

Online Safety Policy

Committee Name:	Standards and Achievement Committee
Date of Review:	January 2019
Validity Date:	January 2019 – January 2021
Person responsible:	Head Teacher

This policy is part of the School's Statutory Child Protection and Safeguarding Policy. Any issues and concerns with online safety **must** follow the school's safeguarding and child protection processes.

Contents

1. Introduction and Overview	Page 3
<ul style="list-style-type: none">• Rationale and Scope• Roles and responsibilities• How the policy is communicated to staff/pupils/community• Handling complaints• Reviewing and Monitoring	
2. Education and Curriculum	Page 7
<ul style="list-style-type: none">• Pupil online safety curriculum• Staff and governor training• Parent awareness and training	
3. Expected Conduct and Incident Management	Page 8
4. Managing the IT Infrastructure	Page 9
<ul style="list-style-type: none">• Internet access, security (virus protection) and filtering• Network management (user access, backup, curriculum and admin)• Passwords policy• E-mail• School website• Learning platform• Social networking• Video Conferencing	
5. Data Security	Page 13
<ul style="list-style-type: none">• Management Information System access• Data transfer• Asset Disposal	

- Personal mobile phones and devices
- Digital images and video

Appendices (separate documents):

- A1: Acceptable Use Agreement (Staff, Volunteers and Governors)
- A2 and A2a: Acceptable Use Agreements (Pupils)
Year 2 and Year 3 Agreement
Year 4, 5 and 6 Agreement
- A3: Acceptable Use Agreement including photo/video permission (Parents)
- A4 and A4a: Handling Infringements: Protocol for responding to online safety incidents
Handling Infringements support information (Page 23 onwards)
- A5: Prevent: Radicalisation and Extremism (guidance document from HM Government)
- A6 and A6a: Data security: Use of IT systems and Data transfer (Andy Vasiliou)
Search and Confiscation (guidance from DfE)

1. Introduction and Overview

Rationale

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at St. Saviour's C of E Primary School with respect to the use of IT-based technologies.
- Safeguard and protect the children and staff.
- Assist school staff working with children to work safely and responsibly with the Internet and other IT and communication technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use for the whole school community.
- Have clear structures to deal with online abuse such as online bullying [see anti-bullying policy].
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

The main areas of risk for our school community can be summarised as follows:

Content

- Exposure to inappropriate content
- Lifestyle websites promoting harmful behaviours
- Hate content
- Content validation: how to check authenticity and accuracy of online content

Contact

- Grooming (sexual exploitation, radicalisation etc.)
- Online bullying in all forms
- Social or commercial identity theft, including passwords

Conduct

- Aggressive behaviours (bullying)
- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation
- Health and well-being (amount of time spent online, gambling, body image)
- Sexting
- Copyright (little care or consideration for intellectual property and ownership)

Scope

This policy applies to all members of St. Saviour's C of E Primary school community (including staff, students/pupils, volunteers, governors, parents/carers, visitors, community users) who have access to and are users of school IT systems, both in and out of St. Saviour's C of E Primary School.

Roles and responsibilities

Role	Key Responsibilities
<p>Head Teacher Lindsey Woodford</p>	<ul style="list-style-type: none"> • Must be adequately trained in off-line and online safeguarding, in-line with statutory guidance and relevant Local Safeguarding Children’s Board (LSCB) guidance. • To lead a ‘safeguarding’ culture, ensuring that online safety is fully integrated with whole school safeguarding. • To take overall responsibility for online safety provision • To take overall responsibility for data management and information security (SIRO) ensuring school’s provision follows best practice in information handling • To ensure the school uses appropriate IT systems and services including, filtered Internet Service, e.g. LGfL services • To be responsible for ensuring that all staff receive suitable training to carry out their safeguarding and online safety roles • To be aware of procedures to be followed in the event of a serious online safety incident and record this into the ‘Serious Incident Log’ • To ensure the Computing curriculum meets the needs of pupils and consideration is given to the access of unsuitable sites • To ensure that there is a system in place to monitor and support staff who carry out internal online safety procedures, e.g. network manager. • To ensure Governors are regularly updated on the nature and effectiveness of the school’s arrangements for online safety • To ensure school website includes relevant information and statutory required documents.
<p>Computing Leaders Vicky Nuechtern Lucy Cornelius</p> <p>Designated Child Protection Leads Lindsey Woodford Josie Wilson</p>	<ul style="list-style-type: none"> • Take day to day responsibility for online safety issues and a leading role in establishing and reviewing the school’s online safety policy/documents. • Promote an awareness and commitment to online safety throughout the school community and ensure that online safety education is embedded within the curriculum through the Rising Stars Online Safety Scheme of Work. • Organise an annual Online Safety Day/s in conjunction with the national ‘Safer Internet Day.’ • Liaise with school technical staff where appropriate. • To communicate regularly with SLT and the designated online safety Governor/committee to discuss current issues, review incident logs and filtering/change control logs. • To ensure that all staff report any online safety incidents to the Designated Child Protection Leads. • To ensure that online safety incidents are logged as a safeguarding incident. • Facilitate training and advice for all staff. • Oversee any pupil surveys / pupil feedback on online safety issues.

