Lever Edge Primary Academy

Online Safety Policy

This online safety policy was approved by the Board of Trustees on:	*20.10.2021*
The implementation of this online safety policy will be monitored by the:	*Senior Leadership Team*
Monitoring will take place at regular intervals:	*As the need arises but at least once a year*
The school will monitor the impact of the policy using:	Logs of reported incidents Monitoring logs of internet activity (including sites visited) Internal monitoring data for network activity
The Board Trustees will receive a report on the implementation of the online safety policy at regular intervals:	*At full Board of Trustees Meeting*
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:	*October 2023*
Should serious online safety incidents take place, the following external persons/agencies should be informed:	*Headteacher/ DSL: Mrs Kelly James* *LADO: Ms Lisa Kelly* *Police*

Contents

1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of all members of the academy community including pupils, staff, volunteers, visitors and trustees
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scam

2. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, Keeping Children Safe in Education 2022, and its advice for schools on:

- Teaching online safety in schools
- Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff
- Relationships and sex education
- Searching, screening and confiscation

It also refers to the DfE's guidance on protecting children from radicalisation.

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

The policy also takes into account the National Curriculum computing programmes of study.

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The board of Trustees

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

The board of trustees will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The trustee who oversees online safety is the safeguarding trustee, Mrs Umal.

All trustees will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 2)
- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with SEND because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

3.2 The Headteacher

The Headteacher has a duty of care for ensuring the day to day safety (including Online) of all members of the school community. The Headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

The role of the Headteacher will include:

- ensuring that all members of the school community understand and acknowledge their responsibilities in the event of a serious online allegation being made (Appendix 1)
- ensuring that all relevant staff receive suitable training to enable them to carry out their safeguarding responsibilities within the remit of the Online Safety Policy
- ensuring that the Online Safety Policy is accessible to the wider School Community (School website)
- meeting at regular intervals with the Computing Lead to ensure the implementation of this policy (as outlined above). Regular subject leader time is allocated to fulfil the role.
- ensuring regular monitoring from the Computing lead
- ensuring there are opportunities to communicate up to date Online Safety information to the wider school community

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 cyber-bullying, or other online 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 Anti-Bullying and Behaviour Policy.

3.3 The Designated Safeguarding Lead

Details of the school's DSL and deputies are set out in our child protection and safeguarding policy as well as relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- In ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the ICT manager/Computing Lead and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school child protection policy
- Ensuring that any online safety incidents are logged (see appendix 6) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the board of trustees

This list is not intended to be exhaustive.

3.4 The Computing Lead / Technical Support

The Computing Lead, in conjunction with the Local Authority ICT team is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a live basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged (see appendix 6) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.5 All staff and volunteers

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

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 2), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 3)

- Working with the DSL to ensure that any online safety incidents are logged (see appendix 6) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline and maintaining an attitude of 'it could happen here'

This list is not intended to be exhaustive.

3.6 Parents

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendix 1)

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

- What are the issues? – UK Safer Internet Centre
- Hot topics – Childnet International
- Parent resource sheet – Childnet International
- Healthy relationships – Disrespect Nobody

3.7 Visitors and members of the community

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

4. Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum:

It is also taken from the guidance on relationships education, relationships and sex education (RSE) and health education.

All schools have to teach:

- Relationships education and health education in primary schools

In **Key Stage 1**, pupils will be taught to:

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

Pupils in **Key Stage 2** will be taught to:

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

By the **end of primary school**, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not

- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
- How information and data is shared and used online
- What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

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

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

5. Educating parents about online safety

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

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

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

6. Cyber-bullying

6.1 Definition

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

6.2 Preventing and addressing cyber-bullying

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

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers and the Computing Lead will discuss cyber-bullying with their classes.

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

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

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

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

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

6.3 Examining electronic devices

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

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

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

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

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

* Staff may also confiscate devices for evidence to hand to the police, if a pupil discloses that they are being abused and that this abuse includes an online element.

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on screening, searching and confiscation
- UKCIS guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people
- The school's COVID-19 risk assessment

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

7. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and trustees are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1-3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

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

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

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

8. Pupils using mobile devices in school

Pupils are not permitted to bring mobile devices into school.

Mobile technology devices used in school will be school 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.

All users should understand that the primary purpose of the use mobile devices in a school context is educational. Teaching about the safe and appropriate use of mobile technologies is an integral part of the school's online safety education programme.

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

9. Staff using work devices outside school

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Staff members must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 2.

Work devices must be used solely for work activities.

