

The Friary School

ONLINE SAFETY

Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of students, staff, volunteers and governors
- Identify and support groups of students that are potentially at greater risk of harm online than others
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate



The Four Categories of Risk

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

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

Legislation & Guidance

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

- [Preventing & Tackling Bullying](#)
- [Cyberbullying: Advice for Headteachers & School Staff](#)
- [Searching, Screening & Confiscation](#)
- [Protecting Children from Radicalisation](#)

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

This policy also takes into account the [National Curriculum](#) computing programmes of study.

Roles & Responsibilities

The Governing Body

The Governing Body has overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation.

The Governing Body will make sure all staff undergo online safety training as part of child protection and safeguarding training, and ensure staff understand their expectations, roles and responsibilities around filtering and monitoring.

The Governing Body will also make sure all staff receive regular online safety updates (via email, e-bulletins and staff meetings), as required and at least annually, to ensure they are continually provided with the relevant skills and knowledge to effectively safeguard children.

A higher level of training will be made available to (at least) the Online Safety Governor. This will include:

- Cyber-security training (at least at a basic level)
- Training to allow the governor to understand the school's filtering and monitoring provision, in order that they can participate in the required checks and review

The Governing Body will co-ordinate meetings and reports with and from appropriate staff to discuss online safety, requirements for training, and monitor online safety logs as provided by the Designated Safeguarding Lead (DSL).

The Governing Body should ensure children are taught how to keep themselves and others safe, including keeping safe online.

The Governing Body must ensure the school has appropriate filtering and monitoring systems in place on school devices and school networks, and will regularly review their effectiveness. The board will review the DfE filtering and monitoring standards, and discuss with IT staff and service providers what needs to be done to support the school in meeting the standards, which include:

- Identifying and assigning roles and responsibilities to manage filtering and monitoring systems
- Reviewing filtering and monitoring provisions at least annually
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning
- Having effective monitoring strategies in place that meet their safeguarding needs.

The governor who oversees online safety is Ann Carlisle

All governors will:

- Ensure they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (Appendix 2)
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole-school or college approach to safeguarding and related policies and/or procedures
- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some students with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

The Headteacher

The Headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

The Designated Safeguarding Lead

The school's Designated Safeguarding Lead (DSL) is Lottie Hearn, and the Deputy Designated Safeguarding Leads are Steve Neale (who leads on online safety) and Deb Wykes, and these roles are mapped into our Safeguarding Policy.

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

- Supporting the Headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the Headteacher and Governing Body to review this policy annually and ensure the procedures and implementation are updated and reviewed regularly
- Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks
- Working with the ICT Manager to make sure the appropriate systems and processes are in place
- Working with the Headteacher, ICT Manager and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school's Safeguarding Policy
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyberbullying are logged and dealt with appropriately in line with the school's Behaviour Policy
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the Headteacher / Governing Body
- Undertaking annual risk assessments that consider and reflect the risks children face
- Providing regular Safeguarding updates, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively

The ICT Manager

The ICT manager is responsible for:

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

All Staff & Volunteers

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

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on Acceptable Use of the School's ICT Systems and the internet (Appendix 2), and ensuring that students follow the school's terms on acceptable use (Appendix 1)
- Knowing that the Designated Safeguarding Lead is responsible for the filtering and monitoring systems and processes, and being aware of how to report any incidents of those systems or processes failing, (through the completion of a Safeguarding White Form)
- Following the correct procedures by notifying the ICT Manager if they need to bypass the filtering and monitoring systems for educational purposes
- Working with the Designated Safeguarding Lead to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyberbullying are dealt with appropriately in line with the school's Behaviour Policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline, and maintaining an attitude of 'it could happen here'
- Ensuring that usernames and passwords are sufficiently complex, kept securely and not shared with anyone, and any suspected breach, or attempted breach, of security is reported to the ICT Manager/Online Safety Lead. This includes any phishing or suspicious emails received or incidents of suspected social engineering

Parents & Carers

Parents/carers are expected to:

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

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

[UK Safer Internet Centre](#) - What are the issues?

[Childnet](#) - Hot Topics

[Childnet](#) - Parent Resource Sheet

[The Friary School Online Safety page](#) - Resources, tools, contacts & guidance

Visitors & Members of the Community

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

Educating Students About Online Safety

Our school follows the [National Curriculum](#) computing programmes of study and also delivers online safety teaching through our PSHE programme and so factors into our provision [DfE Guidance on Relationships & Sex Education \(RSE\) and Health Education](#).

