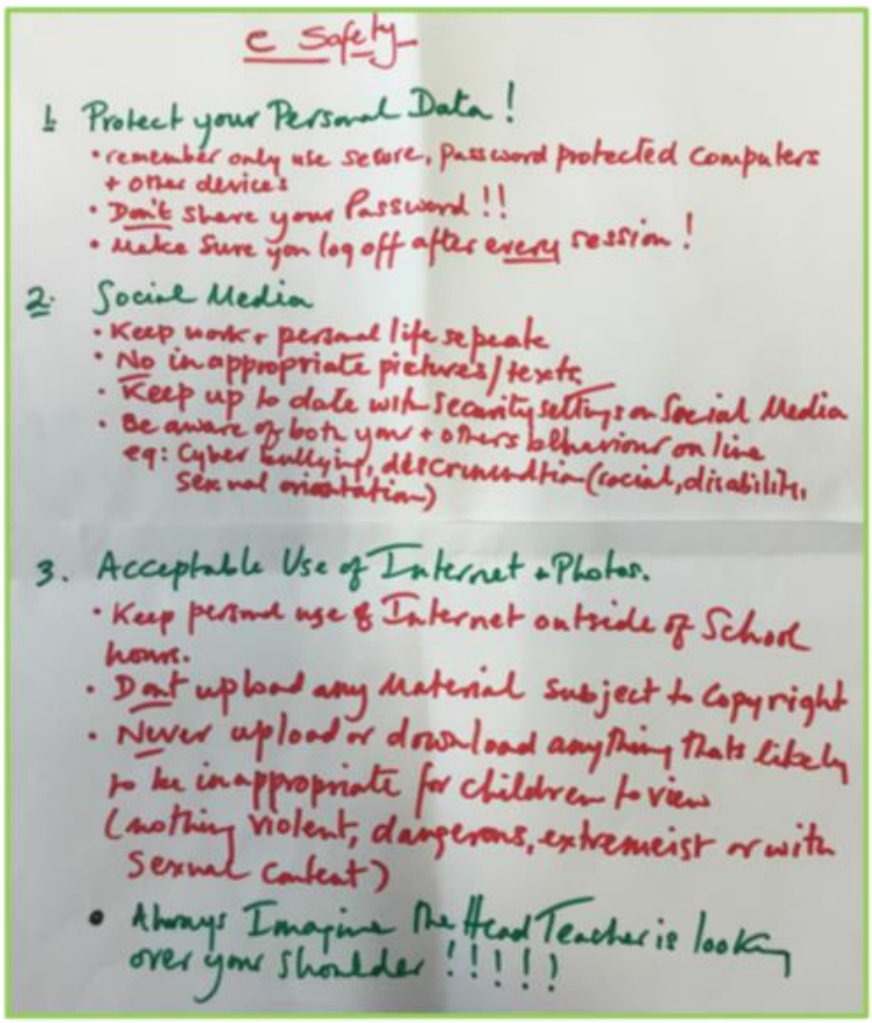
Richard Cloudesley School

E-Safety Policy

This policy should be read in conjunction with:

1) Guidance on Safer Working Practice for Adults who work with Children and Young People (January 2009)
2) Keeping Children Safe in Education 2018
3) Working Together to Safeguard Children 2018
4) The school's Data Protection Policy
5) The school's Acceptable Use of the Internet agreement



Staff workshop on E-Safety – March 2017

Approved by Governor L&R Committee: **25 February 2019**
(reviewed May 2018 for GDPR compliance)

