SIR GRAHAM BALFOUR MAT

ONLINE POLICY

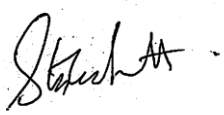
CHANGE CONTROL

Date	*Issue*	*Details of change*
07/04/2017	0.a	Initial Draft
30/06/2017	0.b	Updated following review by Trustees
19/07/2017	1.0	Updated following approval at Board Meeting 18/07/2017
27/11/2019	1.0	Policy name change – No further changes
21/06/2021	1.a	Updated following review
30/06/2021	2.0	Policy updated following Board Approval at meeting on 30/06/2021

Next Review	**June 2023**

AUTHORISATION

Approved at Board Meeting on 30/06/2021

Signed:  30-6-21.

Chair of Trust Board **Date**

SIR GRAHAM BALFOUR POLICIES AND PROCEDURES

Online Policy and Procedure

Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Office 365 (Microsoft Teams, Sharepoint etc.)

- E-mail
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality
- Social Media

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

Within the Sir Graham Balfour Multi-Academy Trust (SGBMAT), we understand the responsibility to educate our students on online issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Both this policy and the Acceptable Use Policy (for all staff, governors, visitors and students) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, webcams, whiteboards, voting systems, digital video equipment, tablets etc); and technologies owned by staff, but brought onto school premises (such as laptops, mobile phones, camera phones, and portable media players, etc).

Aim

The SGBMAT believes that online safety (online) is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, mobile phones or games consoles.

The SGBMAT accepts that the internet and information communication technologies are an important part of everyday life so children must be supported to be able to learn how to develop strategies to manage and respond to risk so they can be empowered to build resilience online.

The SGBMAT has a duty to provide the school community with quality Internet access to raise education standards, promote student achievement, support professional work of staff and enhance the school's management functions. The School also identifies that with this there is a clear duty to ensure that children are protected from potential harm online.
The purpose of this Online Policy is to:

- Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use technology to ensure that the SGBMAT is a safe and secure environment.
- Safeguard and protect all members of the MAT's community online.
- Raise awareness with all members of the MAT's community regarding the potential risks as well as benefits of technology.
- Enable all staff to work safely and responsibly, to role model positive behaviour online and be aware of the need to manage their own standards and practice when using technology.
- Identify clear procedures to use when responding to online safety concerns that are known by all members of the community.

This policy applies to all Members, Trustees, Local Governing Body members, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the SGBMAT (collectively referred to as 'staff' in this policy) as well as children and parents/carers.

This policy applies to all access to the internet and use of information communication devices including personal devices or where children, staff or other individuals have been provided with school issued devices for use off-site, such as a work laptop or mobile phone. This policy must be read in conjunction with other relevant school policies including (but not limited to) Safeguarding, Anti-bullying, Behaviour, Acceptable Use Policies, Confidentiality.

Key Elements

Roles and Responsibilities

As online is an important aspect of strategic leadership within the SGBMAT, the Trustees and Local Governing Bodies have ultimate responsibility to ensure that the policy and practices are embedded and monitored. There is a named Designated Safeguarding Lead in each establishment who has been designated this role as a member of the senior leadership team. All members of the school community have been made aware of who holds this post. It is the role of the Designated Safeguarding Lead to keep abreast of current issues and guidance through organisations such as Entrust, CEOP (Child Exploitation and Online Protection) and Childnet.

Senior Management, Governors, Trustees and Members are updated by the relevant Designated Safeguarding Lead and all have an understanding of the issues and strategies within the SGBMAT in relation to local and national guidelines and advice.

This policy, supported by the SGBMAT's Acceptable Use Agreement for staff, governors, visitors and students, is to protect the interests and safety of the whole MAT community. It

is linked to the following mandatory MAT policies: Safeguarding, Health and Safety, Home–school agreements, Behaviour Policy, Anti-Bullying Policy.