Role	Key Responsibilities
	<ul style="list-style-type: none"> • Liaise with Bi-borough and relevant agencies. • Is regularly updated in online safety issues and legislation, and be aware of the potential for serious child protection concerns.
<p>Governors/ Safeguarding governor (including online safety)</p> <p>Anton Young Julie Bromilow</p>	<ul style="list-style-type: none"> • To ensure that the school has in place policies and practices to keep the children and staff safe online • To approve the Online Safety Policy and review the effectiveness of the policy • To support the school in encouraging parents and the wider community to become engaged in online safety activities • The role of the Online Safety Governor will include: regular review with the Computing Leader. • Work with the DPO, DSL and Headteacher to ensure a GDPR-compliant framework for storing data.
<p>Network Manager/technician</p> <p>Chris Wathew</p>	<ul style="list-style-type: none"> • To report online safety related issues that come to their attention, to the Computing Leader. • To manage the school's computer systems, ensuring <ul style="list-style-type: none"> - school password policy is strictly adhered to. - systems are in place for misuse detection and malicious attack (e.g. keeping virus protection up to date) - access controls/encryption exist to protect personal and sensitive information held on school-owned devices • -that any maintenance issues with Computers are quickly fixed in a timely fashion using a Issues log. • - the school's policy on web filtering is applied and updated on a regular basis • That they keep up to date with the school's online safety policy and technical information in order to effectively carry out their online safety role and to inform and update others as relevant • That the use of school technology and online platforms are regularly monitored and that any misuse/attempted misuse is reported to the Computing Leader / Head teacher. • To ensure appropriate backup procedures and disaster recovery plans are in place • To keep up-to-date documentation of the school's online security and technical procedures
<p>Data Manager</p> <p>Tina Clark Kelly Rogers</p>	<ul style="list-style-type: none"> • To ensure that the data they manage is accurate and up-to-date • To ensure that all pupil data held on pupils on the school office machines have appropriate access controls in place (SIMs) • To maintain and ensure confidentiality of the SCR and keep the Head teacher up to date with additions or changes with use of the new subscribed system for DBS checks

Role	Key Responsibilities
Teachers	<ul style="list-style-type: none"> • To embed online safety in the curriculum through use of the Rising Stars Scheme of Work. • To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extra-curricular and extended school activities if relevant) • To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws • To report any suspected misuse or problems to the Computing Leader.
All staff, volunteers and contractors (using computers).	<ul style="list-style-type: none"> • To read, understand, sign and adhere to the school staff Acceptable Use Agreement/Policy, and understand any updates annually. <i>The AUP is signed by new staff on induction.</i> • To report any suspected misuse or problem to the Computing Leader and/or Designated Safeguarding Lead where appropriate • To maintain an awareness of current online safety issues and guidance e.g. through CPD • To model safe, responsible and professional behaviours in their own use of technology <p>Exit strategy</p> <ul style="list-style-type: none"> • At the end of the period of employment/volunteering to return any equipment or devices loaned by the school. This will include leaving PIN numbers, IDs and passwords to allow devices to be reset, or meeting with line manager and technician on the last day to log in and allow a factory reset.
Pupils	<ul style="list-style-type: none"> • Read, understand, sign and adhere to the Pupil Acceptable Use Policy annually (Year 2 - Year 6). Involve school 'Tech Team' in raising awareness of this. • To understand the importance of reporting abuse, misuse or access to inappropriate materials (including use of CEOPs). • To know what action to take if they or someone they know feels worried or vulnerable when using online technology • To understand the importance of adopting safe behaviours and 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 • To contribute to any 'pupil voice' / surveys that gathers information of their online experiences
Parents/carers	<ul style="list-style-type: none"> • To read, understand and promote the school's Pupil Acceptable Use Agreement with their children . • To consult with the school if they have any concerns about their children's use of technology. • To support the school in promoting online safety and endorse the Parents' Acceptable Use Agreement which includes the pupils' use of the Internet and the school's use of photographic and video images.