Date for review: **February 2020**

1. Creating an Online Safety Ethos

1. Aims and policy scope

- Richard Cloudesley School believes that online safety (e-Safety) is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, tablets, smart watches, mobile phones or games consoles.
- Richard Cloudesley School identifies that the internet and information communication technologies are an important part of everyday life, so children must be supported to be able to learn how to develop strategies to manage and respond to risk, and have knowledge of what to do if concerned or in a situation that they feel is out of control.
- Richard Cloudesley School has a duty to provide the community with quality internet access to raise education standards, promote achievement, support professional work of staff and enhance management functions.
- Richard Cloudesley School identifies that there is a clear duty to ensure that all children and staff are protected from potential harm online.
- The purpose of Richard Cloudesley School's online safety policy is to:
    - clearly identify the key principles expected of all members of the community with regards to the safe and responsible use of technology to ensure that Richard Cloudesley School is a safe and secure environment
    - safeguard and protect all members of Richard Cloudesley School community online
    - raise awareness with all members of Richard Cloudesley School community regarding the potential risks as well as the benefits of technology
    - enable all staff to work safely and responsibly, role model positive behaviour online, and be aware of the need to manage their own standards and practice when using technology
    - identify clear procedures to use when responding to online safety concerns that are known by all members of the community.
- This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the school (collectively referred to as 'staff' in this policy) as well as children and parents/carers.
- This policy applies to all access to the internet and use of information communication devices, including personal devices, or where children, staff or other individuals have been provided with school issued devices for use off-site, such as a work laptops, tablets or mobile phones.
- This policy must be read in conjunction with other relevant school policies including (but not limited to) safeguarding and child protection, anti-bullying, behaviour, information sharing, sex and relationships education (SRE).

1.2 Writing and reviewing the online safety policy

The Designated Safeguarding Lead (DSL) is Natalie Fry.

The Online Safety Lead (OSL) and Data Protection Officer (DPO) is Chris Smaling.

The PREVENT Lead (PL) is Chris Smaling.

The Online Safety (e-Safety) Leads for the governing body are Eve Smith and Ivan Jevremovic.

Policy approved by headteacher/manager: …… Date: ……

Policy approved by governing body: …….. (Chair of Governors) Date: ……

The date for the next policy review is March 2020.

1.3 Key responsibilities for the community

Relevant for all settings

1. The key responsibilities of the school leadership team are:

- Developing, owning and promoting the online safety vision and culture to all stakeholders, in line with national and local recommendations with appropriate support and consultation throughout the school community.
- Ensuring that online safety is viewed by the whole community as a safeguarding issue and proactively developing a robust online safety culture.
- Supporting the online safety lead (OSL) by ensuring they have sufficient time and resources to fulfil their online safety role and responsibilities.
- Ensuring there are appropriate and up-to-date policies and procedures regarding online safety including an Acceptable Use Policy which covers appropriate professional conduct and use of technology.
- To ensure that suitable and appropriate filtering and monitoring systems are in place to protect children from inappropriate content which meet the needs of the school community whilst ensuring children have access to required educational material.
- To work with and support technical staff in monitoring the safety and security of school systems and networks and to ensure that the school network system is actively monitored.
- Ensuring all members of staff receive regular, up-to-date and appropriate training regarding online safety roles and responsibilities and provide guidance regarding safe appropriate communications.
- Ensuring that online safety is embedded within a progressive whole school curriculum which enables all pupils to develop an age-appropriate understanding of online safety and the associated risks and safe behaviours.
- To be aware of any online safety incidents and ensure that external agencies and support are liaised with as appropriate.
- Receiving and regularly reviewing online safeguarding records and using them to inform and shape future practice.
- Ensuring there are robust reporting channels for the school to access regarding online safety concerns, including internal, local and national support.
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology, including ensuring the safe and responsible use of devices.
- To ensure a member of the governing body is identified with a lead responsibility for supporting online safety.
- Auditing and evaluating current online safety practice to identify strengths and areas for improvement.
- To ensure that the online safety lead works with the designated safeguarding lead (DSL).

1.3.2 The key responsibilities of the Online Safety Lead (OSL) are:

- Acting as a named point of contact on all online safeguarding issues and liaising with other members of staff and other agencies as appropriate.
- Keeping up-to-date with current research, legislation and trends regarding online safety.
- Coordinating participation in local and national events to promote positive online behaviour, e.g. Safer Internet Day.
- Ensuring that online safety is promoted to parents and carers and the wider community through a variety of channels and approaches.

