Ysgol Bae Baglan
e-Safety Policy

MONITORING AND EVALUATION OF POLICY

This policy will be reviewed annually.

Date passed by Governing Body: Oct 3rd 2018

Chairman .....E.V. Lamann.....

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

Roles and Responsibilities

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

Governors:

Governors are responsible for the approval of the online safety policy and for reviewing the effectiveness of the policy. This will be carried out by the governor's Wellbeing Committee receiving regular information about online safety incidents and monitoring reports. The member of the Governing Body who is Safeguarding Governor also has the role of online safety governor to include:

- regular meetings with the online safety co-ordinator
- regular monitoring of online safety incident reports
- reporting to relevant governors

Online safety co-ordinator:

The school will appoint the responsibility of Online Safety Co-ordinator to a member of the Senior Leadership Team.

Headteacher and senior leaders:

- The headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety may be delegated to the online safety co-ordinator

- The headteacher and (at least) another member of the senior leadership team will be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff
- The headteacher/senior leaders are responsible for ensuring that the online safety co-ordinator and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The headteacher/senior leaders will ensure that there is a system in place to allow for monitoring and support of those technicians in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The headteacher/senior leaders will receive regular monitoring reports from the online safety co-ordinator.

The online safety co-ordinator

The online safety co-ordinator is trained in online safety issues and aware of the potential for serious safeguarding issues to arise from:

- sharing of personal data[1]
- access to illegal/inappropriate materials
- inappropriate online contact with adults/strangers
- potential or actual incidents of grooming
- cyber-bullying

The online safety co-ordinator

- reports, highlights and co-ordinates responses to online safety issues with the Wellbeing Team.
- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies/documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides (or identifies sources of) training and advice for staff
- liaises with the local authority/relevant body
- liaises with school and Local Authority technical staff
- receives reports of online safety incidents
- ensures governors are aware of e-safety concerns or developments
- attends relevant meeting/sub-committee of governors
- reports regularly to senior leadership team

[1] See Personal Data Policy in the Appendix

School technical staff:

The technical staff are responsible for ensuring:

- that the school technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets (as a minimum) the required online safety technical requirements as identified by the local authority or other relevant body and also the online safety policy/guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- 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 network/internet/learning platform/Hwb/remote access/email is regularly monitored in order that any misuse/attempted misuse can be reported to the headteacher/senior leader; online safety co-ordinator for investigation/action/sanction
- that monitoring software are implemented and updated as agreed with the online safety co-ordinator
- that the filtering policy is applied and updated on a regular basis and any issues reported to the Local Authority and online safety co-ordinator.

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 and signed the acceptable use agreement (AUA)
- they report any suspected misuse or problem to the headteacher/senior leader; online safety co-ordinator for investigation/action
- all digital communications with learners/parents and 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
- Learners understand and follow the online safety and acceptable use agreements
- learners have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc., in lessons and other school activities and implement current policies with regard to these devices
- in lessons where internet use is pre-planned learners 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

Wellbeing Team

The Wellbeing Team provides a consultative group that has representation from the school community, with responsibility for issues regarding online safety and monitoring the online safety policy including the impact of initiatives.

Members of the Wellbeing Team will assist the online safety co-ordinator with:

- the production/review/monitoring of the school online safety policy/documents.
- mapping and reviewing the online safety curricular provision – ensuring relevance, breadth and progression
- monitoring network/internet/incident logs where possible
- consulting stakeholders – including parents/carers and the learners about the online safety provision
- monitoring improvement actions

Learners:

- are responsible for using the school digital technology systems in accordance with the acceptable use agreement
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- 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 cyber-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 and carers

Parents and 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, Hwb, learning platform 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, Hwb, learning platform and online learner records
- their children's personal devices

Community Users

Community users who access school systems as part of the wider school provision will be expected to sign a community user AUA before being provided with access to school systems.