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

10. How the school will respond to issues of misuse

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

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

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

11. Training

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

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

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
    - Abusive, harassing, and misogynistic messages
    - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
    - Sharing of abusive images and pornography, to those who don't want to receive such content
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- develop better awareness to assist in spotting the signs and symptoms of online abuse
- develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh the risks up

- develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

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

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

Volunteers will receive appropriate training and updates, if applicable.

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

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 6.

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

This policy will be reviewed every year by the headteacher. At every review, the policy will be shared with the board of trustees. The review will be supported by an annual risk assessment that considers and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

13. Social Media

The school's use of social media is to promote the ethos of the school. It is the responsibility of all staff to ensure that the content they upload is for professional purposes only, be compliant with the school policies and protect the identity of pupils.

14. Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use

15. Useful Information

15.1 Safeguarding

In the event of a Safeguarding infringement or suspicion, appendix 5 must be followed with consideration of the following:

- 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 computer that will not be used by pupils 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 investigation, but also that the sites and content visited are closely monitored and recorded (to provide further protection)
- Record 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 and signed (except in the case of images of child sexual abuse – see below)
- 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 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 child protection purposes. The completed form should be retained by the relevant group for evidence and reference purposes.

15.2 Data Protection

Personal and sensitive data will be recorded, processed, transferred and made available according to the Data Protection Act 2018. Schools are audited regularly regarding how they handle their data, for further information please refer to school Data Protection Policy.

15.3 Communications

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

- The Office 365 school email service is safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school
- When accessing emails out of the schools setting, staff will only be able to access their schools emails using Microsoft Multifactor Authentication app.
- 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, chat) 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 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.

Appendix 1:

At Lever Edge Primary Academy we understand the importance and benefits of using computers to help wi learning and personal development. However, we also recognise that safeguards need to be in place to en are kept safe at all times.

Please could parents/carers read and discuss this policy with their child and then sign and return to child's class teacher.

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

This agreement will help keep me safe and help me to be fair to others

Name of pupil:

1. ***I learn online*** – I use the school's internet and devices for schoolwork, homework and other activities to learn and have fun. School internet and devices are monitored.

2. ***I ask permission*** – Whether at home or school, I only use the devices, apps, sites and games I am allowed to, at the times I am allowed to.

3. ***I am creative online*** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things.

4. ***I am a friend online*** – I won't share anything that I know another person wouldn't want shared, or which might upset them. And if I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.

5. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!

6. ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes add-ons can cost money, so it is important I always check for these too.

7. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.

8. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.

9. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.

10. ***I know new online friends might not be who they say they are*** – I am careful when someone wants to be my friend as I can't be sure who they actually are.

11. ***I don't do live videos (livestreams) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.

12. ***I say no online if I need to*** – I don't have to do something just because a friend dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.

13. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.

14. ***I am private online*** – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.

15. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).

16. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour.

17. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.

18. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.

19. ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.

20. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find.

I have read and understood this agreement.

If I have any questions, I will speak to a trusted adult:

Signed (pupil):	**Date:**

Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):	**Date:**

Appendix 2:

Lever Edge Primary Academy

Code of Conduct for Acceptable Use of IT

The school has provided computers and other forms of communication technology to teachers and other members of staff to enable them to carry out their role more efficiently and effectively.

Communication Technology includes a wide range of systems, including mobile phones, digital cameras, email etc.

To ensure that everybody is fully aware of their professional responsibilities when using communication technology, staff are asked to read and sign this Code of Conduct.

Use of Equipment

- Do not install, attempt to install, or store programs of any type on the computers or other I.T. equipment without permission
- Do not damage, disable, or otherwise harm the operation of computers or other I.T. equipment, or intentionally waste resources
- Do not use the computers or other I.T. equipment for commercial purposes, e.g. buying or selling goods whilst at work
- Do not open files brought in on removable media (such as CDs, flash drives etc) until they have been checked with antivirus software, and been found to be clean of viruses
- Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs etc) until they have been checked with antivirus software, and been found to be clean of viruses
- Do not eat or drink near computer equipment
- Do not use pen-sticks or external hard drives to store any confidential information on pupils or staff e.g. names, addresses, date of birth etc.
- Do use the secure access, provided by school, when you are working on confidential information at a PC away from the school premises

Security & Privacy

- Do not disclose your password to others, or use passwords intended for the use of others
- Never tell anyone you meet on the Internet the school's name or telephone number or send them any pictures of the school, the pupils or staff
- Do not use the computers or other I.T. equipment in a way that harasses, harms, offends or insults others
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings
- Computer storage areas and internet histories may be reviewed from time to time in order to ensure that staff are using the system responsibly

Internet

During the Working Day:

- Do not access the Internet unless for school activities
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive
- Respect the work and ownership rights of people outside the school, as well as staff. This includes abiding by copyright laws

When sending Emails

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed
- Never open attachments to emails unless they come from someone you already know and trust, they could contain viruses or other programs which could destroy all the information and software on your computer

- The sending or receiving of emails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate nature. Always report inappropriate messages you may receive to a member of ICT staff
- Delete any deleted emails at least every half term

Mobile Phone Use (Including Smart Watches)

Mobile phones are now a feature of modern society and most of our staff own one (either provided by the school or their own personal phone).