- Work with the school lead for data protection and data security to ensure that practice is in line with current legislation.
- Maintaining a record of online safety concerns/incidents and actions taken as part of the school's safeguarding recording structures and mechanisms. (Recorded using our incident recording process).
- Monitor the school online safety incidents to identify gaps/trends and use this data to update the school's education response to reflect need.
- To report to the school management team, governing body and other agencies as appropriate, on online safety concerns and local data/figures.
- Liaising with the local authority and other local and national bodies, as appropriate.
- Ensuring that online safety is integrated with other appropriate school policies and procedures.
- Meet monthly with the technician to review the incident file, record of blocked sites, current issues locally and nationally, and any potential risks.
- Meet regularly with the governor with a lead responsibility for online safety.

1.3.3 The key responsibilities for all members of staff are:

- Contributing to the development of online safety policies.
- Reading the school's Acceptable Use Policies (AUPs) and adhering to them.
- Taking responsibility for the security of school systems and data.
- Having an awareness of a range of different online safety issues and how they may relate to the children in their care.
- Modelling good practice when using new and emerging technologies.
- Embedding online safety education in curriculum delivery wherever possible.
- Identifying individuals of concern and taking appropriate action by following school safeguarding policies and procedures.
- Knowing when and how to escalate online safety issues, internally and externally.
- Being able to signpost to appropriate support available for online safety issues, internally and externally.
- Maintaining a professional level of conduct in their personal use of technology, both on and off site.
- Taking personal responsibility for professional development in this area.

1.3.4 In addition to the above, the key responsibilities for staff managing the technical environment are:

- Providing a safe and secure technical infrastructure which support safe online practices while ensuring that learning opportunities are still maximised.
- Taking responsibility for the implementation of safe security of systems and data in partnership with the leadership and management team.
- To ensure that suitable access controls and encryption is implemented to protect personal and sensitive information held on school-owned devices.
- Ensuring that the schools filtering policy is applied and updated on a regular basis and that responsibility for its implementation is shared with the OSL.
- Ensuring that the use of the school's network is regularly monitored and reporting any deliberate or accidental misuse to the OSL.
- Report any breaches or concerns to the OSL / DPO and leadership team and together ensure that they are recorded and appropriate action is taken as advised.
- Developing an understanding of the relevant legislation as it relates to the security and safety of the technical infrastructure.
- Report any breaches to the OSL and liaising with the local authority (or other local or national bodies) as appropriate on technical infrastructure issues.

- Providing technical support and perspective to the OSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Ensuring that the school's ICT infrastructure/system is secure and not open to misuse or malicious attack.
- Ensuring that appropriate anti-virus software and system updates are installed and maintained on all setting machines and portable devices.
- Ensure that appropriately strong passwords are applied and enforced for all but the youngest users.

1.3.5 The key responsibilities of children and young people are:

- Contributing to the development of online safety policies.
- Respecting the feelings and rights of others both on and offline.
- Seeking help from a trusted adult if things go wrong and supporting others that may be experiencing online safety issues.

At a level that is appropriate to their individual age, ability and vulnerabilities:

- Taking responsibility for keeping themselves and others safe online, following the guidance in the school's 'Using technology safely pupil agreement'.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Assessing the personal risks of using any particular technology and behaving safely and responsibly to limit those risks.

1.3.6 The key responsibilities of parents and carers are:

- Reading the school Acceptable Use Policy, encouraging their children to adhere to it, and adhering to it themselves where appropriate.
- Discussing online safety issues with their children, supporting the school in their online safety approaches, and reinforcing appropriate safe online behaviours at home.
- Role modelling safe and appropriate uses of technology and social media.
- Identifying changes in behaviour that could indicate that their child is at risk of harm online.
- Seeking help and support from the school, or other appropriate agencies, if they or their child encounters online problems or concerns.
- Contributing to the development of the school online safety policies.
- Using school systems, such as learning platforms (e.g. Class Dojo), and other network resources, safely and appropriately.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.

