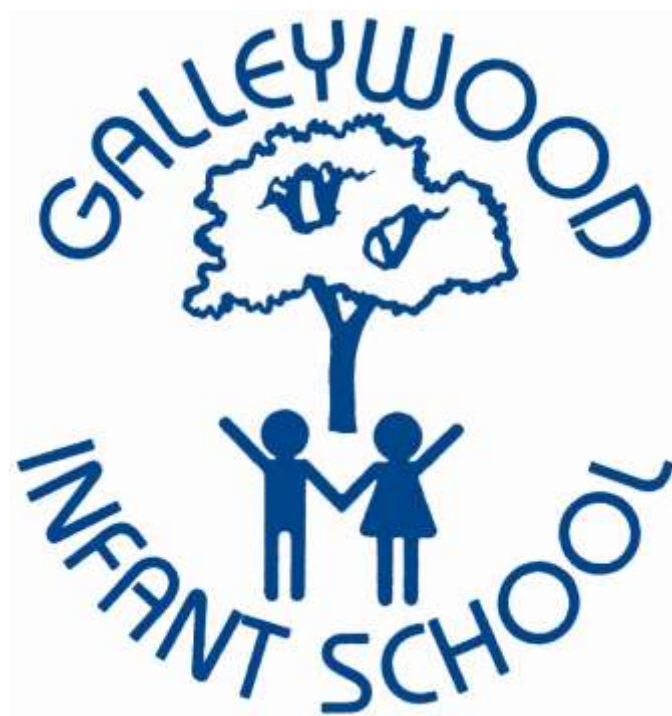


Online Safety Policy

Galleywood Infant School



Policy written: March 2022

Agreed by staff and governors: May 2022

Review: May 2023

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Development/Monitoring/Review of this Policy

This online safety policy has been developed by members of the school made up of:

- Headteacher and senior leaders
- Staff – including teachers, support staff, technical staff
- Governors
- Parents and carers
- Community users

Consultation with the whole school community has taken place through a range of formal and informal meetings.

Schedule for Development/Monitoring/Review

This online safety policy was approved by Governing Body on	<i>11th May 2022</i>
The implementation of this online safety policy will be monitored by the:	<i>Headteacher, Senior Leadership Team, Online Safety Governor</i>
Monitoring will take place at regular intervals:	<i>At least annually</i>
The Governing Body will receive a report on the implementation of the online safety policy and will include anonymous details of online safety incidents at regular intervals:	<i>Termly at FGB</i>
The online safety policy will be reviewed annually, or more regularly in the light of significant developments in the use of technologies, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	<i>May 2023</i>
Should serious online safety incidents take place, the following external persons/agencies should be informed:	<i>LA Safeguarding Officer, LADO, Police</i>

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)/filtering
- Internal monitoring data for network activity
- Surveys/questionnaires of
 - students/pupils
 - parents/carers
 - staff

Scope of the Policy

This policy applies to all members of the school (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school digital technology systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying or other

online safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The school 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.

Policy Statement

For clarity, the online safety policy uses the following terms unless otherwise stated:

Users – refers to staff, governing body, school volunteers, students and any other person working in or on behalf of the school, including contractors.

Parents and Carers - any adult with a legal responsibility for the child/ young person outside the school. E.g. parent, guardian, carer.

School – any school business or activity conducted on or off the school site, e.g. visits, conferences school trips etc.

Wider school community – students, all staff, governing body, parents, clubs.

Safeguarding is a serious matter: at Galleywood Infant School we use technology and the internet extensively across all areas of the curriculum. Online safeguarding is an area that is constantly evolving and as such this policy will be reviewed on an annual basis or in response to an online safety incident, whichever is sooner.

The primary purpose of this policy is twofold:

1. To ensure the requirement to empower the whole school community with the knowledge to stay safe and risk free is met.
2. To ensure risks are identified, assessed, and mitigated (where possible) in order to reduce any foreseeability of harm to the student or liability to the school.

This policy is available for anybody to read on the school's website; upon review all members of staff will sign as read and understand and agree to follow both the online safety policy and the Staff Acceptable Use policy. This policy and acceptable use agreement, will be available as a hard copy for parents and carers upon request; we will sign post to this policy & reference it within our admissions pack. Upon return of the signed permission slip and acceptance of the terms and conditions, students will be permitted access to school technology including the internet.

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within the school.

Governing Body

The governing body is accountable for ensuring that our school has effective policies and procedures in place: as such they will:

- Review this policy at least annually and in response to any online safety incident to ensure that the policy is up to date, covers all aspects of technology use within the school, to ensure online safety incidents were appropriately dealt with and ensure the policy was effective in managing these incidents.
- Appoint one governor [Nazia Hussein](#) who has overall responsibility for the governance of online safety at the school who will:
 - Keep up to date with the emerging risks and threats through technology use
 - Receive regular updates from the head teacher in regards to training, identified risks and any incidents.
 - Meet with the Online Safety Lead
 - With Online Safety Lead, report to governors on online safety issues that arise

Head teacher and Senior Leaders

Reporting to the governing body, the head teacher has overall responsibility for online safety within our school. The day-to-day management of this will be delegated to a member of staff, the online safety lead, as indicated below.