In Key Stage 3, students will be taught:

- To understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy

- To recognise inappropriate content, contact and conduct, and know how to report concerns

Students in Key Stage 4 will be taught:

- To understand how changes in technology affect safety, including new ways to protect their online privacy and identity
- How to report a range of concerns

By the end of secondary school, students will know:

- Their rights, responsibilities and opportunities online, including that the same expectations of behaviour apply in all contexts, including online
- About online risks, including that any material someone provides to another has the potential to be shared online and the difficulty of removing potentially compromising material placed online
- Not to provide material to others that they would not want shared further and not to share personal material that is sent to them
- What to do and where to get support to report material or manage issues online
- The impact of viewing harmful content
- That specifically sexually explicit material - such as pornography - presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others, and negatively affect how they behave towards sexual partners
- That sharing and viewing indecent images of children (including those created by children) is a criminal offence that carries severe penalties including jail
- How information and data is generated, collected, shared and used online
- How to identify harmful behaviours online (including bullying, abuse or harassment) and how to report, or find support, if they have been affected by those behaviours
- How people can actively communicate and recognise consent from others, including sexual consent, and how and when consent can be withdrawn (in all contexts, including online)

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

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

Educating Parents / Carers About Online Safety

The school will raise parents/carers' awareness of internet safety in letters or other communications home, and in information via our website and social media platforms.

This policy will also be shared with parents/carers.

Online safety will also be covered during Parent Partnership Evenings.

The school will let parents/carers know:

- What systems the school uses to filter and monitor online use; i.e. - [Smoothwall](#) by Qoria
- What their children are being asked to do online, including the sites they will be asked to access and who from the school (if anyone) their child will be interacting with online
- If parents/carers have any queries or concerns in relation to online safety, these should be raised in the first instance with the Headteacher and/or the Designated Safeguarding Lead
- Concerns or queries about this policy can be raised with any member of staff or the Headteacher
- How they can help to keep their children safe via our [website page](#)

Cyberbullying

Cyberbullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

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

The school will actively discuss cyberbullying with students, explaining the reasons why it occurs, the forms it may take and what the consequences can be.

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

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

The school also sends information on cyberbullying via messaging, our website and social media platforms to parents/carers so they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyberbullying, the school will follow the processes set out in the school's Behaviour Policy. Where illegal, inappropriate or harmful material has been spread amongst students, the school will use all reasonable endeavours to ensure the incident is contained.

The Designated Safeguarding Lead will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

Examining Electronic Devices

The Headteacher, and any member of staff authorised to do so by the Headteacher can carry out a search and confiscate any electronic device (see our Search, Screen & Confiscation Policy) that they have reasonable grounds for suspecting:

- Poses a risk to staff or students, and/or
- Is identified in the school rules as a banned item for which a search can be carried out, and/or
- Is evidence in relation to an offence

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is, and consider the risk to other students and staff
- If the search is not urgent, they will seek advice from the Senior Leadership Team where appropriate
- Explain to the student why they are being searched, how the search will happen, and give them the opportunity to ask questions about it
- Seek the student's co-operation

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

- Cause harm
- Undermine the safe environment of the school or disrupt teaching
- Commit an offence

If inappropriate material is found on the device, it is up to senior pastoral staff to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person
- The student and/or the parent/carers refuses to delete the material themselves

If a staff member suspects a device may contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- Not view the image
- Confiscate the device and report the incident to the Designated Safeguarding Lead (or Deputies) immediately, who will decide what to do next. The Safeguarding team will make the decision in line with the DfE's latest guidance on [screening, searching and confiscation](#) and the UK Council for Internet Safety (UKCIS) guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

Any search of students will be carried out in line with:

- The DfE's latest guidance on [searching, screening and confiscation](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

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

Artificial Intelligence

Generative artificial intelligence (AI) tools are now widespread and easy to access. Staff, students and parents/carers may be familiar with generative chatbots such as ChatGPT and Microsoft CoPilot.

Our school recognises that AI has many uses to help students learn, but may also have the potential to be used to bully others. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real. This includes deepfake pornography: pornographic content created using AI to include someone's likeness. As such, these incidents will be dealt with in accordance with our Safeguarding Policy and may involve reporting to the police if appropriate.

Our school will treat any use of AI to bully students in line with our Anti-Bullying Policy.

Staff are trained to be aware of the risks of using AI tools and should carry out a risk assessment where new AI tools are being used by the school.

Acceptable Use of the Internet in School

All students, parents/carers, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 to 2). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

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

We will monitor the websites visited by students, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above and restrict access through filtering systems where appropriate.

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

Students Using Mobile Devices in School

The Government expects all schools to be 'mobile phone-free environments.' The Department for Education expects that pupils 'do not have access to their mobile phone throughout the school day.' Therefore, mobile phones are banned in school.