2. Online Communication and Safer Use of Technology

2.1 Managing the school website

- The school will ensure that information posted on the school website meets the requirements as identified by the Department for Education (DfE).
- The contact details on the website will be the school address, email and telephone number. Staff or pupils' personal information will not be published.
- The headteacher will take overall editorial responsibility for online content published and will ensure that information is accurate and appropriate.
- The website will comply with the school's guidelines for publications including accessibility respect for intellectual property rights, privacy policies and copyright.
- Pupils work will be published with their permission or that of their parents/carers.
- The administrator account for the school website will be safeguarded with an appropriately strong password.
- The school will post information about safeguarding, including online safety, on the school website for members of the community.

2.2 Publishing images and videos online

- The school will ensure that all use of images and videos take place in accordance with other policies and procedures including Information Sharing, Acceptable Use Policy, and Code of Conduct.
- Written permission from parents or carers will always be obtained before images/videos of pupils are electronically published.

2.3 Managing email

- The school will help pupils set up and use personal email accounts. External email providers are used so that pupils are able to maintain contact out of, and when they leave school. Pupil passwords should not be obvious but should be ones that they are able to remember. Passwords will be shared with parents so that they can monitor use. Because setting up email accounts often requires a link to a phone number for verification, it is preferable if parents support the pupils to set up accounts rather than school staff. Where this is not possible the school will support with a school phone number.
- In order to make it easier for pupils to access emails, it is preferable that they use mail apps on their own devices.
- All members of staff are provided with a specific school email address to use for any official communication, including emails to pupils.
- The use of personal email addresses by staff for any official school business is not permitted.
- The forwarding of any chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains any content which could be subject to data protection legislation (e.g. sensitive or personal information) will only be sent using secure and encrypted email.
- Access to school email systems will always take place in accordance to data protection legislation and in line with other appropriate school policies e.g. confidentiality.
- Members of the community must immediately report to the OSL and concerns with respect to internet safety who will record incidents in the incident file that is kept in the headteacher's office.
- Staff will be encouraged to develop an appropriate work life balance when responding to email, especially if communication is taking place between staff and pupils and parents.
- Excessive social email use can interfere with teaching and learning and will be restricted. Access in school to external personal email accounts may be blocked.

- Emails sent to external organisations should be written carefully, in the same way as a letter written on school headed paper would be.
- School email addresses and other official contact details will not be used for setting up personal social media accounts.

2.4 Official videoconferencing and webcam use for educational purposes

- The school acknowledges that videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- Pupils will ask permission from a teacher before making or answering a videoconference call or message.
- Videoconferencing will be supervised appropriately for the pupils' age and ability.

2.5 Appropriate and safe classroom use of the internet and any associated devices

- Internet use is a key feature of educational access and all children will receive age and ability appropriate education to support and enable them to develop strategies to respond to concerns as part of an embedded whole school curriculum.
- The school's internet access will be designed to enhance and extend education.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of pupils.
- All members of staff are aware that they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential.
- Supervision of pupils will be appropriate to their age and ability.
- All school owned devices will be used in accordance with the school Acceptable Use Policy and with appropriate safety and security measure in place.
- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will use age appropriate search tools such as SWGfL Squiggle, Dorling Kindersley find out, Google Safe Search or CBBC safe search
- The school will ensure that the use of internet-derived materials by staff and pupils complies with copyright law and acknowledge the source of information.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school requirement across the curriculum.
- The school will use the internet to enable pupils and staff to communicate and collaborate in a safe and secure environment.

3. Social Media Policy

3.1. General social media use

- Expectations regarding safe and responsible use of social media will apply to all members of the Cloudesley community and exist in order to safeguard both the school and the wider community, on and offline. Examples of social media may include blogs, wikis, social networking sites, forums, bulletin boards, multiplayer online gaming, apps, video/photo sharing sites, chatrooms, messaging apps and many others.
- All members of Richard Cloudesley School community will be encouraged to engage in social media in a positive, safe and responsible manner at all times.
- Information about safe and responsible use of social media will be communicated clearly and regularly to all members of Richard Cloudesley School community.
- All members of Richard Cloudesley School community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
- Any concerns regarding the online conduct of any member of Richard Cloudesley School community on social media sites should be reported to the OSL and will be managed in accordance with policies such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.
- Any breaches of school policy may result in criminal, disciplinary or civil action being taken and this will depend upon the age of those involved and the circumstances of the wrong committed. Action taken will be in and accordance with relevant policies, such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.