The Head teacher will ensure that:

- Online safety training throughout the school is planned and up to date and appropriate to the recipient, e.g., students, all staff, SLT and governing body, parents.
- The designated online safety lead has had appropriate CPD in order to undertake the day-to-day duties.
- The Headteacher and 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 support to those colleagues who take on important monitoring roles.
- All online safety incidents are dealt with promptly and appropriately. The Headteacher 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. (See flow chart on dealing with online safety incidents later in this policy)
- The Senior Leadership Team will receive regular monitoring reports from the Online safety Co-ordinator / Officer.

Online Safety Lead

The day-to-day duty of online safety officer is devolved to: [Rachel Foster](#)

The online safety officer will:

- Take day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies/documents
- Provide training and advice for staff and ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- Liaise with the Local Authority, IT technical support and other agencies as required.
- Ensure any technical online safety measures in school (e.g., internet filtering software, behaviour management software) are fit for purpose through liaison with the LA and ICT technical support.

- Retain responsibility for the online safety incident log, ensure staff know what to report and ensure the appropriate audit trail as well as a log of incidents to inform future online safety developments. [SEE APPENDIX A \(Online Safety Incident Log\)](#)
- Meets regularly with Online Safety Governor to discuss current issues, review incident logs and filtering/change control logs
- Make herself aware of any reporting function with technical online safety measures, i.e., internet filtering reporting function, liaise with the Head teacher and responsible governor to decide on what reports may be appropriate for viewing.
- As part of Senior Leadership Team and in partnership with them decides on the investigation/ action and sanctions process for any online safety incidents.
- Engage with parents and the school community on online safety matters at school and/or home.
- Keep up to date with the latest risks to children whilst using technology; familiarise him/ herself with the latest research and available resources for school and home use.

Network Manager/Technical staff

Those with technical responsibilities are responsible for ensuring:

- That the school's technical infrastructure is secure and is not open to misuse or malicious attack; this will include at a minimum:
 - Anti-virus is fit for purpose, up to date and applied to all capable devices.
 - Windows updates are regularly monitored, and devices updated as appropriate.
 - Any online safety technical solutions such as internet filtering are operating correctly.
 - Filtering levels are applied appropriately and according to the age of the user; those categories of use are discussed and agreed with the online safety officer and the Head teacher.
 - Passwords may not be applied to shared pupil areas. Passwords for staff will be a minimum of 8 characters.
 - The IT system administrator password is to be changed at regular intervals.
 - Machines are encrypted and memory sticks containing pupil information are encrypted.
- That the school meets required online safety technical requirements and any Local Authority/ other relevant body online safety policy/guidance that may apply.
- That users may only access the networks and devices through a properly enforced password protection policy
- 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 networks/internet/digital technologies is regularly monitored in order that any misuse/attempted misuse can be reported to the Headteacher and Senior Leaders; Online Safety Lead for investigation/action/sanction
- That monitoring software/systems are implemented and updated as agreed in school policies

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, signed, and abide by the staff acceptable use policy (AUP)
- They report any suspected misuse or problem to the Headteacher/Online Safety Lead/Senior Leaders for investigation/action/sanction and is recorded in the online safety incident log.
- All digital communications with pupils/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 and implement current policies with regard to the use of digital technologies, mobile devices, cameras etc in lessons.
- Pupils understand and follow the Online Safety Policy and acceptable use policies
- 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 pupils 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

Senior Designated Person for Safeguarding

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
- online-bullying

Online Safety Group

The Online Safety Group provides a consultative group that has wide representation from the school community, with responsibility for issues regarding online safety and the monitoring the Online Safety Policy including the impact of initiatives. This group may be part of the safeguarding group. The group will also be responsible for regular reporting to the Governing Body.

Members of the Online Safety Group (or other relevant group) will assist the Online Safety Lead (or other relevant person, as above) with:

- The production/review/monitoring of the school online safety policy/documents.
- Mapping and reviewing the online safety/digital literacy curricular provision – ensuring relevance, breadth and progression
- Monitoring network/internet/filtering/incident logs
- Consulting stakeholders – including parents/carers and the students/pupils about the online safety provision
- Monitoring improvement actions identified through use of the 360-degree safe self-review tool

Pupils:

- Are responsible for using the school digital technology systems in accordance with the pupil acceptable use agreement

- 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 online-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

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, social media 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/Learning Platform and on-line pupil records

Community Users

Community Users who access school/academy systems or programmes as part of the wider school provision will be expected to sign a Community User AUA before being provided with access to school/academy systems.