Role	Key Responsibilities
External groups including Parent groups	<ul style="list-style-type: none"> • To support the school in promoting online safety. • To model safe, responsible and positive behaviours in their own use of technology. • To report any online safety concerns to one of the Designated Safeguarding Leads.

Communication:

The policy will be communicated to staff/pupils/community in the following ways:

- Policy to be posted on the school website, staffroom and policy folder on the school network.
- Policy to be part of school induction pack for new staff.
- Regular updates and training on online safety for all staff.
- Acceptable use agreements discussed with staff and pupils at the start of each year. Acceptable Use Agreements to be issued to whole school community, on entry to the school.

Handling Incidents: (refer to Appendix 4)

- The school will take all reasonable precautions to ensure online safety for example keeping the Firewall up to date.
- Staff and pupils are given information about infringements in use and possible sanctions.
- The Computing Leader acts as first point of contact for any incident.
- Any suspected online risk or infringement is reported to the Computing Leader that day in the Serious Incident Log.
- Any concern about staff misuse is always referred directly to the Head teacher, unless the concern is about the Head teacher in which case the complaint is referred to the Chair of Governors and the LADO (Local Authority's Designated Officer).

Review and Monitoring:

The Online Safety Policy is referenced within other school policies (e.g. Safeguarding and Child Protection policy, Anti-Bullying policy etc) and on our website along with other Online Safety advice.

- The Online Safety Policy will be reviewed bi-annually or when any significant changes occur with regard to the technologies in use within the school.
- There is widespread ownership of the policy and it has been agreed by the SMT and approved by Governors. Amendments to the school online safety policy will be disseminated to all members of staff and pupils.

2. Education and Curriculum

Pupil online safety curriculum

This school:

- has a clear, progressive online safety education programme as part of the Computing and PSHE curriculum areas. This covers a range of skills and behaviours appropriate to their age and experience;
- plans online use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas;
- will remind students about their responsibilities through the pupil Acceptable Use Agreement(s);
- ensures staff are aware of their responsibility to model safe and responsible behaviour in their own use of technology, e.g. use of passwords, logging-off, use of content, research skills, copyright;
- ensures that staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights;
- ensure pupils only use school-approved systems and publish within appropriately secure / age-appropriate environments.

Staff and governor training

This school:

- makes regular training available to staff and governors on online safety issues and the school's online safety education program;
- provides, as part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the Online Safety Policy and the school's Acceptable Use Agreements.

Parent awareness and training

This school:

- provides guidance upon induction for parents about 'Look@Me' used in the Early Years which includes online safety.
- with support from Tri-borough/3BM/Islington Computing team, runs of online safety advice, guidance and training workshops for parents throughout the year.
- organises annual celebrations for Safer Internet Day to raise awareness of online safety.

3. Expected Conduct and Incident management

Expected conduct

In this school, all users:

- are responsible for using the school IT and communication systems in accordance with the relevant Acceptable Use Agreements;
- understand the significance of misuse or access to inappropriate materials and are aware of the consequences;
- understand it is essential to reporting abuse, misuse or access to inappropriate materials and know how to do so;
- understand the importance of adopting good online safety practice when using digital technologies in and out of school;
- know and understand school policies on the use of mobile and hand held devices including cameras;

Staff, volunteers and contractors

- know to be vigilant in the supervision of children at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas where older pupils have more flexible access;
- know to take professional, reasonable precautions when working with pupils, previewing websites before use; using age-appropriate (pupil friendly) search engines where more open Internet searching is required with younger pupils;

Parents/Carers

- should provide consent for pupils to use the Internet, as well as other technologies, as part of the online safety Acceptable Use Agreement form;
- should know and understand what the school's 'rules of appropriate use for the whole school community' are and what sanctions result from misuse.

