

## Online Safety Policy (Students)

Policy Code:	ICT3
Policy Start Date:	September 2020
Policy Review Date:	September 2021

Please read this policy in conjunction with the policies listed below:

- HR5 ICT Acceptable Use Policy
- HR6 Data Protection Policy
- HR12 Staff Disciplinary Policy
- ICT2 Online Safety Policy (Staff)
- SW4 Student Behaviour and Discipline Policy
- SW5 Safeguarding and Child Protection Policy
- SW6 Anti-Bullying Policy
- SW16 Freedom of Speech and Expression Policy

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## **1 Policy Statement**

- 1.1 The Priory Federation of Academies Trust (The Trust) takes online safety seriously. This policy is an extension of HR5 ICT Acceptable Use Policy and is to provide a more detailed policy statement to ensure safe practice when working in the changing world of ICT.
- 1.2 The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of students when they are off the Academy site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber bullying, or other online safety incidents covered by this policy, which may take place outside of the Academy, but are linked to membership of the Academy or Trust and/or may bring the reputation of the Academy or Trust into disrepute.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Training, Priory Apprenticeships, Lincolnshire Teaching School Alliance and Lincolnshire Teaching School Alliance SCITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.
- 1.4 The Trust is committed to leading a mentally healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department (via [FederationHR@prioryacademies.co.uk](mailto:FederationHR@prioryacademies.co.uk)) for appropriate consideration at the next available point in the policy review cycle.

## **2 Roles, Responsibilities and Implementation**

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Strategic IT Coordinator.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.
- 2.3 This Policy applies to all children, young people and vulnerable adults whose care and education comes within the remit of The Trust. This

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policy should be read alongside ICT2 Online Safety Policy which applies to all members of The Trust community.

- 2.4 The Headteacher has a duty of care for ensuring the safety (including Online safety) of members of the Academy community, although the day-to-day responsibility for Online safety will be delegated to a nominated member of staff (as per Section 4 of ICT2 Online Safety Policy).
- 2.5 The implementation of this Online Safety Policy will be monitored by a designated member of staff within each Academy. This may be, but is not restricted to, the Designated Safeguarding Lead (DSL) or a member of the Senior Leadership Team (SLT). Each Academy may, if they wish, appoint a designated Online Safety Coordinator who will then take responsibility for the implementation of this policy.

### **3 Aims**

- 3.1 This policy sets out how The Trust is carrying out its statutory responsibility to safeguard and promote the welfare of children in accordance with *Working Together to Safeguard Children 2018*, *Keeping Children Safe in Education 2019*, the *Prevent Duty Guidance 2015* and the *Counter-Terrorism and Security Act 2015*. The Trust will also follow the guidance contained in *Meeting the Needs of Children in Lincolnshire 2018*.
- 3.2 The Trust recognises its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care by establishing safe environments in which they can learn and develop.
- 3.3 The Trust will ensure that all its members are empowered to use technology in a safe and responsible way. This will be managed through training, clear reporting procedures and risk assessment.
- 3.4 The Trust promotes a positive, supportive and secure ethos, giving all its members a sense of being valued.

### **4 Students**

- 4.1 Students are responsible for using the Trust's digital technology systems in accordance with the Trust's HR5 ICT Acceptable Use Policy and this Online Safety Policy. This information is signposted to students at the beginning of each academic year by the pastoral teams.

### **5 Education about Online Safety**

- 5.1 Aims of the curriculum

Online safety is a focus in all areas of the curriculum and the aim of the educational programme is to develop in students:

- A good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- An understanding of the importance of reporting abuse, misuse or access to inappropriate materials. They should know how to report such instances and recognise their responsibility to do so if necessary.
- A knowledge and understanding of this policy so that they ensure their adherence to it.
- An understanding of the importance of adopting good online safety practice when using digital technologies out of the Academy and recognition that the Trust's Online Safety Policy covers their actions out of the Academy, if related to their membership of the Academy or Trust.