Online skills development for staff

- Our staff receive information and training on Online issues in the form of updates via School Bulletins, website and INSET
- New staff will receive information on the school's acceptable use policy as part of their induction.
- All staff are been made aware of individual responsibilities relating to the safeguarding of children within the context of Online and know what to do in the event of misuse of technology by any member of the school community (see attached flowchart.)
- All staff are encouraged to incorporate Online activities and awareness within their curriculum areas.

Online in the Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for Online guidance to be given to the students on a regular and meaningful basis. Online is embedded within our curriculum and we continually look for new opportunities to promote it.

- The SGBMAT has a framework for teaching internet skills in ICT lessons
- The SGBMAT provides opportunities within a range of curriculum areas to teach about Online.
- Educating students on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the Online curriculum.
- Students are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them.
- Students are taught about copyright and respecting other people's information, images, etc through discussion, modelling and activities.
- Students are aware of the impact of online bullying and know how to seek help if they are affected by these issues. Students are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline/ CEOP report abuse button.
- Students are taught to evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the Computing curriculum

Password Security

Password security is essential for staff, particularly as they are able to access and use pupil data. Staff are expected to have secure passwords which are not shared with anyone. The students are expected to keep their passwords secret and not to share with others,

particularly their friends. Staff and students are regularly reminded of the need for password security.

- All users read and sign an **Acceptable Use Policy** to demonstrate that they have understood the SGBMAT's Online Policy.
- Users are provided with an individual network login the same which is used for Office 365 which includes e-mail, Teams and Sharepoint. and . From Year 7 they are also expected to use a personal password and keep it private.
- Users have a two-factor authentication system, where they have to change their passwords every 12 months.
- Students use SIMs student in order to access homework, information about timetables, merits,demerits etc.
- Students are not allowed to deliberately access on-line materials or files on the school network, of their peers, teachers or others.
- If you think your password may have been compromised or someone else has become aware of your password report this to the Network Manager.
- Staff are aware of their individual responsibilities to protect the security and confidentiality of school networks, SIMs systems and/or Learning Platform/Gateway, including ensuring that passwords are not shared and are changed periodically. Individual staff users must also make sure that workstations are not left unattended and are locked. Due consideration should be given when logging into the Learning Platform to the browser/cache options (shared or private computer)
- In our MAT, all ICT password policies are the responsibility of the Network Manager and all staff and students are expected to comply with the policies at all times.

Data Security

The accessing and appropriate use of school data is something that the school takes very seriously.

- Staff are aware of their responsibility when accessing school data. Level of access is determined by the Headteacher
- Any data taken off the school premises must be encrypted.
- Data can only be accessed and used on school computers or laptops. Staff are aware they must not use their personal devices for accessing any ***school/ children/ pupil*** data

Managing the Internet

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. All use of the internet is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected it will be followed up.

- The school ensures students will have supervised access to Internet resources (where reasonable) through the school's fixed and mobile internet technology.
- Staff will preview any recommended sites before use.
- Raw image searches are discouraged when working with students.
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research.
- All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources.
- All users must observe copyright of materials from electronic resources.

Infrastucture

- The current members of the SGBMAT have a monitoring solution called SENSO Safeguarding where school device activities are monitored and recorded.
- Sir Graham Balfour School internet access is controlled and recorded through the RM SafetyNet web filtering service.
- SENSO Safeguarding software and RM SafetyNet are monitored by the ICT Technicians.
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- The SGBMAT is aware of its responsibility when monitoring staff communication under current legislation and takes into account; Data Protection Act 1998, The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Regulation of Investigatory Powers Act 2000, Human Rights Act 1998.
- Staff and students are aware that school based e-mail and internet activity can be monitored and explored further if required.
- The SGBMAT does not allow students access to internet logs.
- The SGBMAT uses management control tools for controlling and monitoring workstations.
- If staff or students discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the Designated Safeguarding Lead.
- It is the responsibility of the school, by delegation to the Network Manager, to ensure that Anti-virus protection is installed and kept up-to-date on all school machines.
- Students using personal removable media are responsible for measures to protect against viruses, for example making sure that additional systems used have up-to-date virus protection software. It is not the SGBMAT's responsibility nor the Network Manager's to install or maintain virus protection on personal systems. If students wish to bring in work on removable media it must be given to the ICT technicians for a safety check first.
- Students and staff are not permitted to download programs or files on school based technologies without seeking prior permission from the ICT technicians.
- If there are any issues related to viruses or anti-virus software, the Network Manager should be informed via an e-mail.