Policy Statements

Education – All Pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety/digital literacy is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

In planning our online safety curriculum, we refer to the following documents:

- DfE Teaching Online Safety in Schools
- Education for a Connected World Framework
- SWGfL Project Evolve – online safety curriculum programme and resources
- NCCE Teach Computing curriculum
- SCARF curriculum for PSHE education

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum should be provided as part of Computing/PHSE/other lessons and should be regularly revisited

- Key online safety messages should be reinforced as part of a planned programme of assemblies and classroom activities
- Pupils should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.
- Pupils should be helped to understand the need for the student/pupil acceptable use agreement and encouraged to adopt safe and responsible use both within and outside school.
- Staff should act as good role models in their use of digital technologies, the internet, and mobile devices
- In lessons where internet use is pre-planned, it is best practice that pupils 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.
- Pupils will not be allowed to freely search the internet.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that our IT Support can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education – Parents/carers

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring/regulation of the children's online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site, Tapestry
- Parents/carers sessions
- High profile events/campaigns e.g., Safer Internet Day
- Reference to the relevant web sites/publications e.g., www.saferinternet.org.uk/, <http://www.childnet.com/parents-and-carers>

Education – The Wider Community

The school will provide opportunities for local community groups/members of the community to gain from the school's online safety knowledge and experience. This may be offered through the following:

- Providing family learning courses in use of new digital technologies, digital literacy and online safety
- Online safety messages targeted towards grandparents and other relatives as well as parents.
- The school website will provide online safety information for the wider community
- Sharing their online safety expertise/good practice with other local schools

- Supporting community groups e.g. Early Years Settings, Childminders, youth/sports/voluntary groups to enhance their online safety provision through online safety self-review tools such as www.onlinecompass.org.uk

Education & Training – Staff/Volunteers

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school/academy online safety policy and acceptable use agreements.
- It is expected that some staff will identify online safety as a training need within the performance management process.
- The Online Safety Lead will receive regular updates through attendance at external training events including termly computing update, and by reviewing guidance documents released by relevant organisations.
- This online safety policy and its updates will be presented to and discussed by staff in staff/team meetings and/or training sessions.
- The Online Safety Lead will provide advice/guidance/training to individuals as required.

Training – Governors

Governors should take part in online safety training and awareness sessions, with particular importance for those who are members of any group involved in technology/online safety/health and safety /safeguarding. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority/National Governors Association/or other relevant organisation (e.g. SWGfL).
- Participation in school training/information sessions for staff or parents (this may include attendance at assemblies/lessons).

Technical – infrastructure/equipment, filtering and monitoring

Galleywood Infant School uses a range of devices including I pads, Cameras, PCs and Laptops. The school will be responsible for ensuring that the school network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school technical systems
- Servers, wireless systems, and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school/academy technical systems and devices.
- Group and class log-ons are used for children in the school as they are age appropriate, but the school is aware of the risks associated with not being able to identify any individual who may have infringed

the rules set out in the policy and the AUP. To address this, pupils should always be supervised, and members of staff should never use a class log on for their own network / internet access.

- The administrator passwords for the school systems, used by the Network Manager (or other person) must also be available to the Headteacher or other nominated senior leader and kept in a secure place (e.g. school safe)
- The network provider is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Internet access is filtered for all users. We use an educational filtered system that prevents unauthorised access to illegal websites. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering changes
- Internet filtering/monitoring should ensure that children are safe from terrorist and extremist material when accessing the internet.
- The school has provided enhanced/differentiated user-level filtering allowing different filtering levels for different ages/stages and different groups of users – staff/pupils/students etc
- Senior Leaders and our technical support company ([IThelpdirect](#)) the regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the acceptable use agreement. Senior Leaders and the technical support company ([IThelpdirect](#)) monitor attempts to access blocked sites and act accordingly.
- Any online safety incident is to be brought to the immediate attention of the head teacher and online safety officer. The online safety officer will assist you in taking the appropriate action to deal with the incident and fill out an incident log e.g., any threatening or inappropriate pop-ups/pages will be reported to the online safety officer, and this will be addressed.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, workstations, mobile devices, etc. from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual devices are protected by up to date virus software.
- Guests such as trainee teachers, supply teachers or visitors will be given a school email address if appropriate, or a 'guest' login to use the school systems. They will have signed an acceptable use policy before using the school IT systems.
- An agreed policy is in place through the signing of a staff AUP regarding the extent of personal use that users and their family members are allowed on school devices that may be used out of school.
- All school devices that hold personal data (as defined by the Data Protection Act 1998) are encrypted. No data is to leave school on an un-encrypted device; all devices that are kept on school property and which may contain personal data are to be encrypted. Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured Any loss or theft of device such as laptop or USB drive is to be brought to the attention of the head teacher immediately. The head teacher will liaise with the online safety governor to ascertain whether a report needs to be made to the Information Commissioner's Office.

Mobile Technologies (including BYOD/BYOT)

Mobile technology devices may be school owned/provided or personally owned and might include: smartphone, tablet, notebook/laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud-based services such as email and data storage.

All users should understand that the primary purpose of the use mobile/personal devices in a school context is educational. The mobile technologies policy should be consistent with and inter-related to other relevant school policies including but not limited to the safeguarding policy, behaviour policy, bullying policy, acceptable use policy, and policies around theft or malicious damage. Teaching about the safe and appropriate use of mobile technologies should be an integral part of the school's online safety education programme.