3.2 Official school use of social media

- Richard Cloudesley School official social media channels are Twitter and Class Dojo.
- Official use of social media sites by the school will only take place with clear educational or community engagement objectives with specific intended outcomes e.g. increasing parental engagement.
- Official school social media channels will be set up as distinct and dedicated social media site or account for educational or engagement purposes.
- All communication on official social media platforms will be clear, transparent and open to scrutiny.
- Any online publication on official social media sites will comply with legal requirements including the Data Protection Act 1998, right to privacy conferred by the Human Rights Act 1998, or similar duty to protect private information and will not breach any common law duty of confidentiality, copyright etc.
- Official social media use will be in line with existing policies including anti-bullying and safeguarding.
- Images or videos of children will only be shared on official social media sites/channels in accordance with the information sharing policy.
- Information about safe and responsible use of social media channels will be communicated clearly and regularly to all members of the community.
- Official social media sites, blogs or wikis will be suitably protected (e.g. password protected) and where possible/appropriate, run and/or linked to the school website and take place with approval from the leadership team.
- Leadership staff must be aware of account information and relevant details for social media channels in case of emergency.
- Parents/Carers and pupils will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- The school will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

3.3 Staff personal use of social media

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the school's Acceptable Use Policy.
- All members of staff are advised not to communicate with or add as 'friends' any current or past children/pupils or current or past pupils' family members via any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions that may compromise this will be discussed with the OSL.
- If ongoing contact with pupils is required once they have left the school roll, then members of staff will be expected to use official school email.
- All communication between staff and members of the school community on school business will take place via official approved communication channel, e.g. Slack.
- Staff will not use personal social media accounts to make contact with pupils or parents, nor should any contact be accepted, except in circumstance whereby prior approval has been given by the headteacher.
- Any communication from pupils/parents received on personal social media accounts will be reported to the schools OSL.
- Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members, colleagues etc. will not be shared or discussed on personal social media sites.
- All members of staff are strongly advised to safeguard themselves and their privacy when using social media sites. This will include being aware of location sharing services, setting the privacy levels of their personal sites as strictly as they can, opting out of public listings on social networking sites, logging out of accounts after use and keeping passwords safe and confidential.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with school's policies (safeguarding, confidentiality, data protection etc.) and the wider professional and legal framework.
- Members of staff will be encouraged to manage and control the content they share and post online. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis.
- Members of staff will notify the OSL immediately if they consider that any content shared or posted via any information and communications technology, including emails or social networking sites conflicts with their role in the school.
- Members of staff are encouraged not to identify themselves as employees of Richard Cloudesley School on their personal social networking accounts. This is to prevent information on these sites from being linked with the school and also to safeguard the privacy of staff members and the wider community.
- Members of staff will ensure that they do not represent their personal views as that of the school on social media.
- School email addresses will not be used for setting up personal social media accounts.

4. Staff official use of social media

- If members of staff are participating in online activity as part of their capacity as an employee of the school, then they are requested to be professional at all times and to be aware that they are an ambassador for the school.
- Staff using social media officially will disclose their official role/position but always make it clear that they do not necessarily speak on behalf of the school.

- Staff using social media officially will be responsible, credible, fair and honest at all times and consider how the information being published could be perceived or shared.
- Staff using social media officially will always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.
- Staff must ensure that any image posted on any official social media channel have appropriate written parental consent.
- Staff using social media officially will be accountable and must not disclose information, make commitments or engage in activities on behalf of the school unless they are authorised to do so.
- Staff using social media officially will inform their line manager, the OSL and/or the headteacher of any concerns such as criticism or inappropriate content posted online.
- Staff will not engage with any direct or private messaging with children or parents/carers through social media and will communicate via official communication channels.
- Staff using social media officially will sign the school social media Acceptable Use Policy.