Increasing sophistication of mobile phone technology presents a number of issues for schools:

- The high value of many phones
- The integration of cameras into phones leading to potential child protection and data protection issues
- The potential to use the phone for texting etc whilst at work

It is not realistic to prohibit phones being brought into school. Therefore, it is our policy to allow staff to have a mobile phone with them in school, under the conditions outlined in the policy below.

During Working Hours:

1. Personal mobile phones must not be used for any purpose (e.g. phoning, texting, browsing on the internet, taking photos, checking the time, taking videos)
2. School mobile phones must be used for official school business **only**
3. Personal mobile phones must always be switched off (not on silent mode) and kept out of view in staff lockers or bags
4. Personal mobile phones can be used at lunchtime and at the end of the working day, but only after ensuring all children have been dismissed and have left the building

Emergencies

If a member of staff needs to contact someone in an emergency they will be allowed to use an official school phone.

If someone needs to contact a member of staff urgently they should phone the school office and a message will be relayed promptly.

Responsibility for mobile phones

School accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of staff to ensure mobile phones are properly insured.

Inappropriate Use

If a member of staff is found taking photographs or video footage with a mobile phone of either pupils or staff, this will be regarded as a serious disciplinary issue and the Head teacher will decide on appropriate disciplinary action. In certain circumstances, the member of staff may be referred to the Police. If images of pupils or teachers have been taken, the phone will not be returned to the member of staff until the images have been removed by an appropriate person.

Social Networking

Social Networking is a feature of modern society and most staff use social networking sites in one form or another. If you are a member of a social networking site: -

- Ensure that you **never** add pupils as friends or have any contact with pupils on social networking sites
- Ensure that you do not mention **anything** about school in either status, news feeds or the main wall on social networking sites
- Any breaches of the above will result in disciplinary action being taken

I acknowledge and agree that:

- I understand that school communication systems may not be used for private purposes without specific permission from the Head teacher

- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager
- I will not install any software or hardware without permission
- I will respect copyright and intellectual property rights
- I will report any incidents of concern regarding children's safety to the Communication Technology Leader and the Designated Child Protection Officers
- I will report any data breaches or loss of school property to the Head teacher immediately.
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use, communications and publishing
- I will never use my mobile phone for taking photos of pupils or staff
- I will only use my mobile phone within school under the provisions outlined above

I have read and understand the above and agree to use the school computer facilities and mobile phones.		
Name:	**Signed:**	**Date:**

Appendix 3:

Lever Edge Primary Academy

Lever Edge Lane, Bolton, BL3 3HP

Telephone: (01204) 333679 / 332943

Fax: (01204) 333678

E-mail: office@lever-edge.bolton.sch.uk

Website:www.leveredgeprimaryacademyco.uk

Head Teacher: Mrs K James

Deputy Head Teacher: Mrs M Tipping

Assistant Head: Mrs C Wootton

School Business Manager: Mrs C Concannon

Dear Parents,

Responsible Use of the Internet

As part of pupils' curriculum enhancement and the development of computing skills, Lever Edge Primary Academy is providing supervised access to the Internet.

Pupils will be able to exchange electronic mail with other pupils and research information from museums, libraries, news providers and suitable Web sites as part of their programme of learning.

We endeavor to ensure that pupils do not have access to undesirable materials. We have purchased our Internet access from an educational supplier that operates a filtering system that restricts access to inappropriate materials. All our screens are in public view and, as stated above, access will be supervised.

Attached is a copy of the Rules for Acceptable Internet Use that we operate at Lever Edge Primary Academy. We would appreciate it if you could discuss these with your child and then sign and return to school.

If you would like any further information then you could look on our school website

www.leveredgeprimaryacademy.co.uk or get in touch via the school office.