Policy Statements

Education – learners

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

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 across a range of subjects, (e.g. ICT/PSE/ /DCF) and topic areas and should be regularly revisited
- Key online safety messages should be reinforced as part of a planned programme of assemblies and tutorial/pastoral activities
- Learners should be taught in all lessons to be critically aware of the materials/content they access online and be guided to validate the accuracy of information.
- Learners should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Learners 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.
- Learners should be helped to understand the need for the learner 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 learners 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.
- Where learners are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- 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. These sites will not be unblocked for any purpose.

Education – parents and 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:

- *Letters*
- *Parents and carers evenings*
- *High profile events/campaigns, e.g. Safer Internet Day*
- *Reference to the relevant web sites/publications,* 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.

Education and training – staff/volunteers

- 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. It is expected that some staff will identify online safety as a training need within the performance management process.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school online safety policy and acceptable use agreements.
- The online safety co-ordinator will receive regular updates through attendance at external training events, (e.g. from Consortium/SWGfL/LA/other relevant organisations) 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/INSET days.
- The online safety co-ordinator will provide advice/guidance/training to individuals as required.

Training – governors

Governors should take part in online safety training/awareness sessions. 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.

Technical – infrastructure/equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure 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:

- 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 technical systems and devices.
- All users at KS2 and above will be provided with a username and secure password by the ICT Technicians who will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password and will be required to change their password every 100 days. Single user class log-ons and passwords are used for KS1 and below, but staff need to be aware of the associated risks – see appendix)
- The administrator passwords for the school digital systems, can be changed by local authority administrators by direction of the headteacher or Online Safety Co-ordinator.
- The Lead ICT Technician 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. 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 within the Local Authority.
- The school provides enhanced/differentiated user-level filtering (allowing different filtering levels for different ages/stages and different groups of users: staff/learners, etc.).
- Internet filtering should ensure that children are safe from terrorist and extremist material when accessing the internet.
- Where possible, school technical staff 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.
- Users should report any actual/potential technical incident/security breach to help@npt.school.
- Appropriate security measures are provided by the local authority support team 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 school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.
- Temporary access of "guests", (e.g. trainee teachers, supply teachers, visitors) onto the school systems is allowed with specific usernames and passwords. These are controlled and monitored by the Lead ICT Technician and use recorded by the cover supervisor.
- The extent of personal use that users and their family members are allowed on school devices that may be used out of school is limited to the same activities that would be

expected within school. Users should not access any material that would clearly be filtered within school or install any software which may be damaging to school systems.

- The agreed policy is that staff may download executable files and install programmes on school devices if they are clear that these do not breach any copyright, risk damage to any school systems or breach any other part of this policy. Any staff unsure of the risk that this might pose should not download or install programmes.
- All users may use removable media (eg memory sticks/CDs/DVDs) on school devices, but these must not be used to store personal data. Personal data cannot be sent over the internet, emailed, synced to the cloud, or taken off the school site unless safely encrypted and password protected.

Mobile technologies

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/college's wireless network. The device then has access to the wider internet which may include the school learning platform and other cloud-based services such as email and data storage.

All users should understand that the primary purpose of the use of mobile/personal devices in a school context is educational. The mobile technologies policy should be consistent with and inter-related to other relevant school polices including but not limited to those for safeguarding, behaviour, anti-bullying, acceptable use, 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, learners, parents and carers will give consideration to the use of mobile technologies
- The school allows:

	School Devices			Personal Devices		
	School owned for individual use	School owned for multiple users		Student owned	Staff owned	
Allowed in school	Yes	Yes		Yes	Yes	
Full network access	Yes	Yes		No	No	
Internet only				Yes	Yes	
No network access						

School owned/provided devices:

- Will be provided by the ICT Team to teachers and pupils
- May be used within school or at home for staff.
- May be used by staff at home for limited personal activities appropriate for a school environment.
- Are managed and monitored by the technical team.
- Are supported by the technical team
- Are filtered when used within school
- Have full access to a range of cloud services including Hwb, Office 365 and BromCom
- May be used to take photographs in line with our Media Consent and AUA.
- May be wiped at any time, including when the user leaves school.
- Are insured against loss and accidental damage.
- Are the subject of regular staff training.