## 5.2 Key focus

The breadth of issues classified within online safety is considerable, thus the topics covered within the curriculum will change over time to reflect the changing use of technology. However, each Academy's curriculum will be built around three identified areas of risk:

- Content – being exposed to illegal, inappropriate or harmful material.
- Contact – being subjected to harmful online interaction with other users.
- Conduct – personal online behaviour that increases the likelihood of, or causes, harm.

The Online safety curriculum will include, but is not restricted to, the following topics: Child Exploitation; Radicalisation and Extremism; Sexual Predation; Cyber bullying, including homophobic, biphobic and transphobic bullying; Peer-on-Peer Abuse.

## 5.3 General

- A planned online safety curriculum is provided as part of Computing and Personal Development lessons. This is reviewed annually (or sooner if an issue occurs which requires attention).
- Key online safety messages are reinforced as part of a planned programme of assemblies and tutorial/pastoral activities.
- Key messages on self-esteem and positive relationships are reinforced through the Personal Development curriculum in order to build students' resilience.
- The HR5 ICT Acceptable Use Policy is signposted to students and they are encouraged to adopt safe and responsible use both within and outside the Academy.
- Staff act as good role models in their use of digital technologies, the internet and mobile devices.
- As part of the planned online safety curriculum time is spent encouraging students to be discerning with the websites they access and to question the validity of the material.

- Whilst internet access is filtered for all users, students will not be subject to 'over blocking' and instead will be taught to be critically aware of the materials/content they access online and be guided to validate the accuracy of information.
- The purpose of the online safety curriculum is to empower young people to be safe and responsible users of technology.

## **6 User access**

- 6.1 All users have clearly defined access rights to Academy technical systems and devices.
- 6.2 All users (in some primary contexts, a shared log-in is used initially) will be provided with a username and secure password. Users are responsible for the security of their username and password.
- 6.3 Internet access is filtered for all users. Illegal content (e.g. child sexual abuse images) is filtered by the broadband or filtering provider. The Trust will also establish appropriate levels of filtering to ensure students are safe from terrorist and extremist material. Content lists are regularly updated and internet use is logged and regularly monitored.
- 6.4 The Trust uses an intelligent system to monitor internet usage which responds to patterns of behaviour and intelligently scans pages for inappropriate content.
- 6.5 Staff and students can request for filters to be taken off specific sites, where technical staff will assess suitability and escalate to senior staff if needed.
- 6.6 The Trust has enhanced/differentiated user-level filtering with different restrictions for user groups, e.g. staff, students, etc.
- 6.7 Trust technical staff regularly monitor and record the activity of users on the Trust's technical systems and users are made aware of this in HR5 ICT Acceptable Use Policy.

Internet reporting databases are maintained at each academy site so that a history can be built up for investigations into individuals if required.

- 6.8 Monitoring systems are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices, etc. from accidental or malicious attempts which might threaten the security of the Trust's systems and data. These are tested regularly. The Trust's infrastructure and individual workstations are protected by up-to-date anti-virus software.
- 6.9 An agreed procedure is in place for the provision of temporary access of "guests" (e.g. trainee teachers, supply teachers, visitors) onto the school systems.

6.10 Staff and students are restricted from downloading executable files and installing programmes on school devices.

## **7 Bring Your Own Device (BYOD)**

7.1 Staff and students are allowed to bring their own devices into certain lessons and areas of the Trust.

- Users are encouraged to use the secure virtualisation systems for application access.
- Filtered wireless internet is available to users in the Trust.
- The Academies have a set of clear expectations and responsibilities for all users.
- The Trust adheres to the Data Protection Act (2018) principles.
- All network systems are secure and access for users is differentiated.
- All users will use their username and password and keep this safe.
- Regular audits and monitoring of usage will take place to ensure compliance.
- If students wish to use internet services on their own device the Trust-provided wifi services are recommended as these are monitored and managed; however, if an individual chooses to use their own mobile data (e.g. 3G/4G) on the Academy site then they should ensure they comply with the Acceptable Use Policy at all times.
- Students must not store personal data or sensitive personal data relating to the Trust on their own personal devices.
- Whilst on any Trust site students must not record events (audio/video) or take photographs on any personal device (including mobile phones), unless given permission by a member of staff.

