Elmwood School
Online Safety Policy

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Next review:	November 2024

Key Details

Designated Safeguarding Lead (s): Mrs B Bailey

Named Governor with lead responsibility: Mrs Sally Anne Tuckwell-Allen

Date written: September 2023

Date agreed and ratified by Governing Body:

Date of next review: (October 2023)

This policy will be reviewed at least annually. It will also be revised following any concerns and/or updates to national and local guidance or procedure

Contents

Elmwood School Online Safety Policy

1. Policy Aims

- It takes into account the latest DfE statutory guidance 'Keeping Children Safe in Education' 2023 which emphasises the important of effective filtering and monitoring.

- The purpose of Elmwood School online safety policy is to:
    - Safeguard and protect all members of Elmwood School community online both inside and outside of school, including whilst remote learning.
    - Identify approaches to educate and raise awareness of online safety throughout the community.
    - Enable all staff and learners to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using all technology including all mobile devices
    - Identify clear procedures to use when responding to online safety concerns.

- Elmwood School identifies that the issues classified within online safety are considerable, but can be broadly categorised into four 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.
    - **Commerce**: risks such as online gambling, inappropriate advertising, phishing and or financial scams.

- Elmwood School:
    - believes that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm online.
    - identifies that the internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life.
    - believes that learners should be empowered to build resilience and to develop strategies to manage and respond to risk online.

2. Policy Scope

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

The Education and Inspections Act 2006 empowers Head teacher to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying or other Online Safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

Links with other policies and practices

- This policy links with several other policies, practices and action plans including but not limited to:
- Anti-bullying policy
- Acceptable Use Policies (AUP) and/or the Code of conduct/staff behaviour policy
- Behaviour and discipline policy
- Child protection policy
- Confidentiality policy
- Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
- Data security
- Image use policy
- Searching, screening and confiscation policy

3. Monitoring and Review

- We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- The network is monitored using Smoothwall Visigo software, managed by the Local authority online safety advisor.
- To ensure they have oversight of online safety, The Head Teacher and Designated Safeguarding Lead (DSL) will be informed of online safety concerns, as appropriate.
- The named governor for safeguarding will report on a termly basis to the governing body on online safety practice and incidents, including outcomes.
- Any issues identified via monitoring will be incorporated into our action planning.

4. Roles and Responsibilities

- The Designated Safeguarding Lead (DSL) Mrs B Bailey has lead responsibility for online safety.
- All members of the community have important roles and responsibilities to play with regards to online safety therefore regular, up to date and appropriate online safety training will take place.

Staff

- Should –
  - Read and adhere to the online safety policy and acceptable use policies.
  - Take responsibility for the security of setting systems and the data they use or have access to.
  - Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
  - Embed online safety education in curriculum delivery, wherever possible.

  - Have an awareness of a range of online safety issues and how they may be experienced by the children in their care.
  - Identify online safety concerns and take appropriate action by following the settings safeguarding policies and procedures.
  - Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.
  - Attend annual online safety updates
  - Not use personal email addresses on school devices
  - Personal use of school owned devices is not allowed, all network activity is monitored both inside and outside school for all users
  - All members of Elmwood School community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
  - All members should maintain professional online conduct on social media as this can have an impact on their role and reputation within the setting.
  - Should be professional in all communications using school agreed systems.

Learners

- Should –
  - Engage in age appropriate online safety education opportunities.
  - Contribute to the development of online safety policies.
  - Read and adhere to the acceptable use policies.
  - Respect the feelings and rights of others both on and offline.
  - Take responsibility for keeping themselves and others safe online.
  - Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues.
  - Use school email account for educational purposes only, all network activity is monitored both inside and outside school for all users
  - All members of Elmwood School community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
  - Should be taught how to keep themselves safe on social media

Parents :

- Should –
  - Read the acceptable use policies and encourage their children to adhere to them.
  - Support our online safety approaches by discussing online safety issues with their children and reinforcing appropriate and safe online behaviours at home.
  - Role model safe and appropriate use of technology and social media.
  - Abide by the home-school agreement and acceptable use policies.
  - Identify changes in behaviour that could indicate that their child is at risk of harm online.

    - Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online.
    - Contribute to the development of the online safety policies.
    - Use our systems, such as learning platforms, and other network resources, safely and appropriately.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

5. Education

- A progressive online safety curriculum is in place to raise awareness and promote safe and responsible internet use amongst learners by:
    - Ensuring education regarding safe and responsible use precedes internet access.
    - Including online safety in Personal, Social, Health and Economic (PSHE), Relationships and Sex Education (RSE), Votes for schools and computing programmes of study
    - Reinforcing online safety messages whenever technology or the internet is in use including during assemblies.
    - Vulnerable learners will access a differentiated online safety curriculum, the same curriculum as their peers but at a differentiated level.

7. Safer Use of Technology

- All setting owned devices will be used in accordance with our acceptable use policies and with appropriate filtering and monitoring systems in place.
- Members of staff will always look at websites, tools and apps fully before use in the classroom or recommending for use at home. This needs to be done at school on a school device to ensure appropriate filtering.
- All staff need to use age appropriate web search engines when teaching learners how to use a search engine. Staff must ensure the pupils are given pre checked web addresses in all other instances and should not be encouraging pupils to search the internet themselves with no direction.

8. Filtering and Monitoring

- Both filtering and monitoring is in place at Elmwood school.
- The school uses Netsweeper Filtering software. The filtering system is designed to prevent access to inappropriate content, it does not unreasonably restrict the online activities at Elmwood.
- The network is monitored using Smoothwall Visigo software, managed by the Local authority online safety advisor. This is then reported to the school designated safeguarding team.

9. Data Security and Management of Information Systems

- We take appropriate steps to ensure the security of our information systems, including:
    - Virus protection being updated regularly.

    - Encryption for personal data sent over the Internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems.
    - Not using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use.
    - Not downloading unapproved software to work devices or opening unfamiliar email attachments.
    - Regularly checking files held on our network,
    - The appropriate use of user logins and passwords to access our network.
        - Specific user logins and passwords will be enforced for all
    - All users are expected to log off or lock their screens/devices if systems are unattended.

10. Password policy

- All members of staff will have their own unique username and private passwords to access our systems; members of staff are responsible for keeping their password private.
- All learners are provided with their own unique username and private passwords to access our systems; learners are responsible for keeping their password private.
- We require all users to:
    - Use strong passwords for access into our system.
    - Change their passwords regularly
    - Always keep their password private; users must not share it with others or leave it where others can find it.
    - Not to login as another user at any time.

11. School Official Use of Social Media

- Elmwood School official social media channels are:

    - Twitter link;
- The official use of social media sites only takes place with clear educational or community engagement objectives, with specific intended outcomes.
    - The official use of social media as a communication tool has been formally risk assessed and approved by the Head Teacher.
    - Leadership staff have access to account information and login details for our social media channels, in case of emergency, such as staff absence.
- Official social media use will be conducted in line with existing policies, including: anti-bullying, image/camera use, data protection, confidentiality and child protection.
    - All communication on official social media platforms will be clear, transparent and open to scrutiny.
- We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

Staff expectations

- If members of staff are participating in online social media activity as part of their capacity as an employee of the setting, they will:
    - Sign our social media acceptable use policy.

    - Always be professional and aware they are an ambassador for the setting.
    - Disclose their official role and position but make it clear that they do not necessarily speak on behalf of the setting.
    - Always be responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.
    - Always act within the legal frameworks they would adhere to within the workplace, including: libel, defamation, confidentiality, copyright, data protection and equalities laws.
    - Ensure that they have appropriate consent before sharing images on the official social media channel.
    - Not disclose information, make commitments or engage in activities on behalf of the setting, unless they are authorised to do so.
    - Not engage with any direct or private messaging with current, or past, learners, parents and carers.
    - Inform their line manager, the DSL (or deputy) and/or the Head Teacher of any concerns, such as criticism, inappropriate content or contact from learners.

12.Use of Personal Devices and Mobile Phones

- Elmwood School recognises that personal communication through mobile technologies is an accepted part of everyday life for learners, staff and parents/carers, but technologies need to be used safely and appropriately within the setting.