Personal devices:

- Should not be used in classrooms by pupils unless under the direction of a member of staff.
- Should not be used in classrooms by staff except in the case of contacting school.
- Have limited access to filtered internet through the guest network.
- Are not supported by technical staff.
- Are not insured and are the sole responsibility of the owner.
- Should not be used to take photographs of pupils in school.
- Safe and responsible use of personal mobile devices is included in the school online safety education programme.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and learners instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents and carers and learners need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying 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 learners 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, eg., on social networking sites.
- 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. 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 learners in the digital/video images.
- Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school policies including ensuring Media Consent concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that learners are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Learners must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include learners will be selected carefully and will comply with good practice guidance on the use of such images.
- Learners' full names will not be used anywhere on a website. No part of learners' names will be published in association with photographs.
- Learners' work can only be published with the permission of the learner 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 will hold 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.
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- All personal data will be fairly obtained in accordance with the privacy notice and lawfully processed in accordance with the conditions for processing
- It has a data protection policy
- It is registered as a data controller for the purposes of the Data Protection Act (DPA)
- The headteacher is the nominated senior information risk officer (SIRO) and information asset owner (IAO)
- Risk assessments are carried out
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear data protection clauses in all contracts where personal data may be passed to third parties
- There are clear policies about the use of cloud storage/cloud computing which ensure that such data storage meets the requirements laid down by the Information Commissioner's Office.

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.
- Use personal data only on secure password protected computers, ensuring that they are properly logged-off or locked at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protection.

When personal data is stored on any portable computer system, memory stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device once it has been transferred or its use is complete

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks/disadvantages:

	Staff & other adults			Learners				
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	Y						Y	
Use of mobile phones in lessons		Y					Y	
Use of mobile phones in social time	Y					Y		
Taking photos on mobile phones/cameras in line with AUA	N					Y		
Use of other mobile devices e.g. tablets, gaming devices	Y				Y			
Use of personal email addresses in school, or on school network	Y					Y		
Use of school email for personal emails	N			N				
Use of messaging apps		Y				Y		
Use of social media		Y				Y		
Use of blogs	Y				Y			

The school may also wish to add some of the following policy statements about the use of communications technologies, in place of, or in addition to the above table:

When using communication technologies, the school 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. Staff and learners should therefore use only the school email service to communicate about school business.
- Users must immediately report to the Online safety co-ordinator 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 learners or parents/carers (email, homework platform, 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.

- Whole class/group email addresses may be used at KS1, while learners at KS2 and above will be provided with individual school email addresses for educational use.
- Learners 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 will not be posted on the school website and only official email addresses will be used to identify members of staff.

Social media

Expectations for teachers' professional conduct are set out by the General Teaching Council Wales (GTCW) but all adults working with children and young people must understand that the nature and responsibilities of their work place them in a position of trust and that their conduct should reflect this.

All schools/colleges and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, 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. All staff working at any educational establishment are expected to demonstrate a professional approach and respect for learners and their families and for colleagues and the learning setting.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to 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 personal social media to learners, parents and 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
- They read and accept other school policies relating to social media.

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When official school social media accounts are established there is:

- 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
- Reporting and dealing with abuse and misuse is through the Online safety co-ordinator.
- Understanding of how incidents may be dealt with under school disciplinary procedures

Personal Use:

- Personal communications which do not refer to or impact upon the school are outside the scope of this policy
- Where 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 staff reasonable and appropriate access to private social media sites during non-directed time.

Monitoring of Public Social Media

School use of social media for professional purposes will be checked regularly by the Online Safety Co-ordinator and Wellbeing Team to ensure compliance with the social media, data protection, communications, digital image and video policies.