5. Pupils use of social media

- Safe and responsible use of social media sites will be outlined for children and their parents as part of the Acceptable Use Policy.
- Personal publishing on social media sites will be taught to pupils as part of an embedded and progressive education approach via age appropriate sites which have been risk assessed and approved as suitable for educational purposes.
- Pupils will be advised to consider the risks of sharing personal details of any kind on social media sites which may identify them and / or their location. Examples would include real/full name, address, mobile or landline phone numbers, school attended, email addresses, full names of friends/family, specific interests and clubs etc.
- Pupils will be advised not to meet any online friends without a parent/carer or other responsible adult's permission and only when they can be present.
- Pupils will be advised on appropriate security on social media sites and will be encouraged to use safe and strong passwords, deny access to unknown individuals and be supported in learning how to block and report unwanted communications.
- Pupils will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private/protected.
- Parents will be informed of any official social media use with pupils and written parental consent will be obtained, as required.
- The school is aware that many popular social media sites state that they are not for children under the age of 13, therefore the school will not create accounts within school specifically for children under this age.
- Any concerns regarding pupils' use of social networking, social media and personal publishing sites, both at home and at school, will be dealt with in accordance with existing school policies including anti-bullying and behaviour.

4. Use of Personal Devices and Mobile Phones

4.1 Rationale regarding personal devices and mobile phones

- The widespread ownership of mobile phones and a range of other personal devices among children, young people and adults will require all members Richard Cloudesley School community to take steps to ensure that mobile phones and personal devices are used responsibly.
- Richard Cloudesley School recognises that personal communication through mobile technologies is an accepted part of everyday life for children, staff and parents/carers but requires that such technologies need to be used safely and appropriately within schools.
- The use of mobile phones and other personal devices by young people is acceptable but must comply with Acceptable Use Policy. Pupils are encouraged to bring in their own devices so that we can help to set them up and teach purposeful and safe use. This is so that the use of the devices can extend beyond the school, for example supporting pupils to develop friendships by communicating with one another.
- We encourage staff to use their own devices for staff to staff communication using the Slack App so that all staff are included and messages can be sent securely and swiftly.

4.2 Expectations for safe use of personal devices and mobile phones

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate school policies.
- Electronic devices of all kinds that are brought in on site are the responsibility of the user at all times. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as changing rooms and toilets.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community and any breaches will be dealt with as part of the discipline policy.
- Members of staff will be issued with a work phone number and email address where regular contact with pupils or parents/carers is required.
- All members of Richard Cloudesley School community will be advised to take steps to protect their mobile phones or devices from loss, theft or damage.
- All members of Richard Cloudesley School community will be advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.
- All members of community will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school's policies.
- School mobile phones and devices must always be used in accordance with the Acceptable Use Policy and any other relevant policies
- School mobile phones and devices used for communication with parents and pupils must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.

4.3 Pupils' use of personal devices and mobile phones

- Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones.

- All use of mobile phones and personal devices by children will take place in accordance with the acceptable use policy.
- Mobile phones or personal devices will not be used by pupils during lessons or formal school time unless as part of an approved and directed curriculum based activity with consent from a member of staff. The use of personal mobile phones or devices for a specific education purpose does not mean that blanket use is permitted.
- If a pupil needs to contact his/her parents/carers they will be allowed to use a school phone, and must ask for permission from the headteacher.
- Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office. Exceptions may be permitted in exceptional circumstances on a case-by-case basis and as approved by the headteacher.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members.
- Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.
- School staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene the school's behaviour or bullying policy or could contain youth produced sexual imagery (sexting). The phone or device may be searched by a member of the leadership team with the consent of the pupil or parent/carer and content may be deleted or requested to be deleted, if appropriate. Searches of mobile phone or personal devices will only be carried out in accordance with the school's policy. (Appropriate for schools only and must link to appropriate policy. See https://www.gov.uk/government/publications/searching-screening-and-confiscation).
- If there is suspicion that material on a pupil's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence, then the device will be handed over to the police for further investigation.