Incident Management

In this school:

- there is strict monitoring and application of the online safety policy and a differentiated and appropriate range of sanctions;
- all members of the school are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes;
- support is actively sought from other agencies as needed (i.e. the local authority, LADO, LGfL, UK Safer Internet Centre helpline, CEOP, Prevent Officer, Police) in dealing with online safety issues;
- monitoring and reporting of online safety incidents takes place and contribute to developments in policy and practice in online safety within the school;
- online safety incidents are discussed with the children by the Headteacher at age appropriate levels.
- parents/carers are specifically informed of online safety incidents involving young people for whom they are responsible;
- the Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law;
- we will immediately refer any suspected illegal material to the appropriate authorities – Police, Internet Watch Foundation and inform the LA.

4. Managing IT and Communication System

Internet access, security (virus protection) and filtering

This school:

- has the educational filtered secure broadband connectivity through the LGfL;
- uses the LGfL filtering system which blocks sites that fall into categories (e.g. adult content, race hate, gaming). All changes to the filtering policy are logged and only available to staff with the approved 'web filtering management' status;
- children are taught to use child friendly internet search engines such as Google Junior.
- uses USO user-level filtering where relevant;
- ensures network health through use of Sophos anti-virus software (from LGfL);

- Uses DfE, LA or LGfL approved systems including DfE S2S, LGfL USO FX2, Egress secure file/email to send 'protect-level' (sensitive personal) data over the Internet
- Uses encrypted devices or secure remote access where staff need to access 'protect-level' (sensitive personal) data off-site;
- Works in partnership with the LGfL to ensure any concerns about the system are communicated so that systems remain robust and protect students.

Network management (user access, backup)

This school

- Uses individual, audited log-ins for all users - the LGfL USO system;
- Uses guest accounts occasionally for external or short term visitors for temporary access to appropriate services;
- Uses teacher 'remote' management control tools for controlling workstations/viewing users/setting-up applications and Internet web sites, where useful;
- Has additional local network monitoring/auditing software installed;
- Ensures the Network manager is up-to-date with LGfL services and policies/requires the Technical Support Provider to be up-to-date with LGfL services and policies;
- Has daily back-up of school data (admin and curriculum);
- Uses secure, 'Cloud' storage for data back-up that conforms to [DfE guidance](#);
- Storage of all data within the school will conform to the EU and UK data protection requirements; Storage of data online, will conform to the [EU data protection directive](#) where storage is hosted within the EU.

To ensure the network is used safely, this school:

- Ensures staff read and sign that they have understood the school's Online Safety Policy. Following this, they are set-up with Internet, email access and network access. Online access to service is through a unique, audited username and password. We also provide a different username and password for access to our school's network;
- All pupils use a year group username and password which gives them access to the Internet and other services;
- Makes clear that no one should log on as another user and makes clear that pupils should never be allowed to log-on or use teacher and staff logins;
- Has set-up the network with a shared work area for pupils and one for staff. Staff and pupils are shown how to save work and access work from these areas;
- Requires all users to log off when they have finished working or are leaving the computer unattended;
- Ensures all equipment owned by the school and/or connected to the network has up to date virus protection;
- Makes clear that staff are responsible for ensuring that any computer or laptop loaned to them by the school, is used primarily to support their professional responsibilities.
- Makes clear that staff accessing LA systems do so in accordance with any Corporate policies; e.g. Borough email or Intranet; finance system, Personnel system etc.
- Maintains equipment to ensure Health and Safety is followed;