- The school acceptable use agreements for staff, pupils and parents/carers will give consideration to the use of mobile technologies
- The school allows:

	School Devices			Personal Devices		
	School owned for single user	School owned for multiple users	Authorised device ¹	Student owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	No	No	Yes	Yes
Full network access	Yes	Yes			No	No
Internet only						Yes
No network access						

Aspects that the school may wish to consider and be included in their online safety policy, mobile technologies policy or acceptable use agreements:

School owned/provided devices:

- *Who they will be allocated to*
- *Where, when and how their use is allowed – times/places/in school/out of school*
- *If personal use is allowed*
- *Levels of access to networks/internet (as above)*
- *Management of devices/installation of apps/changing of settings/monitoring*
- *Network/broadband capacity*

¹ Authorised device – purchased by the pupil/family through a school-organised scheme. This device may be given full access to the network as if it were owned by the school.

- *Technical support*
- *Filtering of devices*
- *Access to cloud services*
- *Data Protection*
- *Taking/storage/use of images*
- *Exit processes – what happens to devices/software/apps/stored data if user leaves the school*
- *Liability for damage*
- *Staff training*

Personal devices:

- Which users are allowed to use personal mobile devices in school (staff/pupils/students/visitors)
- Restrictions on where, when and how they may be used in school
- Storage
- Whether staff will be allowed to use personal devices for school business
- Levels of access to networks/internet (as above)
- Network/broadband capacity
- Technical support (this may be a clear statement that no technical support is available)
- Filtering of the internet connection to these devices
- Data Protection
- The right to take, examine and search users' devices in the case of misuse (England only) – N.B. this must also be included in the Behaviour Policy.
- Taking/storage/use of images
- Liability for loss/damage or malfunction following access to the network (likely to be a disclaimer about school responsibility).
- Identification/labelling of personal devices
- How visitors will be informed about school requirements
- How education about the safe and responsible use of mobile devices is included in the school online safety education programmes.

Safe Use

Internet: Use of the internet in school is a privilege, not a right. Internet use will be granted: to staff upon signing this online safety and the staff acceptable use policy; pupils (or their parents) upon signing and returning their acceptance of the acceptable use policy.

Email: All staff are reminded that their emails are subject to Freedom of Information Requests, and as such the email service is to be used for professional work-based emails only. Emails of a personal nature are not permitted. Similarly use of personal emails for work purposes are not permitted.

Incidents: Any online safety incident is to be brought to the immediate attention of the head teacher and online safety officer. The online safety officer will assist you in taking the appropriate action to deal with the

incident and fill out an incident log e.g. any threatening or inappropriate pop-ups/pages will be reported to the online safety officer and this will be addressed.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students/pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and students/pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for online-bullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website, social media platforms or in local press (covered as part of the AUA signed by parents or carers at the start of the year - see parents/carers acceptable use agreement in the appendix)
- In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school/academy events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.
- Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution, and publication of those images. Those images should only be taken on school/academy equipment; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Pupil's work can only be published with the permission of the pupil and parents or carers.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes

- Adequate, relevant, and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection

The school will ensure that:

- It has a Data Protection Policy.
- It implements the data protection principles and is able to demonstrate that it does so through use of policies, notices and records.
- It has paid the appropriate fee Information Commissioner's Office (ICO) and included details of the Data Protection Officer (DPO).
- It has appointed an appropriate Data Protection Officer (DPO) who has a high level of understanding of data protection law and is free from any conflict of interest.
- It has an 'information asset register' in place and knows exactly what personal data it holds, where this data is held, why and which member of staff has responsibility for managing it
- The information asset register records the lawful basis for processing personal data (including, where relevant, how consent was obtained and refreshed). Where special category data is processed, an additional lawful basis will have also been recorded
- It will hold only the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for. The school should develop and implement a 'retention policy' to ensure there are clear and understood policies and routines for the deletion and disposal of data to support this. Personal data held must be accurate and up to date where this is necessary for the purpose it is processed for. Have systems in place to identify inaccuracies, such as asking parents to check emergency contact details at suitable intervals
- It provides staff, parents, volunteers and older children with information about how the school looks after their data and what their rights are in a clear Privacy Notice
- Procedures must be in place to deal with the individual rights of the data subject, e.g. One of the 8 data subject rights applicable is that of Subject Access which enables an individual to see to have a copy of the personal data held about them (subject to certain exceptions which may apply).
- Data Protection Impact Assessments (DPIA) are carried out where necessary. For example, to ensure protection of personal data when accessed using any remote access solutions, or entering into a relationship with a new supplier (this may also require ensuring that data processing clauses are included in the supply contract or as an addendum)
- IT system security is ensured and regularly checked. Patches and other security essential updates are applied promptly to protect the personal data on the systems. Administrative systems are securely ring fenced from systems accessible in the classroom/to learners
- It has undertaken appropriate due diligence and has required data processing clauses in contracts in place with any data processors where personal data is processed.
- It understands how to share data lawfully and safely with other relevant data controllers.
- It [reports any relevant breaches to the information commissioner](#) within 72hrs of becoming aware of the breach in accordance with UK data protection law. It also reports relevant breaches to the individuals affected as required by law. In order to do this, it has a policy for reporting, logging, managing, investigating and learning from information risk incidents.

- If a maintained school/academy, it must have a freedom of information policy which sets out how it will deal with FOI requests.
- all staff receive data protection training at induction and appropriate refresher training thereafter. Staff undertaking particular data protection functions, such as handling requests under the individual's rights, will receive training appropriate for their function as well as the core training provided to all staff.