4.5 Staff use of personal devices and mobile phones

- Members of staff are not permitted to use their own personal phones numbers or emails for contacting children, young people and their families. Any pre-existing relationships which could compromise this will be discussed with leaders. Members of staff are permitted to use Class Dojo on their own devices to send messages to parents, although need to consider their own work-life balance if doing this out of school hours.
- Members of staff will ensure that any use of personal phones and devices will always take place in accordance with the law e.g. data protection as well as relevant school policy and procedures.
- Staff personal mobile phones and devices will be switched off/switched to 'silent' mode during lesson times.
- Personal mobile phones or devices will not be used during teaching periods unless permission has been given by a member of the leadership team in emergency circumstances.
- Staff will ensure that any content bought on site via mobile phones and personal devices are compatible with their professional role and expectations.
- If a member of staff breaches the school policy, then disciplinary action will be taken.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, then the police will be contacted.
- Any allegations against members of staff involving personal use of mobile phone or devices will be responded to following the school's allegations management policy.

4.6 Visitors use of personal devices and mobile phones

- Parents/carers and visitors must use mobile phones and personal devices in accordance with the school's acceptable use policy.

- Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the school information sharing policy.
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Online Safety Lead of any breaches of use by visitors.

5 Engagement Approaches

5.1 Engagement and education of children and young people

- An online safety (e-Safety) curriculum will be established and embedded throughout the whole school, to raise awareness regarding the importance of safe and responsible internet use amongst pupils.
- Education about safe and responsible use will precede internet access.
- Pupils will be supported in reading and understanding the Acceptable Use Policy in a way which suits their age and ability.
- All users will be informed that network and Internet use will be monitored.
- Online safety (e-Safety) will be included in the PSHE, SRE, Citizenship and Computing programmes of study, covering both safe school and home use.
- Acceptable Use expectations and posters will be posted in all rooms with internet access.
- Safe and responsible use of the internet and technology will be reinforced across the curriculum and within all subject areas.
- External support will be used to complement and support the school's internal online safety (e-Safety) education approaches.
- The school will reward positive use of technology by pupils.

5.2 Engagement and education of children and young people considered to be vulnerable

- Richard Cloudesley School is aware that some children may be considered to be more vulnerable online due to a range of factors.
- Richard Cloudesley School will ensure that differentiated and ability appropriate online safety (e-Safety) education is given, with input from specialist staff as appropriate, including therapists.

5.3 Engagement and education of staff

- The online safety (e-Safety) policy will be formally provided to and discussed with all members of staff as part of induction and will be reinforced and highlighted as part of our safeguarding responsibilities.
- Staff will be made aware that our internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential when using school systems and devices.
- Up-to-date and appropriate staff training in safe and responsible internet use, both professionally and personally, will be provided for all members of staff in a variety of ways, on a regular (at least annual) basis.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- Members of staff with a responsibility for managing filtering systems or monitor ICT use will be supervised by the leadership team and will have clear procedures for reporting issues or concerns.

- The school will highlight useful online tools which staff should use according to the age and ability of the pupils.

5.4 Engagement and education of parents and carers

- Richard Cloudesley School recognise that parents/carers have an essential role to play in enabling children to become safe and responsible users of the internet and digital technology.
- Parents' attention will be drawn to the school online safety (e-Safety) policy and expectations in newsletters, letters, school prospectus and on the school website.
- A partnership approach to online safety at home and at school with parents will be encouraged. This may include offering parent sessions with demonstrations and suggestions for safe home internet use or highlighting online safety at other well attended events.
- Parents will be encouraged to read the school Acceptable Use Policy for pupils and discuss its implications with their children.
- Information and guidance for parents on online safety will be made available to parents in a variety of formats.
- Parents will be encouraged to role model positive behaviour for their children online.

6. Managing Information Systems

6.1 Managing personal data online

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Full information regarding the schools approach to data protection and information governance can be found in the schools information sharing policy.