- Ensures that access to the school's network resources from remote locations by staff is audited and restricted and access is only through school/LA approved systems:
- Does not allow any outside Agencies to access our network remotely except where there is a clear professional need and then access is audited restricted and is only through approved systems;
- Has a clear disaster recovery system in place that includes a secure, remote off site back up of data;
- This school uses secure data transfer; this includes DfE secure S2S website for all CTF files sent to other schools;
- Ensures that all pupil level data or personal data sent over the Internet is encrypted or only sent within the approved secure system in our LA or through USO secure file exchange (USO FX);
- Our wireless network has been secured to industry standard Enterprise security level /appropriate standards suitable for educational use;
- All IT and communications systems installed professionally and regularly reviewed to ensure they meet health and safety standards;

Password policy

- This school makes it clear that staff and pupils must always keep their passwords private, must not share with others; if a password is compromised the school should be notified immediately.
- All staff have their own unique username and private passwords to access school systems. Staff are responsible for keeping their password(s) private.
- We require staff to use STRONG passwords.
- We require staff to change their passwords into the MIS, LGfL USO admin site twice a year.
- We require staff using critical systems to use two factor authentication.

E-mail

This school

- Provides staff with an email account for their professional use. London Staffmail makes clear that personal email should be through a separate account;
- We may use anonymous or group e-mail addresses, for example info@schoolname.la.sch.uk/head@schoolname.la.sch.uk/or class e-mail addresses.
- Will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date
- We use a number of LGfL-provided technologies to help protect users and systems in the school, including desktop anti-virus product Sophos, plus direct email filtering for viruses.

Pupils:

- We use Mathletics within our teaching of which all of the children have personalised log ins and usernames.
- Pupils are taught about the online safety and 'netiquette' of using e-mail both in school and at home.
-

Staff:

- Staff can use the LGfL e mail systems on the school system
- Staff will use LGfL e-mail systems for professional purposes only
- Access in school to external personal e mail accounts may be blocked
- Never use email to transfer staff or pupil personal data. 'Protect-level' data should never be transferred by email. If there is no secure file transfer solution available for the situation, then the data / file must be protected with security encryption.

School website

- The Headteacher, supported by the Governing body, takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- The school web site complies with statutory DFE requirements;
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- Photographs published on the web do not have full names attached. We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website;

Social networking

Staff, Volunteers and Contractors

- Staff are instructed to always keep professional and private communication separate.
- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications.

School staff will ensure that in private use:

- No reference should be made in social media to students/pupils, parents/carers or school staff;
- School staff should not be online friends with any current pupil/student. Any exceptions must be approved by the Headteacher;
- 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 /academy or local authority and personal opinions must not compromise the professional role of the staff member, nor bring the school into disrepute;
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

Pupils:

- Are taught about social networking, acceptable behaviours and how to report misuse, intimidation or abuse through our online safety curriculum work.
- Students are required to sign and follow our [age appropriate] pupil Acceptable Use Agreement.

Parents:

- Parents are reminded about social networking risks and protocols through our parental Acceptable Use Agreement and additional communications materials when required.

- Are reminded that they need to ask permission before uploading photographs, videos or any other information about other people.

CCTV

- We have CCTV in the school as part of our site surveillance for staff and student safety. The use of CCTV is clearly signposted in the school. We will not reveal any recordings without appropriate permission.

5. Data security: Management Information System access and Data transfer

Strategic and operational practices

At this school:

- The Head Teacher is the Senior Information Risk Officer (SIRO).
- Staff are clear who are the key contact(s) for key school information (the Information Asset Owners) are. We have listed the information and information asset owners.
- We ensure staff know who to report any incidents where data protection may have been compromised.
- All staff are DBS checked and records are held in a single central record

Technical Solutions

- Staff should have access to secure area(s) on the network to store sensitive files.
- We require staff to log-out of systems when leaving their computer, but also enforce lock-out after 30 minutes idle time.
- We use the LGfL USO AutoUpdate, for creation of online user accounts for access to broadband services and the LGfL content.
- All servers are secure locations and managed by DBS-checked staff.
- Details of all school-owned hardware will be recorded in a hardware inventory.
- Details of all school-owned software will be recorded in a software inventory.
- Disposal of any equipment will conform to [The Waste Electrical and Electronic Equipment Regulations 2006](#) and/or [The Waste Electrical and Electronic Equipment \(Amendment\) Regulations 2007](#). [Further information](#) can be found on the Environment Agency website.
- Where any protected or restricted data has been held we get a certificate of secure deletion for any server that once contained personal data.