Managing other Web technologies

- At present, the SGBMAT endeavours to deny access to social networking sites to students and staff within school.
- All students are advised to be cautious about the information given by others on sites, for example users not being who they say they are.
- Students are taught to avoid placing images of themselves (or details within images that could give background details) on such sites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online.
- Students are always reminded to avoid giving out personal details on such sites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ e-mail address, specific hobbies/ interests).
- Our students are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- Students are encouraged to be wary about publishing specific and detailed private thoughts online.
- Our students are asked to report any incidents of bullying to the school.
- Staff may only create blogs etc in order to communicate with students using the Learning Platform/VLE/Gateway or other systems approved by the SGBMAT.

Mobile technologies

Technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. Many existing mobile technologies such as p, gaming devices, mobile and Smart phones are familiar to children outside of school too. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use. Technologies will be examined for educational benefit and the risk assessed before use in school is allowed. Our school chooses to manage the use of these devices in the following ways so that users exploit them appropriately.

Personal Mobile devices (including phones)

- The SGBMAT allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances does the SGBMAT allow a member of staff to contact a pupil or parent/ carer using their personal device whilst on school premises.
- Students are allowed to bring personal mobile devices/phones to school but must not use them for personal purposes within the school buildings. At all times the device must be switched onto silent and kept in their bags.
- This technology may be used, however for educational purposes, as mutually agreed with the relevant Headteacher. The device user, in this instance, must always ask the prior permission of the bill payer.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any member of the school community is not allowed.
- Permission must be sought before any image or sound recordings are made on these devices of any member of the school community.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

School provided Mobile devices (including phones)

- The sending of inappropriate text messages between any member of the SGBMAT community is not allowed.
- Permission must be sought before any image or sound recordings are made on the devices of any member of the SGBMAT community.
- Where the school within the SGBMAT provides mobile technologies such as phones, laptops and PDAs for offsite visits and trips, only these devices should be used.
- Where the school within the SGBMAT provides a laptop for staff, only this device may be used to conduct school business outside of school.

Managing e-mail

The use of e-mail within most schools is an essential means of communication for both staff and students. In the context of school, e-mail should not be considered private. Educationally, e-mail can offer significant benefits including; direct written contact between schools on different projects, be they staff based or pupil based, within school or international. We recognise that students need to understand how to style an e-mail in relation to their age and demonstrate good etiquette.

- The SGBMAT gives all staff and students their own e-mail account to use for all school business. This is to minimise the risk of receiving unsolicited or malicious e-mails and avoids the risk of personal profile information being revealed.
- It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary e-mail histories can be traced. This should be the account that is used for all school business.
- Under no circumstances should staff contact students, parents or conduct any school business using personal e-mail addresses.
- The school includes a standard disclaimer that is is attached to all e-mail correspondence, stating that, 'the views expressed are not necessarily those of the school or the SGBMAT'.
- E-mail sent to an external organisation should be written carefully before sending, in the same way as a letter written on school headed paper.
- studentsStudents may only use school approved accounts on the school system.
- The forwarding of chain letters is not permitted in school. Students and staff must alert the Network Manager if they receive mail that causes offence or anxiety.
- 'Spamming' is not allowed under any circumstances.
- All e-mail users are expected to adhere to the generally accepted rules of network etiquette (netiquette) particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arrange to meet anyone without specific permission, virus checking attachments.
- Students must immediately tell a teacher/ trusted adult if they receive an offensive e-mail.
- Students are not allowed to 'chat' via the schools e-mail system

- Staff must inform (the relevant Designated Safeguarding Lead/ line manager) if they receive an offensive e-mail.
- Students are introduced to e-mail as part of their Computing lessons.