When personal data is stored on any mobile device or removable media the:

- data must be encrypted and password protected.
- device must be password protected.
- device must be protected by up to date virus and malware checking software
- data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- Can recognise a possible breach, understand the need for urgency and know who to report it to within the school
- Can help data subjects understand their rights and know how to handle a request whether verbal or written. Know who to pass it to in the school
- Where personal data is stored or transferred on mobile or other devices (including usbs) these must be encrypted and password protected.
- Will not transfer any school personal data to personal devices except as in line with school policy
- Access personal data sources and records only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data

Communications

When using communication technologies, the school/academy considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored.
- Users must immediately report to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and pupils or parents/carers (email, social media, chat, blogs, VLE etc) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.
- Pupils should be taught about online safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

All schools, academies, MATs and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools/academies, MATs and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, engage in online bullying, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff, and the school through:

- Ensuring that personal information is not published
- Training is provided including acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- No reference should be made in social media to students/pupils, parents/carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information

When official school social media accounts are established, there should be:

- A process for approval by senior leaders
- Clear processes for the administration and monitoring of these accounts – involving at least two members of staff
- A code of behaviour for users of the accounts, including
- Systems for reporting and dealing with abuse and misuse
- Understanding of how incidents may be dealt with under school disciplinary procedures

Personal Use:

- Personal communications are those made via a personal social media account. In all cases, where a personal account is used which associates itself with the school or impacts on the school, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy
- Personal communications which do not refer to or impact upon the school are outside the scope of this policy
- Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken
- The school permits reasonable and appropriate access to private social media sites

Monitoring of Public Social Media:

- As part of active social media engagement, it is considered good practice to pro-actively monitor the Internet for public postings about the school
- The school should effectively respond to social media comments made by others according to a defined policy or process

The school's use of social media for professional purposes will be checked regularly by the senior risk officer and Online Safety Group to ensure compliance with the school policies.

Dealing with unsuitable/inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in/or outside the school when using school equipment or systems. The school policy restricts usage as follows:

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978 and with reference to guidance about dealing with self-generated images sexting – <u>UKSIC Responding to and managing sexting incidents</u> and <u>UKCIS – Sexting in schools and colleges</u>					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X

contain or relate to:	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	Pornography				X	
	Promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	Promotion of extremism or terrorism				X	
	Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Activities that might be classed as cyber-crime under the Computer Misuse Act:						
<ul style="list-style-type: none"> Gaining unauthorised access to school networks, data and files, through the use of computers/devices Creating or propagating computer viruses or other harmful files Revealing or publicising confidential or proprietary information (e.g., financial / personal information, databases, computer / network access codes and passwords) Disable/Impair/Disrupt network functionality through the use of computers/devices Using penetration testing equipment (without relevant permission) 						
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school/academy					X	
Revealing or publicising confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords)					X	
Unfair usage (downloading/uploading large files that hinders others in their use of the internet)					X	
Using school systems to run a private business					X	
Infringing copyright					X	
On-line gaming (educational)		X				
On-line gaming (non-educational)			X			
On-line gambling					X	
On-line shopping/commerce		X				

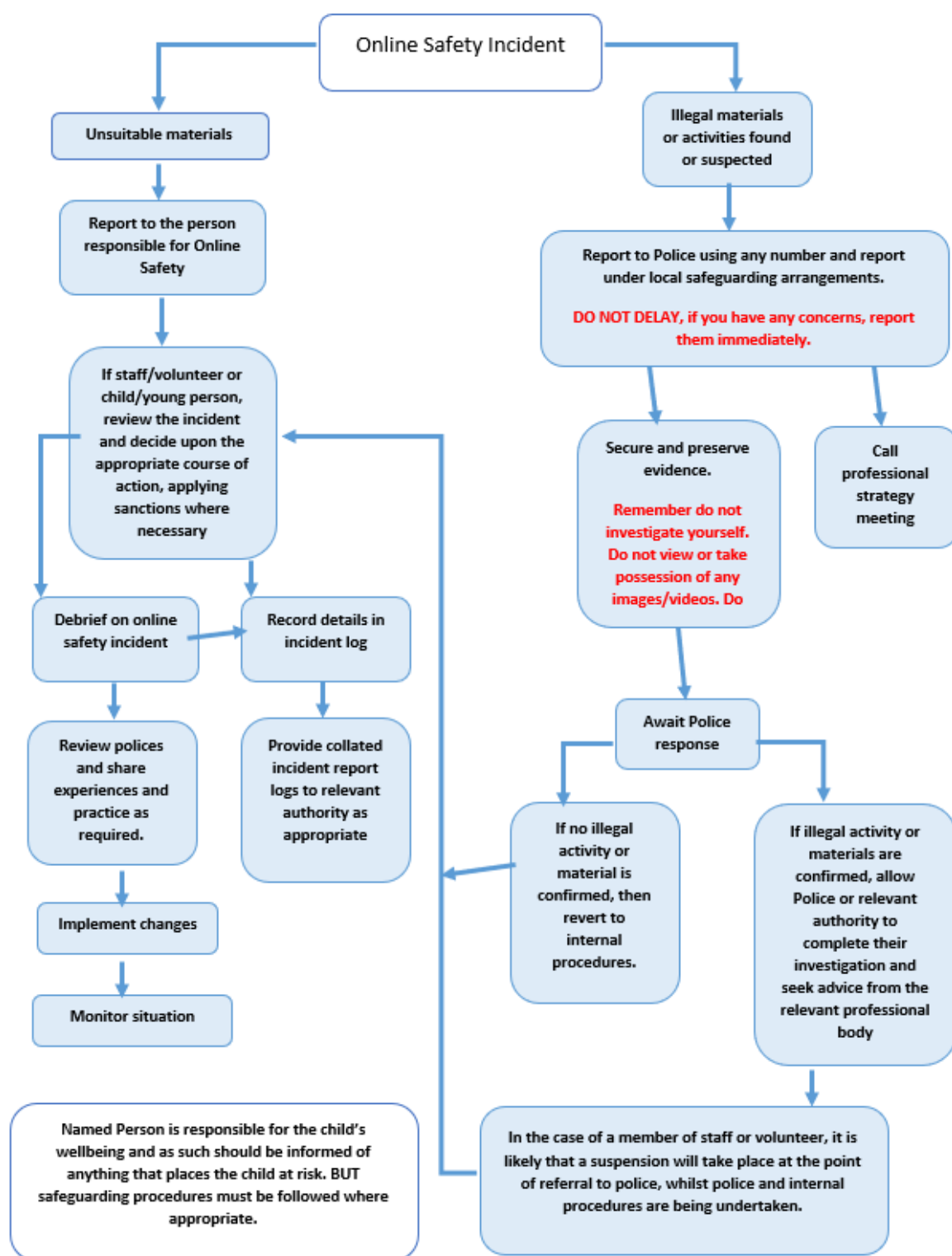
File sharing	X				
Use of social media		X			
Use of messaging apps		X			
Use of video broadcasting e.g. Youtube		X			

