their source.
- No unauthorised software or games may be downloaded or played on the school computers.

E-Mail

- Users are responsible for e-mail they send and for contacts made. E-mail must be carefully written and polite.
- There must be no sending, accessing, creating or displaying of offensive language, sounds or images which are likely to cause offence, inconvenience or needless anxiety.
- E-mail may only be sent using the official school e-mail address:- username@bennett.kent.sch.uk Anonymous messages must not be sent. E-mail use is provided primarily for educational purposes.
- No home addresses, telephone numbers, personal information or photographs of yourself or others may be given to any strangers contacted over the network.
- Any unpleasant messages or material received must be reported immediately to a member of staff. Check with a teacher before opening any e-mail attachments or completing online questionnaires or subscription forms.

Disclaimer

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damage suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

Appendix 2: acceptable use agreement (students)

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

Name of student:

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

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

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

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

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

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

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

Signed (student):

Date:

Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)

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

Name of staff member/governor/volunteer/visitor:

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

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

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

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

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

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

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

I have read and understood the staff code of conduct, which is published as part of the staff handbook on BSpace

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

Date:

Appendix 3: online safety training needs – self-audit for staff

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