From September 2026, students will hand in their phones during morning registration, and these will be locked away by their form tutor. Students who arrive late will hand in their phone in upon arrival to school. There will be a short period before the end of the day for students to collect their phones. If a student has to leave school early, staff will collect their phones from storage. Students should not attempt to collect their phone before the formal collection period.

Students don't have to hand in 'brick' phones, which do not have access to the internet. 'Brick' phones must remain turned off and in a student's bag during the school day.

Any 'smart' or 'brick' phones which are seen, heard or used after the handing-in period will be confiscated. They will not be returned to students; parents and carers will have to arrange collection from school. Other electronic devices must not be seen, heard or used on the school site; they will also be confiscated. These include earphones or earbuds (e.g. AirPods); MP3/4 players or similar devices; 'smart' watches; 'smart' glasses; tablets (e.g. iPads or iPods); and any other 'smart' devices. These will be returned at the end of the day and a sanction may be issued.

Students in Sixth Form do not have to hand in their phones, but they will be confiscated if seen, heard or used outside of permitted areas (i.e. the Sixth Form Centre). These will be returned at the end of the day and a sanction may be issued.

The Friary School cannot be held responsible for the loss or damage of valuable items. The law protects school staff from liability for any loss of, or damage to, any item they have confiscated in line with school policy. Should parents and carers need to contact their child urgently they can call the school on 01543 267 400.

Staff Using Work Devices Outside of School

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

- Keeping the device password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters, E.g. - asterisk or currency symbol

- Ensuring their hard drive is encrypted - this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date by always installing the latest updates

Staff members must not use the device in any way that would violate the school's terms of Acceptable Use, as set out in Appendix 2.

Work devices must be used solely for work activities.

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

School Response to Issues of Misuse

Where a student misuses the school's ICT systems or internet, we will follow the procedures set out in our school's Behaviour policy and Acceptable ICT Use guidance. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

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

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

Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues, including cyberbullying and the risks of online radicalisation. This training will be informed by new developments and self-audit information (See Appendix 3).

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

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

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

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse
- Develop the ability to ensure students can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence students to make the healthiest long-term choices and keep them safe from harm in the short term

The Designated Safeguarding Lead and Safeguarding Team will undertake senior safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

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

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our Safeguarding Policy.

Filtering & Monitoring Arrangements

Our school utilises the market-leading internet safety solution 'Smoothwall' by Qoria which not only filters user traffic, but it also provides machine and human monitoring and provides reports on possible online safety issues directly to the Online Safety and Safeguarding Leads. It reports concerns instantly and enables rapid interventions where required.

The Safeguarding Team logs behaviour and safeguarding issues related to online safety.

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

This policy is also reviewed in correlation with related policies including our:

- Safeguarding Policy
- Behaviour Policy
- Staff Discipline Policy
- GDPR Policy
- Complaints Policy
- Acceptable Use of ICT Policy
- Mobile Phone Policy

Filtering

The school manages access to content across its systems for all users and on all devices using the school's internet provision. The filtering provided meets the standards defined in the DfE Filtering standards for schools and colleges and the guidance provided in the UK Safer Internet Centre Appropriate filtering and monitors:

- illegal content (e.g., child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation URL list and the police assessed list of unlawful terrorist content, produced on behalf of the Home Office. Content lists are regularly updated
- there are established and effective routes for users to report inappropriate content, recognising that no system can be 100% effective
- there is a clear process in place to deal with, and log, requests/approvals for filtering changes
- filtering logs are regularly reviewed and alert the Online Safety Lead & Designated Safeguarding Leads to breaches of the filtering policy, which are then acted upon
- the school has provided differentiated user-level filtering (allowing different filtering levels for different abilities/ages/stages and different groups of users: staff/learners, etc)
- Where personal mobile devices have internet access through the school network, content is managed in ways that are consistent with school policy and practice. Users are required to install a

certificate on their phone to allow filtering and monitoring on the school WiFi network before they can access it

- Access to content through non-browser services (e.g. apps and other mobile technologies) is managed in ways that are consistent with school policy and practice via this certificate

Monitoring

The school has monitoring systems in place to protect the school, systems and users:

- The school monitors all network use across all its devices and services
- Monitoring reports are urgently picked up, acted on and outcomes are recorded by the Online Safety Lead, with support from the Safeguarding and Pastoral Teams, and all users are aware that the network (and devices) are monitored
- There are effective protocols in place to report abuse/misuse. There is a clear process for prioritising response to alerts that require rapid safeguarding intervention
- Management of serious safeguarding alerts is consistent with safeguarding policy and practice. The school follows the UK Safer Internet Centre Appropriate Monitoring guidance and protects users and school systems through the use of the appropriate blend of strategies informed by the school's risk assessment. These may include:
 - * physical monitoring (adult supervision in the classroom)
 - * internet use is logged, regularly monitored and reviewed
 - * filtering logs are regularly analysed and breaches are reported to senior leaders
 - * pro-active alerts inform the school of breaches to the filtering policy, allowing effective intervention
 - * where possible, school technical staff regularly monitor and record the activity of users on the school technical systems
 - * use of a third-party assisted monitoring service to review monitoring logs and report issues to Safeguarding Lead(s)
 - * Subscription to blocklists such as the CTIRU & IWF URL Filter lists