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see "User Actions" above).

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school/academy policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does, then appropriate action will be required and could include the following:
 - Internal response or discipline procedures
 - Involvement by Local Authority/Academy Group or national/local organisation (as relevant).
 - Police involvement and/or action
- If content being reviewed includes images of child abuse, then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
 - incidents of 'grooming' behaviour
 - the sending of obscene materials to a child
 - adult material which potentially breaches the Obscene Publications Act
 - criminally racist material
 - promotion of terrorism or extremism
 - offences under the Computer Misuse Act (see User Actions chart above)
 - other criminal conduct, activity or materials
- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

School actions & sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and

that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with in conjunction with the school's behaviour and/or disciplinary policy.

APPENDIX A – Online safety Incident Log

APPENDIX B – Staff Acceptable Use Policy

Appendix C - Parent Carer Acceptable Use Policy

Appendix A Online Safety Incident Log



Reporting Log

Group:

Date	Time	Incident	Action Taken		Incident Reported By	Signature
			What?	By Whom?		

Appendix B



Staff (and Volunteer) Acceptable Use Policy Agreement

1. Introduction

ICT (including data) and the related technologies such as computers, email, the internet and mobile devices are an expected part of daily working life in school and the use of electronic communication and resources is encouraged.

All members of the school community are expected to use ICT responsibly and to comply with all applicable laws, policies and procedures, and with normal standards of professional and personal courtesy and conduct.

This policy is designed to ensure that all workers are aware of their professional responsibilities when using any form of ICT.

Failure to follow this policy may result in the withdrawal of access to school computers, email and internet and/or to disciplinary action, depending on the circumstances of the case.

Technology and the law change regularly and this policy will be updated as and when necessary. Workers will be informed when the policy has changed but it is their responsibility to read the latest version of this document.

2. Use of School Equipment/Networks

Computers, Mobile Phones and other devices provided by the school are loaned to individuals to support their professional responsibilities and must be used in accordance with this policy.

Workers are responsible for the safe and proper use, care and security of equipment and systems provided. Devices must be secured appropriately especially when leaving the school premises (i.e. not left unattended) and protected from unauthorised access or use (i.e. not accessed by family members). Any loss, damage or unauthorised access must be reported immediately.

Workers must not use school equipment, networks or system to access, download, send or receive, store, create, copy or distribute any material which may be malicious, illegal, libellous, immoral, dangerous or offensive (this includes but is not limited to pornographic, sexual, violent or criminal content and racist, sexist, or otherwise discriminatory material).

Any appropriate and authorised electronic communication with pupils must be through official school network, channels, systems and on school equipment.

2.1 Remote/virtual learning

The same standards of conduct and behaviour and proper application of all policies and procedures are expected in virtual interactions with pupils as are required in person. In addition to following the other provisions within this policy and all other school policies:

- virtual connections should only be made where agreed and approved
- an adult should be present with the pupil where engagement is one to one
- dress codes should be observed
- virtual interactions should be in a neutral space - avoid personal spaces such as bedrooms and be aware of what is in the background on the screen

3. Use of Email

School business must always be conducted through official email addresses, which must be secured with password controls. Workers should respond to emails during working hours in a timely and appropriate fashion.

Email should be treated like any other form of written communication and, as such, the content should be appropriate and accurate and data protection compliant.

Extreme care must be taken with attachments from third parties, particularly unidentified third parties, as these may contain viruses.