6. Equipment and Digital Content

Mobile Devices (Mobile phones, tablets and other mobile devices)

- Mobile devices brought into school are entirely at the staff member, students & parents or visitors own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.
- Only children from Easter onwards in Year 6 are allowed to bring a mobile device into school. Mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile devices.
- All pupils mobile devices will be handed in at the school office should they be brought into school.

- Personal mobile devices will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from Headteacher / SLT.
- Student personal mobile devices, which are brought into school, must be turned off (not placed on silent) and stored out of sight on arrival at school. They must remain turned off and in the school office until the end of the day.
- The Bluetooth or similar function of a mobile device should be switched off at all times and not be used to send images or files to other mobile devices.
- Personal mobile devices will only be used during lessons with permission from the teacher.
- Mobile devices will not be used in any way during lessons or formal school time. They should be switched off or silent at all times.
- No images or videos should be taken on mobile devices without the prior consent of the person or people concerned.
- Staff members (not on playground duty) may use their phones during school break times.
- All visitors are requested to keep their phones on silent.
- The recording, taking and sharing of images, video and audio on any personal mobile device is to be avoided, except where it has been explicitly agreed by the Headteacher. Such authorised use is to be recorded. All mobile device use is to be open to monitoring scrutiny and the Headteacher is able to withdraw or restrict authorisation for use at any time, if it is deemed necessary.
- The School reserves the right to search the content of any child's mobile devices on the school premises where there is a reasonable suspicion that it may contain illegal or undesirable material, including pornography, violence or bullying.
- Employees mobile devices may be searched in very exceptional circumstances where the safety of a child/children may be of concern.
- If a student needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.

Storage, Syncing and Access (school tablets/mobile devices)

The device is accessed with a school owned account

- The device has a school created account and all apps and file use is in line with this policy. No personal elements may be added to this device.
- PIN access to the device must always be known by the network manager.

The device is accessed with a personal account

- If personal accounts are used for access to a school owned mobile device staff must be aware that school use will be synced to their personal cloud, and personal use may become visible in school and in the classroom.
- PIN access to the device must always be known by the network manager.
- Exit process – when the device is returned the staff member must log in with personal ID so that the device can be Factory Reset and cleared for reuse.

Students' use of personal devices

- The School strongly advises that student mobile phones and devices should not be brought into school.
- The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety.

- If a student breaches the school policy, then the device will be confiscated and will be held in a secure place in the school office. Mobile devices will be released to parents or carers in accordance with the school policy.
- Phones and devices must not be taken into examinations. Students found in possession of a mobile device during an exam will be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations.
- Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.
- Students will be provided with school mobile phones to use in specific learning activities under the supervision of a member of staff. Such mobile phones will be set up so that only those features required for the activity will be enabled.

Staff use of personal devices

- Any permitted images or files taken in school must be downloaded from the device and deleted in school before the end of the day.
- Staff are not permitted to use their own mobile phones or devices in a professional capacity, such as for contacting children, young people or their families within or outside of the setting.
- Staff will be issued with a school phone where contact with students, parents or carers is required, for instance for off-site activities.
-
- Mobile Phones and personally owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- Staff should not use personally owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose.
- In an emergency where a staff member doesn't have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes and then report the incident with the Headteacher / Designated Safeguarding Officer.
- If a member of staff breaches the school policy then disciplinary action may be taken.

Digital images and video

In this school:

- We gain parental/carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter/son joins the school (or annually);
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials/DVDs;
- Staff sign the school's Acceptable Use Agreement and this includes a clause on the use of mobile phones/personal equipment for taking pictures of pupils;
- If specific pupil photos (not group photos) are used on the school web site, in the prospectus or in other high profile publications the school will obtain individual parental or pupil permission for its long term, high profile use
- The school blocks/filter access to social networking sites unless there is a specific approved educational purpose;

- Pupils are taught about how images can be manipulated in their online safety education programme and also taught to consider how to publish for a wide range of audiences which might include governors, parents or younger children as part of their computing scheme of work;
- Pupils are advised to be very careful about placing any personal photos on any ‘social’ online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
- Pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.