Technical Security

The school utilises the Microsoft 365 family of productivity software, collaboration and cloud-based services. As such, user data is held securely according to ISO/IEC 27001 security standards, the European Union's Data Protection Directive.

Data is held within the Microsoft 365 cloud infrastructure and as such is backed up and secured according to these standards. Staff and Governors are enrolled within the school's Microsoft 365 MFA programme as well as required to have passwords and PINS compliant with enterprise security specifications.

Where data is held on-site, backup and recovery schedules and protocols are observed in compliance with enterprise standards, including off-site backup and recovery procedures.

Reviewed By	Full Governors	Implementation Date	Mar 2026	Review Date	Mar 2027
--------------------	----------------	----------------------------	----------	--------------------	----------

NB - Updates

A new section – *Students Using Mobile Devices in School* – was added in July 2026 to reflect the school's response to changed national guidance. A handful of minor updates elsewhere, such as updated links to other websites and policies, were also made at this time. These did not change the substance of this policy.

APPENDIX 1 - STUDENT ACCEPTABLE USE AGREEMENT

Name of Student:	
I have read and will follow the rules in the Acceptable Use of ICT Policy.	
When I use the school's ICT systems (like computers) and get onto the internet in school I will:	
▪ Always use the school's ICT systems and the internet responsibly and for educational purposes only ▪ Only use them when a teacher is present, or with a teacher's permission ▪ Keep my usernames and passwords safe and not share these with others ▪ Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer ▪ Tell a teacher (or sensible adult) immediately if I find any material that might upset, distress or harm me or others ▪ Always log off or shut down a computer when I have finished working on it	
I will not:	
▪ Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity ▪ Open any attachments in emails, or follow any links in emails, without first checking with a teacher ▪ Use any inappropriate language when communicating online, including in emails ▪ Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate ▪ Log in to the school's network using someone else's details ▪ Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision	
If I bring a personal mobile phone or other personal electronic device into school:	
▪ I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission ▪ I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online ▪ I will hand over any 'smart' phones during morning registration to be safely locked away	
I agree that the school will monitor the websites I visit and that there will be consequences if I do not follow the rules.	
Signed (Student):	Date:
Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for students using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.	
Signed (Parent/Carer):	Date:

APPENDIX 2 - ADULT ACCEPTABLE USE AGREEMENT

Name of Staff Member / Governor / Volunteer / Visitor:	
When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not: ▪ Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material) ▪ Use them in any way that could harm the school's reputation ▪ Access social networking sites or chat rooms ▪ Use any improper language when communicating online, including in emails or other messaging services ▪ Install any unauthorised software, or connect unauthorised hardware or devices to the school's network ▪ Share my password with others or log in to the school's network using someone else's details ▪ Take photographs of students without checking there is permission to do so ▪ Share confidential information about the school, its students or staff, or other members of the community ▪ Access, modify or share data I am not authorised to access, modify or share ▪ Promote private businesses, unless that business is directly related to the school	
▪ I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. ▪ I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems. ▪ I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's Data Protection Policy. ▪ I will let the Designated Safeguarding Lead (DSL) and ICT manager know if a student informs me they have found any material that might upset, distress or harm them or others, and will also do so if I encounter any such material. ▪ I will always use the school's ICT systems and internet responsibly, and ensure that students in my care do so too.	
Signed (Staff Member / Governor / Volunteer / Visitor):	Date:

APPENDIX 3 - ONLINE SAFETY TRAINING NEEDS - SELF-AUDIT FOR STAFF

Name of Staff Member / Volunteer:	Date:
Question	Yes/No (add comments if necessary)
Do you know the name of the person who has lead responsibility for online safety in school?	
Are you aware of the ways students can abuse their peers online?	
Do you know what you must do if a student approaches you with a concern or issue?	
Are you familiar with the school's Acceptable Use Agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's Acceptable Use Agreement for students and parents/carers?	
Are you familiar with the filtering and monitoring systems on the school's devices and networks?	
Do you understand your role and responsibilities in relation to filtering and monitoring?	
Do you safeguard your password for accessing the school's ICT systems and ensure it meets the SWGfl security standards?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	