7.2 Digital Devices

- Students are permitted to bring their own digital devices onto site, providing they meet Academy expectations with regard to the use of such devices.
- Students must ensure at all times that any use of their digital devices on the Academy site is in line with this policy and HR5 ICT Acceptable Use Policy. This applies to students using their devices on the Academy site even if their device is not connected to the Trust network and they are using their own personal data (e.g. 3G/4G).

## **8 Use of digital and video images**

8.1 When using digital images, students will be informed and educated about the risks associated with the taking, use, sharing, publication and distribution of images, in particular the risks attached to publishing their own images on the internet, e.g. on social networking sites.

8.2 Students must seek permission from the relevant Academy if they wish to take videos and digital images of other students at Academy events

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for their own personal use (as such use is not covered by the Data Protection Act 2018). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites unless they have the explicit consent of the individuals in the video or image.

- 8.3 Care should be taken when taking digital/video images that students are appropriately dressed and are not participating in activities which might bring the individuals or the Academy into disrepute.
- 8.4 Students must not take, use, share, publish or distribute images of others without their permission.
- 8.5 Photographs published on the website or elsewhere that include students will be selected carefully to protect the identity of the student and to ensure the school's commitment to safeguarding children and young people is upheld.
- 8.6 A student's full name will not be associated with a photograph. Only in exceptional circumstances, e.g. the success of a known Head Girl/Boy, will this be considered and permission will always be gained from the student's parents/carers before it is published.
- 8.7 Permission from parents/carers to use students' pictures and videos in school work and promotion is taken when students join the school.

## **9 Unsuitable/inappropriate activities**

- 9.1 Students should not engage in unsuitable or inappropriate activities in school or outside school when using Academy equipment or systems as they risk both the student's safety and the reputation of the Trust and its academies. Unsuitable or inappropriate activities, in addition to unlawful behaviour, include accessing pornography, promoting discrimination, threatening behaviour, racist material and any other actions which breach the principles of this Online Safety Policy.
- 9.2 The Academy will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place out of the Academy.
- 9.3 Cyber-bullying

Where bullying is found to have taken place by any means, whether on-site or off-site, including cyber-bullying, robust action will be taken to protect the well-being of students and staff (please refer to SW6 Anti-Bullying Policy).

### **Advice given to students**

Guidance and advice will be provided to students through each academy's Personal Development (PD) programme. The text below

forms the basis of how this advice is communicated directly to young people.

*In all our communications, whether written, spoken, texted, emailed or published on websites, we must treat other people with respect. Even if we disagree with another person, fall out with them, or become angry with them, we should state our case clearly and respectfully. Others should always be treated with tolerance and respect.*

- *If you feel you are being bullied by email, text or online, do talk to someone you trust, if possible an adult*
- *Never send any bullying or threatening messages. Anything you write and send could be read by an adult. Stop and think before you send.*
- *Bullying should be reported to a member of staff or trusted adult; in some cases the Academy will inform the police - for example, threats of a sexual nature.*
- *Keep and save any bullying emails, text messages or images.*
- *If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender.*
- **Don't** *reply to bullying or threatening text messages or emails - this could make matters worse. It also lets the offenders know that they have found a 'live' phone number or email address. They may get bored quite quickly if you ignore them.*
- **Don't** *forward abusive texts or emails or images to anyone. You could be breaking the law just by forwarding them. Do not reply to the sender.*
- **Don't** *ever give out passwords to any of your accounts.*
- **Remember** *that sending abusive or threatening messages is against the law.*

#### 9.4 Sexting

'Sexting' is the exchange of sexually explicit images, through mobile picture messages or webcams over the internet. These images are often, but not always, self-generated.