Safe Use of Images

Taking of Images and Film

Digital images are easy to capture, reproduce and publish and, therefore, misused. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of students) and staff, the SGBMAT permits the appropriate taking of images by staff and students with school equipment.
- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of students, this includes when on field trips. However with the express permission of the Headteacher, images can be taken provided they are transferred immediately and solely to the school's network and deleted from the staff device.
- Students are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of the others, this includes when on field trips. However with the express permission of the Headteacher, images can be taken provided they are transferred immediately and solely to the school's network and deleted from the students device.

Consent of adults who work at the school

- Permission to use images of all staff who work within the SGBMAT is sought on induction and a copy is located in the personnel file

Publishing pupil's images and work

On a child's entry to the school, all parents/guardians will be asked to give permission to use their child's work/photos in the following ways:

- on the school web site
- on
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, ie exhibition promoting the school
- general media appearances, eg local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, eg divorce of parents, custody issues, etc.

Parents/ carers may withdraw permission, in writing, at any time. Consent has to be given by both parents in order for it to be deemed valid.

Students' names will not be published alongside their image and vice versa. E-mail and postal addresses of students will not be published. Students' full names will not be published.
Before posting student work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed.
Only the Web Manager has authority to upload to the site.

Storage of Images

- Images/ films of children are stored on the school's network/Cloud Storage and staff laptops
- Students and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of their Headteacher
- Rights of access to this material are restricted to the teaching staff and students within the confines of the school network/Cloud storage..
- Admin staff have the responsibility of deleting the images when they are no longer required, or the pupil has left the school.
- Teachers must not store images of school events for prolonged periods of time on their laptops. They must see the Network Manager who will centrally store images

Webcams and CCTV

- Schools may use CCTV for security and safety. The only people with access to this are the site management team. Notification of CCTV use is displayed at the front of each school.
- We do not use publicly accessible webcams in school.
- Webcams in school are only ever used for specific learning purpose.
- Misuse of the webcam by any member of the school community will result in sanctions (as listed under the ' inappropriate materials' section of this document)
    - Consent is sought from parents/carers and staff on joining the school, in the same way as for all images.

- studentsstudentsOn.

Misuse and Infringements

Complaints
Complaints relating to eSafety should be made to the Designated Safeguarding Lead or Headteacher. Incidents should be logged and the SGBMAT **Flowcharts for Managing an Online Incident** should be followed..

Inappropriate material

- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the Designated Safeguarding Lead.

- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the Designated Safeguarding Lead, depending on the seriousness of the offence; investigation by the Headteacher, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences.
- Students are made aware of sanctions relating to the misuse or misconduct via ICT lessons

Equal Opportunities

Students with additional needs

The school endeavours to create a consistent message with parents for all students and this in turn should aid establishment and future development of the schools' Online rules. However, staff are aware that some students may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of Online issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of Online. Internet activities are planned and well managed for these children and young people.

Parental Involvement

We believe that it is essential for parents/ carers to be fully involved with promoting Online both in and outside of school. We regularly consult and discuss Online with parents/ carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

- Parents/ carers and students are actively encouraged to contribute to adjustments or reviews of the school eSafety policy by e-mailing the school's Online coordinator.
- Parents/ carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to school.
- Parents/ carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on school website)
- The school disseminates information to parents relating to Online where appropriate in the form of;
    - Information and celebration evenings
    - Posters
    - Website/ Learning Platform/Gateway postings
    - Newsletter items

Monitoring and Evaluation

The Trust Board will formally review this policy every two years or more frequently if circumstances or legislation suggest it is appropriate.