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. online 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 out of, school when using school equipment or systems. The school policy restricts usage as follows:

		Acceptable	Acceptable at certain times	Acceptable for nominated	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
	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	
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 school					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	
Online gaming (educational)			X			
Online gaming (non educational)			X			
Online gambling					X	
Online shopping/commerce			X			

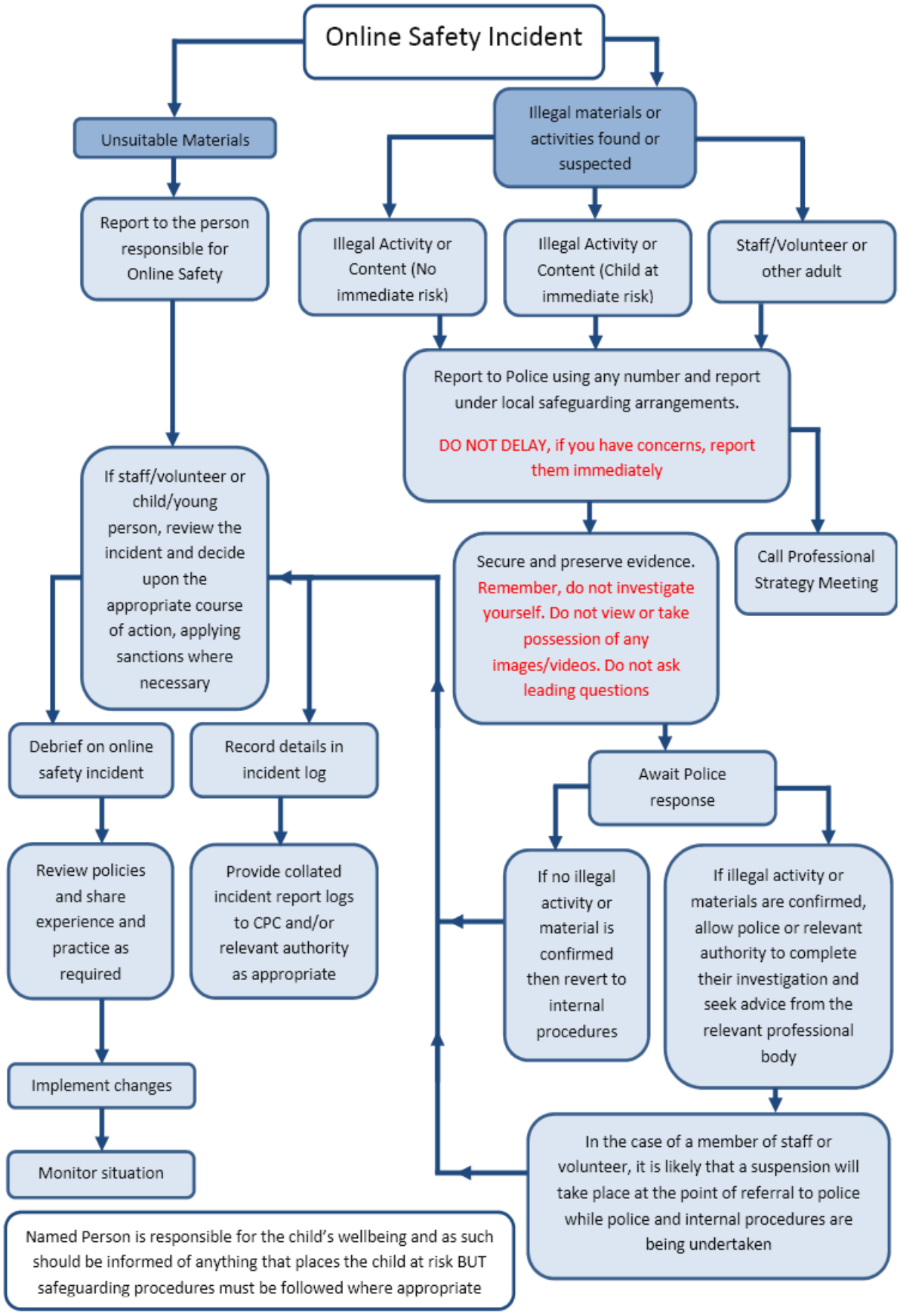
File sharing	X				
Use of social media		X			
Use of messaging apps		X			
Use of video broadcasting, e.g. YouTube				X	

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.