Under British law it is illegal and a serious criminal offence to take, hold or share "indecent" photos of anyone aged under 18, even if the image has been produced and/or sent with the consent of the individual in the image. As such, the Trust will not condone any behaviour of this kind.

As part of the curriculum students will be educated and informed about the risks associated with such behaviour. There will also be a focus on improving self-esteem and promoting positive relationships. Sexting is one way in which peer on peer abuse can be manifested and so it is essential that students understand and actively work towards promoting respectful and positive relationships. For further information, see SW5 Safeguarding and Child Protection Policy.

#### 9.5 Examples of Inappropriate User Actions



The Trust believes that the activities referred to in the following section would be inappropriate in an Academy context and that students should not engage in these activities in or outside of the Academy when using Academy equipment or systems. Some examples of restricted usage are as follows:

	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 contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978			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
	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
	Articles, images, speeches or videos that promote terrorism; content encouraging people to commit acts of terrorism; websites made by terrorist organisations; videos of terrorist attacks.			X
	Sending or delivering letters or other articles for the purpose of causing distress or anxiety (this includes electronic communication). Contrary to the Malicious Communications Act 1988.			X
	Pornography		X	
	Promotion of any kind of discrimination		X	
	Threatening behaviour, including promotion of physical violence or mental harm		X	
	Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the Academy or brings the Academy into disrepute		X	
Using school systems to run a private business			X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the Academy			X	
Infringing copyright			X	
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)			X	

Creating or propagating computer viruses or other harmful files			X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)			X	
File sharing	X			
Use of social media	X			
Use of messaging apps		X		
Use of video broadcasting e.g. Youtube	X			

## 10 Reporting incidents of misuse

10.1 The Trust has a duty of care to all students and staff to ensure they are safe to work, learn and develop unimpeded by fear. Students are encouraged to report any incidents of misuse to a member of staff or trusted adult immediately. Any reported incidents will be taken seriously.

10.2 If a student has concerns or suspicions that a member of staff may be involved in an incident of misuse, which would normally include communicating or making a connection with a student via social media, they should report this to the DSL immediately.

### 10.3 Incidents involving students

- If there is any suspicion that any student has been involved in inappropriate or unsuitable activity the DSL or a Designated Safeguarding Officer (DSO) at the relevant Academy is to be contacted immediately.
- The contact details for the DSL and DSOs of each Academy will be posted appropriately throughout the Academy and all staff are to be made aware of the DSL and DSOs at staff briefings on a regular basis and as part of staff induction. Students should also be made aware of who the Academy DSL and DSO are. In the event that a DSL or DSO is not immediately available, a member of the Senior Leadership Team is to be alerted at once (in line with the Trust's safeguarding procedures).
- The DSL/DSO/Senior Leader will notify the Headteacher and an appropriate member of staff will be identified to investigate any reports and to determine what, if anything, has occurred. If appropriate, the Director of Student Welfare (DSW) will also be informed. The DSW is available outside Academy hours on 4355 (internally) or 01522 871355. The DSW or DSL will notify the police if necessary.
- If appropriate the DSW or the HR Director will notify the Local Authority Designated Officer (LADO).

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- If a student has a suspicion that any Academy user may be accessing a website which contains child abuse images, or if there is any other suspected illegal activity, they must inform a member of staff (or trusted adult) immediately.
  - Incidents of misuse involving students will be dealt with in accordance with SW4 Student Behaviour and Discipline Policy.

## **11 Development, Monitoring and Review**

- 11.1 This policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place.
- 11.2 The Academies will monitor the impact of the policy using: logs of reported incidents through the pastoral systems; monitoring logs of internet activity (including sites visited); internal monitoring data for network activity; surveys/questionnaires of students, parents/carers and staff.

## **12 Policy change**

- 12.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.

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## **The Priory Federation of Academies Trust Online Safety Policy (Students)**

This Policy has been approved by the Pay, Performance and HR Committee.

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.