6.2 Security and Management of Information Systems

- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- Personal data sent over the internet or taken off site (such as via portable media storage) will be encrypted or accessed via appropriate secure remote access systems.
- Portable media may not be used without specific permission followed by an anti-virus /malware scan.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the school's network will be regularly checked.
- The technician will review system capacity regularly.
- The appropriate use of user logins and passwords to access the school network will be enforced for all but the youngest users.
- All users will be expected to log off or lock their screens/devices if systems are unattended.
- The school will log and record internet use on all school owned devices.

6.3 Password policy

All users will be informed not to share passwords or information with others and not to login as another user at any time.

- Staff and pupils must always keep their password private and must not share it with others or leave it where others can find it.
- All members of staff will have their own unique username and private passwords to access school systems. Members of staff are responsible for keeping their password private.
- We require staff and pupils to use STRONG passwords for access into our system.
- We require staff and pupils to change their passwords regularly.

6.4 Filtering and Monitoring

- The governors will ensure that the school has age and ability appropriate filtering and monitoring in place whilst using school devices and systems to limit children's exposure to online risks.
- The school's internet access strategy will be dependent on the need and requirements of our community and will therefore be designed to suit the age and curriculum requirements of our pupils, with advice from technical, educational and safeguarding staff.
- All monitoring of school owned/provided systems will take place to safeguard members of the community.
- All users will be informed that use of school systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.
- The school uses educational filtered secure broadband connectivity through the LGfL which is appropriate to the age and requirement of our pupils.
- All breaches of filtering will be reported to the OSL and logged in the incident file.

- If staff or pupils discover unsuitable sites, the URL will be reported to the school's OSL and will then be recorded in the incident file and escalated as appropriate.
- The school filtering system will block all sites on the Internet Watch Foundation (IWF) list.
- Changes to the school filtering policy will be risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the leadership team.
- All changes to the school filtering policy will be logged and recorded by the technician and reported to the OSL.
- The leadership team will ensure that regular checks are made to ensure that the filtering methods selected are effective and appropriate.
- Any material that the school believes is illegal will be reported to appropriate agencies such as IWF, Islington Police or CEOP immediately.

6.5 Management of applications (apps) used to record children's progress

- The headteacher is ultimately responsible for the security of any data or images held of children.
- Apps/systems which store personal data will be risk assessed prior to use.
- Devices will be appropriately encrypted if taken off site to prevent a data security breach in the event of loss or theft.
- Users will be advised on safety measures to protect all members of the community such as using strong passwords, logging out of systems etc.
- Parents will be informed of the school's expectations regarding safe and appropriate use (e.g. not sharing passwords or sharing images) prior to being given access.

7. Responding to Online Incidents and Safeguarding Concerns

- All members of the community will be made aware of the range of online risks that are likely to be encountered including sexting, online/cyber bullying etc. This will be highlighted within staff training and educational approaches for pupils.
- All members of the school community will be informed about the procedure for reporting online safety (e-Safety) concerns, such as breaches of filtering, sexting, cyberbullying, illegal content etc.
- The OSL will be informed of any online safety (e-Safety) incidents involving child protection concerns, which will then be recorded and reported to the DSL.
- The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Islington Safeguarding Children Board thresholds and procedures.
- Complaints about Internet misuse will be dealt with under the school's complaints procedure.
- Complaints about online/cyber bullying will be dealt with under the school's anti-bullying policy and procedure.
- Any complaint about staff misuse will be referred to the head teacher.
- Any allegations against a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Pupils, parents and staff will be informed of the school's complaints procedure.
- Staff will be informed of the complaints and whistleblowing procedure.
- All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.

- The school will manage online safety (e-Safety) incidents in accordance with the school discipline/behaviour policy where appropriate.
- The school will inform parents/carers of any incidents of concerns as and when required.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes as required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact Islington Police via 101 or 999 if there is immediate danger or risk of harm.
- If an incident of concern needs to be passed beyond the school community, then the concern will be escalated to the children's social care team.
- Parents and children will need to work in partnership with the school to resolve issues.