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) for responding to online safety incidents and report immediately to the police.


Online Safety Incident
Unsuitable Materials
Illegal materials or activities found or suspected
Report to the person responsible for Online Safety
Illegal Activity or Content (No immediate risk)
Illegal Activity or Content (Child at immediate risk)
Staff/Volunteer or other adult
Report to Police using any number and report under local safeguarding arrangements.
DO NOT DELAY, if you have concerns, report them immediately
If staff/volunteer or child/young person, review the incident and decide upon the appropriate course of action, applying sanctions where necessary
Secure and preserve evidence. Remember, do not investigate yourself. Do not view or take possession of any images/videos. Do not ask leading questions
Call Professional Strategy Meeting
Debrief on online safety incident
Record details in incident log
Await Police response
Review policies and share experience and practice as required
Provide collated incident report logs to CPC and/or relevant authority as appropriate
If no illegal activity or material is confirmed then revert to internal procedures
If illegal activity or materials are confirmed, allow police or relevant authority to complete their investigation and seek advice from the relevant professional body
Implement changes
Monitor situation
In the case of a member of staff or volunteer, it is likely that a suspension will take place at the point of referral to police while police and internal procedures are being undertaken
Named Person is responsible for the child's wellbeing and as such should be informed of anything that places the child at risk BUT safeguarding procedures must be followed where appropriate

Other Incidents

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

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

- Have more than one senior member of staff/volunteer 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 learners 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 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
  - 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

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 through normal behaviour/disciplinary procedures as follows:

Learner Actions

All of the activities below should be reported in the first instance to the Online safety co-ordinator or headteacher and may lead to warnings or further sanctions by the Online safety co-ordinator, class teacher, Wellbeing director or further action by the police. Each may result in removal of network and internet services. Parents will be informed of any of these instances.

Incidents
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable/inappropriate activities).
Unauthorised use of non-educational sites during lessons
Unauthorised use of mobile phone/digital camera/other mobile device
Unauthorised use of social media/messaging apps/personal email
Unauthorised downloading or uploading of files
Allowing others to access school network by sharing username and passwords
Attempting to access or accessing the school network, using another learners' account
Attempting to access or accessing the school network, using the account of a member of staff
Corrupting or destroying the data of other users
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature
Continued infringements of the above, following previous warnings or sanctions
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school
Using proxy sites or other means to subvert the school's filtering system
Accidentally accessing offensive or pornographic material and failing to report the incident
Deliberately accessing or trying to access offensive or pornographic material
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act

Staff Actions

All of the actions below should be referred to the Online Safety Co-ordinator or Headteacher and each incident could result in warnings or further disciplinary or police action depending on the severity and nature of each particular incident.

Incidents
Deliberately accessing or trying to access material that could be considered illegal.
Inappropriate personal use of the internet/social media /personal email
Unauthorised downloading or uploading of malicious, unknown or illegal files
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account
Careless use of personal data, e.g. holding or transferring data in an insecure manner
Deliberate actions to breach data protection or network security rules
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature
Using personal email/social networking/messaging to carry out digital communications with learners
Actions which could compromise the staff member's professional standing
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school
Using proxy sites or other means to subvert the school's filtering system
Accidentally accessing offensive or pornographic material and failing to report the incident
Deliberately accessing or trying to access offensive or pornographic material
Breaching copyright or licensing regulations