Expectations

- All use of personal devices (including but not limited to; tablets, games consoles and ‘smart’ watches) and mobile phones will take place in accordance with the law and other appropriate policies, such as anti-bullying, behaviour and child protection.
- Electronic devices of any kind that are brought onto site are the responsibility of the user.
    - All members of Elmwood School community are advised to take steps to protect their mobile phones or devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
    - All members of Elmwood School community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.
- Mobile phones and personal devices are not permitted to be used in school by pupils and staff. All pupil Mobile phones and personal devices must be handed in to designated staff members at the start of the day and returned at the end. Pupils who fail to comply will have devices confiscated and returned to parents/carers at a later date. When there are exceptions to this, it will be communicated to all staff in advance.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our behaviour policy.
- All members of Elmwood School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

Staff Use of Personal Devices and Mobile Phones

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant policy and procedures, such as: confidentiality, child protection, data security and acceptable use.
- Staff will be advised to:
  - Keep mobile phones and personal devices in a safe and secure place during lesson time.
  - Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
  - Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times.
  - Not use personal devices during the school day, however this is at the discretion of the Head Teacher, and may be necessary such as in emergency circumstances.
  - Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers.
  - Any pre-existing relationships, which could undermine this, will be discussed with the DSL (or Head Teacher).
- Staff will not use personal devices:
  - To take photos or videos of learners and will only use work-provided equipment for this purpose.
  - Directly with learners and will only use work-provided equipment during lessons/educational activities.
- If a member of staff breaches our policy, action will be taken in line with our code of conduct/staff behaviour and allegations policy
  - If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, the police will be contacted.

Learners Use of Personal Devices and Mobile Phones

- Learners will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
- Elmwood School expects learners' personal devices and mobile phones to be
- Handed in to designated staff at the start of each day.
- If a learner needs to contact his/her parents or carers they will be allowed to use an Elmwood Land line.
  - Parents are advised to contact their child via the school office.
- Mobile phones and personal devices must not be taken into examinations.
  - Learners found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.

- If a learner breaches the policy, the phone or device will be confiscated and will be held in a secure place
    - Staff may confiscate a learner's mobile phone or device if they believe it is being used to contravene our behaviour or bullying policy or could contain youth produced sexual imagery (sexting).
    - Searches of mobile phone or personal devices will only be carried out in accordance with our policy www.gov.uk/government/publications/searching-screening-and-confiscation)
    - Learner's mobile phones or devices may be searched by a member of the leadership team, with the consent of the learner or a parent/ carer. Content may be deleted or requested to be deleted, if it contravenes our policies. www.gov.uk/government/publications/searching-screening-and-confiscation)
    - Mobile phones and devices that have been confiscated will be released to parents or carers
    - If there is suspicion that material on a learner's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

Visitors' Use of Personal Devices and Mobile Phones

- Parents/carers and visitors (including volunteers and contractors) should observe that the use of mobile phones and personal devices is not permitted.
- We will ensure appropriate signage and information is displayed and provided to inform parents, carers and visitors of expectations of use.
- Visitors (including volunteers and contractors) who are on site for a regular or extended period will use their mobile phones and personal devices in accordance with our acceptable use policy and other associated policies, such as: anti-bullying, behaviour, child protection and image use.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL (or Head Teacher) of any breaches our policy.

Officially provided mobile phones and devices

- Members of staff may be issued with a school mobile for use on specific occasions e.g. school trips.
- Setting mobile phones and devices will always be used in accordance with the acceptable use policy and other relevant policies.

13. Responding to Online Safety Incidents and Concerns

- Elmwood uses CPOMS to report all safeguarding incidents.
- All members of the community will be made aware of the reporting procedure for online safety concerns, including: breaches of filtering, youth produced sexual imagery (sexting), cyberbullying and illegal content.
- All members of the community must respect confidentiality and the need to follow the official procedures for reporting concerns.
    - Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- We require staff, parents, carers and learners to work in partnership to resolve online safety issues.
- After any investigations are completed, we will debrief, identify lessons learnt and implement any policy or curriculum changes as required.
- If we are unsure how to proceed with an incident or concern, the DSL (or deputy) will seek advice from the Education Safeguarding Service.
- Where there is suspicion that illegal activity has taken place, we will contact the Education Safeguarding Service or West Midlands Police using 101, or 999 if there is immediate danger or risk of harm.
- If an incident or concern needs to be passed beyond our community (for example if other local settings are involved or the public may be at risk), the DSL or Head Teacher will speak with West Midlands Police and/or the Education Safeguarding Service first to ensure that potential investigations are not compromised.

Staff Misuse

- Any complaint about staff misuse will be referred to the Head Teacher, in accordance with the allegations policy.
- Any allegations regarding a member of staff’s online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Appropriate action will be taken in accordance with our staff behaviour policy/code of conduct.