Email must not be used to receive, send or forward messages that are defamatory, obscene or otherwise inappropriate. If such an email is received, whether unwittingly or otherwise and from whatever source, this must not be forwarded to any other address and must be reported immediately.

Reasonable access and use of the internet/intranet and email facilities is available to recognised representatives of professional associations' i.e. union officers for the performance of their official duties and activities.

4. Social Networks

Social networking applications include but are not limited to:

- Blogs
- Online discussion forums, for example Facebook;
- Media sharing services for example YouTube;
- Professional networking sites, for example Linked In
- 'Micro-blogging' application for example Twitter

Where the school operates official networking sites, these must be managed and used in accordance with this policy. This includes the following requirements:

- use of official (i.e. not personal) email addresses for user accounts;
- appropriate feedback and complaints information must be published in a prominent place which is easily accessible to other users;

- the school's logo and other branding elements should be used to indicate the school's support. The school's logo should not be used on social networking applications which are unrelated to or are not representative of the school's official position;
- users should identify themselves as their official position held within the school on social networking applications e.g. through providing additional information on user profiles;
- any contributions on any social networking application must be professional, uphold the reputation of the school and be in accordance with data protection requirements;
- users must not promote or comment on personal matters (including personal/ financial matters), commercial ventures, political matters or campaigns, religion or other matters;

5. Personal use of school Equipment/Networks

School equipment, internet services, systems and email may be used for incidental personal purposes, with the approval of the line manager, provided that it:

- does not interfere with the school's operation of computing facilities or email services;
- does not interfere with the user's employment or performance of professional duties or other obligations to the school;
- is of a reasonable duration and frequency;
- is carried out in authorised break times or outside their normal working hours;
- does not over burden the system or create any additional expense to the school;
- is not used to access, send, receive or store inappropriate material; and
- does not bring the school and its community into disrepute.
- Workers must notify the school of any significant personal use.

Reasonable access and use of the internet/intranet and email facilities is available to recognised representatives of professional associations' i.e. union officers for the performance of their official duties and activities.

Email should be treated like any other form of written communication and, as such, the content should be appropriate and accurate and data protection compliant.

School equipment/networks/systems must additionally not be used for

- commercial purposes not under the auspices of the school;
- personal financial gain;
- personal use that is inconsistent of other school policies or guidelines; or
- ordering of goods to be delivered to the school address or in the school's name.

6. Use of personal ICT equipment in school

6.1 Mobile Phones

It is accepted that individuals may bring personal mobile phones to school. Personal mobiles should have security codes to prevent access by other persons and must be stored securely and not accessible to pupils at any time.

Workers are not permitted to use their personal mobile phones to call, text, email or in any other way message pupils. Nor may they divulge their personal telephone number(s) or other contact details to pupils under any circumstances.

Workers are required to ensure mobile telephones are switched off/to silent during working hours and accessed only during authorised breaks. Any urgent phone calls or messages must be directed to the office who will notify workers immediately. Workers who need to use their mobile telephone to make or receive an urgent call during working hours should where possible obtain prior authorisation from their line manager to do so.

6.2 Other electronic devices

Workers should not bring other electronic devices (e.g. computer, tablet, smart watch etc) onto school premises unless this has been specifically authorised by an appropriate manager. In such circumstances, the equipment (must be kept securely (at the risk of the owner) and security protected so that it cannot be accessed by pupils or others at the school.

Any personal use of such equipment must be restricted to an employee's break times or outside their normal working hours and must not impact on their duties in any way.

Additionally, specific permission must be obtained prior to connecting any device to school networks/systems and the device(s) must have adequate virus protection.

Workers must ensure that no personal information regarding school business, its pupils or staff is stored on such personal equipment.

Where exceptionally, specific permission is granted to use personal equipment for work purposes e.g. to give a presentation, the employee must be extremely vigilant that personal files/data etc. are not inadvertently accessed or displayed.

No pictures or videos may be taken within school or at any school related activity, on personal devices.

7. Personal social networks

The school recognises individual rights to privacy and a private life. However, the law generally views social media as in the public domain, irrespective of privacy settings. Workers are therefore advised to be mindful of their duties and obligations to uphold the reputation of the school, to comply with the Code of Conduct and other policies and contractual terms in their use of personal social media – being mindful of the real possibility for material to be posted, shared and made public inadvertently or by other contacts.

The school may require the removal of content it considers inappropriate.

It is totally unacceptable for any worker to discuss pupils, parents, work colleagues or any other member of the school community or any school related business on any type of social networking site.

Other posting on personal sites may also impact on the reputation of the school or the suitability/conduct of the employee for example if an employee is off sick but makes comments on a site to the contrary, postings of indecent or inappropriate images/activities etc.

Workers must not accept or propose contact, nor engage in any conversation with pupils on any personal social networking sites and should be circumspect in personal network contact with former pupils, particularly those under the age of 18 years.

Individuals working in the school should not use or access social networking sites of pupils.

8. Security

The school follows sound professional practices to secure data, system programmes, email records and networks under its control.