Yours sincerely,

K J James

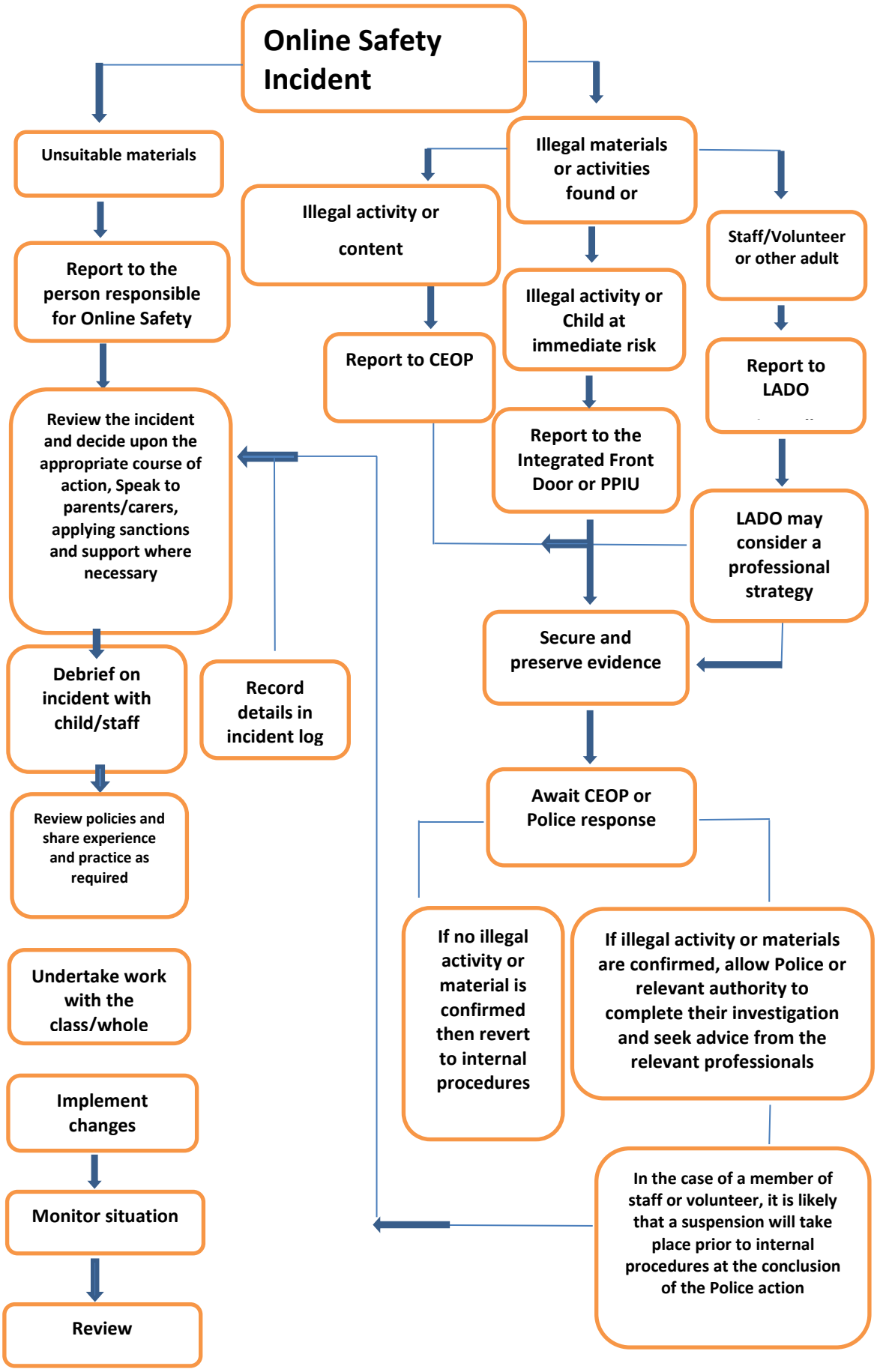
Mrs. K James

Head teache

Appendix 4: online safety training needs – self audit for staff

ONLINE SAFETY TRAINING NEEDS AUDIT	
Name of staff member/volunteer:	**Date**:
Question	**Yes/No (add comments if necessary)**
Do you know the name of the person who has lead responsibility for online safety in school?	
Are you aware of the ways pupils can abuse their peers online?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

Appendix 5: Online Safety Flowchart



Support for Bolton Schools

SET – Safeguarding in Education Team:

- Jo Nicholson– Safeguarding in Education Officer – 07917072223
- Natalie France – Safeguarding Education Social Worker – 07725809490

LADO: Lisa Kelly- 07824541233

Integrated Front Door – 01204 331500

Police protection investigation unit – 0161 856 7949

Community Police - 101

EXIT Team – Exitteam@bolton.gov.uk

Bolton Safeguarding Children's Partnership: Shona Green – 01204 337964

If there is an ICT network issues contact your school ICT provider.

If your provider is Bolton School ICT Unit – contact 01024 332034 or contact@sict.bolton.gov.uk

Appendix 6: online safety incident report log

Online safety incident report log				
Date	**Where the incident took place**	**Description of the incident**	**Action taken**	**Name and signature of staff member recording the incident**