Workers must take all reasonable precautions to maintain security and confidentiality and to protect data. This includes:

- using appropriate security measures such as encryption/password protection to transmit confidential or sensitive information;
- ensuring all devices and system access are password protected Using secured memory sticks (all laptops, memory sticks and devices used must be encrypted);
- ensuring that pupils are not exposed to any inappropriate images or web links; and
- respecting all copyrights and not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Users must not:

- use, transfer or tamper with other people's accounts and files;
- use anonymous mailing services to conceal identity when mailing through the Internet, falsify e-mails to make them appear to originate from someone else, or provide false information to any Internet service which requests name, e-mail address or other details;
- use electronic media and services in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system;
- store sensitive or confidential data on their own equipment – this extends to personal cameras, mobile phones and other similar devices;
- use the internet/intranet facilities or equipment to deliberately create any virus, worm, Trojan horse or any such other programme that is harmful to normal computer operations.

- monitor or intercept the files or electronic communications of other workers or third parties;
- hack or obtain access to systems or accounts they are not authorised to use;
- use other people's log-ins or passwords; or
- breach, test, or monitor computer or network security measures without authorisation.

Where any security breach or inappropriate connection or ICT activity occurs, the user must immediately disconnect/log out and report immediately.

9. Privacy and Monitoring

The school respects workers' privacy and will not routinely inspect or monitor emails, data or internet usage.

However, workers should not have any expectation of absolute privacy in his or her use of the school systems or equipment (including but not limited to networks/servers/internet usage/networks/Wi-Fi). Under the following circumstances the school reserves the right, at its discretion, to review any electronic files and messages to the extent necessary to ensure systems are being used appropriately:

- when required by law;
- if there is a substantiated reason to believe that a breach of the law; or school's policy has taken place;
- if the school suspects that the employee has been viewing/transmitting offensive or illegal material;
- if the school suspects that the employee has been spending an excessive amount of time on activity which is not work related;
- where required for compliance checks e.g. auditors, data protection; or
- where there are emergency or compelling circumstances.

The school will endeavour to notify affected individuals of any monitoring which will take place and the reason for it, save in exceptional circumstances (see below).

Workers will normally be notified of what information will be recorded and retained, and for how long, who will have access and how such information will be used, which will include using such information for disciplinary purposes where applicable.

When monitoring emails, the school will, save in exceptional circumstances; confine itself to looking at the address and heading of the emails. Workers should mark any personal emails (where these are permitted by the school) as such and encourage those who send them to do the same. The school will avoid, where possible, opening emails clearly marked as private or personal.

The school considers the following to be valid reasons for checking an employee's email:

- if the employee is absent for any reason and communications must be checked for the smooth running of the school to continue;
- if the school suspects that the employee has been viewing or sending offensive or illegal material, such as material containing racist terminology or nudity (although the school understands that it is possible for workers inadvertently to receive such material and they will have the opportunity to explain if this is the case);
- if the school suspects that an employee has been using the email system to send and receive an excessive number of personal communications (or any personal emails if this is prohibited by the school); and
- if the school suspects that the employee is sending or receiving emails that are detrimental to the school or its pupils.

The school may monitor communications without notification in certain specific circumstances, including but not limited to;

- establish the existence of facts relevant to the school e.g. whether a contract was entered into by email;
- ascertain compliance with regulatory or self-regulatory practices e.g. checking that the school is complying with external or internal regulations;
- ascertain or demonstrate standards that are or ought to be achieved by workers using the system;
- investigate or detect unauthorised use of the telecommunication system, which would include checking that workers are not breaching the school's policy on email and internet use; and
- ensure the effective operation of the system, for example through virus monitoring.

Monitoring will be reasonable and in accordance with current legislation.

9.1 Covert monitoring

The use of covert monitoring will only be used in exceptional circumstances, for example, where the school suspects criminal activity or where telling the employee about the monitoring would make it difficult to prevent or detect such wrongdoing.

If the school considers covert monitoring to be justified, this will only take place as part of a specific investigation and will cease when the investigation has been completed.

Appendix C

Parent/Carer Acceptable Use Agreement



Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open new opportunities for everyone. They can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should always have an entitlement to safe internet access.

This acceptable use policy is intended to ensure:

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

The school will try to ensure that *students/pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *students/pupils* to agree to be responsible users. A copy of the *student/pupil* acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent/Carers Name:

Student/Pupil Name:

As the parent/carers of the above pupil, I give permission for my son/daughter to have access to the internet and to ICT systems at school.

I understand that the school has discussed the acceptable use agreement with my son/daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

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

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

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

Signed:

Date:

Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. Where an image is publicly shared by any means, only your child's initials will be used.

The school will comply with the Data Protection Act and request parent's/carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified using their names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.

Parents/carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/carers to agree.

Digital/Video Images Permission Form

Parent/Carers Name:..... Pupil Name:.....

As the parent/carer of the above student/pupil, I agree to the school taking digital/video images of my child/children.	Yes/No
I agree to these images being used:	
<ul style="list-style-type: none">to support learning activities.	Yes/No
<ul style="list-style-type: none">in publicity that reasonably celebrates success and promotes the work of the school.	Yes/No
Insert statements here that explicitly detail where images are published by the school/academy	Yes/No
I agree that if I take digital or video images at, or of school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.	Yes/No

Signed:

Date: