



Straits Primary School

Online Safety Policy

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Development/Monitoring/Review of this Policy

This online safety policy has been developed through discussion and feedback from the Headteacher, Computing Lead, staff (including teachers, support staff, technical staff), governors, parents and carers and our pupils.

Schedule for Development/Monitoring/Review

This online safety policy was approved by the Curriculum Committee on:	02/03/2026
The implementation of this online safety policy will be monitored by the:	Head Teacher Computing Lead All staff
Monitoring will take place at regular intervals:	At least once a year
The Governing Body will receive an update on the implementation of the online safety policy (which will include anonymous details of online safety incidents) at regular intervals:	At least one a year
The online safety policy will be reviewed annually, or more regularly in the light of significant developments in the use of technologies, new threats to online safety or incidents that have taken place. The next anticipated review date will be:	March 2027
Should serious online safety incidents take place, the following external persons/agencies should be contacted:	Police Dudley Safeguarding Officers: Safeguarding Lead Education - Jane.Dickens@dudley.gov.uk Safeguarding Trainer – Karla.hingley@dudley.gov.uk

The school will monitor the impact of the policy using:

- Logs of reported incidents (Smoothwall)
- Feedback from staff or our IT technician (Josh Woodberry RM Education: jwoodberry@rm.com)
- Discussions with members of our school community
- Monitoring as part of school development plan priorities
- Safeguarding audits
- Feedback from pupils, parents/carers (e.g. through Surveys/questionnaires)

Scope of the Policy

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

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

The school will deal with such incidents within this policy and associated behaviour and Child on Child abuse policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place out of school.

Roles and Responsibilities

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

Governors

Governors are responsible for the approval of the online safety policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about online safety incidents and monitoring updates. A member of the Governing Body has taken on the role of Safeguarding Governor (Lewis Bourne). The role of the Safeguarding Safety Governor will include:

- regular meetings with the DSL
- monitoring of online safety/behaviour incident logs
- reporting to relevant Governors meetings

Headteacher and Senior Leaders

- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community.
- Takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies/documents.
- Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- Liaises with school technical staff.
- The Headteacher and (at least) another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a

member of staff. (see flow chart on dealing with online safety incidents – included in a later section – “Responding to incidents of misuse” and relevant Local Authority disciplinary procedures).

- Receives reports of online safety incidents and updates a log of incidents to inform future online safety developments. Investigation/action/sanctions will be the responsibility of either the headteacher or Deputy Head.
- The Headteacher is responsible for ensuring that the computing lead and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The Headteacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

Computing Lead

- Provides training and advice for staff.
- Meets regularly with the DSL to discuss current issues and review incident logs.
- Attends relevant meetings of Governors.
- Ensures the computing curriculum supports the school's approach to online safety.
- Supports staff in delivering online safety lessons and specific events such as Internet Safety day.

Technical staff (currently Josh Woodberry RM Education: jwoodberry@rm.com)

Those with technical responsibilities are responsible for ensuring:

- That the school's technical infrastructure is secure and is not open to misuse or malicious attack.
- That the school meets required online safety technical requirements and any Local Authority online safety policy/guidance that may apply.
- That users may only access the networks through an allocated account (user name) and secure password.
- That they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant.
- That the use of the *networks/internet/digital technologies* is regularly monitored in order that any misuse/attempted misuse can be reported to the Head teacher for investigation/action/sanction.
- That filtering software/systems are implemented and updated.

Teaching and Support Staff

Are responsible for ensuring that:

- They have an up to date awareness of online safety matters and of the current school online safety policy and practices.
- They have read, understood and signed the staff acceptable use agreement.
- They set strong and secure passwords (a mixture of upper and lower case, numbers and symbols) that are changed frequently.
- They report any suspected misuse or problem to the Headteacher/Deputy Head/Computing Lead for investigation/action/sanction.
- All digital communications with students/pupils/parents/carers should be on a professional level and only carried out using official school systems.
- Online safety issues are embedded in all aspects of the curriculum and other activities.
- Pupils understand and follow the Online Safety Policy and acceptable use policies at an age appropriate level.
- Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations at an age appropriate level.
- They monitor the use of digital technologies, mobile devices, cameras, etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices.

- In lessons where internet use is pre-planned, where appropriate to the lesson, pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

Designated Safeguarding Lead

Should be trained in online safety issues and be aware of the potential for serious child protection/safeguarding issues to arise from:

- sharing of personal data
- access to illegal/inappropriate materials
- inappropriate on-line contact with adults/strangers
- potential or actual incidents of grooming
- online-bullying

Pupils:

- Are responsible for using the school digital technology systems in accordance with the pupil acceptable use agreement.

Are responsible for the following at an age appropriate level:

- To have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations, including the use of AI.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking/use of images and on online-bullying.
- Should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's online safety policy covers their actions out of school, if related to their membership of the school.

Parents/carers

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through letters, the school website, social media and information about national/local online safety campaigns. Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website and our Facebook page
- access to the learning platform (RM Unify)
- their children's personal devices in the school (where this is allowed for walking home purposes)

Community Users

Community Users who access school systems or programmes as part of the wider school provision will be expected to sign a user agreement before being provided with access to school systems.

Policy Statements

Education – Pupils

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

should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways at an age appropriate level:

- A planned online safety curriculum should be provided as part of Computing/PHSE/other lessons and should be regularly revisited.
- Key online safety messages should be reinforced as part of a planned programme of assemblies and tutorial/pastoral activities.
- Pupils should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet, especially with the development of AI.
- Pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.
- Pupils should be helped to understand the need for the pupil acceptable use agreement and encouraged to adopt safe and responsible use both within and outside school.
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices.
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit. Internet filters are used.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education – Parents/carers

Parents and carers play an essential role in the education of their children and in the monitoring/regulation of the children's online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities which children discuss at home
- Letters, school website
- Parents/carers evenings/sessions
- High profile events/campaigns e.g. Safer Internet Day
- Reference to the relevant web sites/publications e.g. [swgfl.org.uk](http://www.swgfl.org.uk), www.saferinternet.org.uk/, <http://www.childnet.com/parents-and-carers> <https://kidsonlinesafety.campaign.gov.uk/>

Education & Training – Staff/Volunteers

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly.

- All new staff should receive online safety information as part of their induction programme, ensuring that they fully understand the school's online safety policy and acceptable use agreements.
- The Headteacher/computing lead (or other nominated person) will receive regular updates through attendance at external training events (e.g. from SWGfL/LA/other relevant organisations) and by reviewing guidance documents released by relevant organisations.
- This online safety policy and its updates will be presented to and discussed by staff in staff meetings. Staff will be informed that they need to set strong and secure passwords (a mixture of upper and lower case, numbers and symbols) that are changed frequently.
- The Headteacher/computing lead (or other nominated person) will provide advice/guidance/training to individuals as required and direct staff to appropriate training.
- Staff will agree (via user agreements) that school devices are not to be used for personal use outside of school by themselves or family members.
- An agreed policy is in place regarding the extent of personal use that users (staff/students/pupils/community users) and their family members are allowed on school devices that may be used out of school.

Training – Governors

Governors should take part in online safety training/awareness sessions, with particular importance for those who are members of any group involved in technology/online safety/health and safety/safeguarding. This may be offered in a number of ways:

- Completion of training provided by the Local Authority/National Governors Association/or other relevant organisation (e.g. SWGfL, NSPCC).
- Participation in school directed training/information sessions – this could be through staff or governor training sessions, or direction to specific online training.

Technical – infrastructure/equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure/network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements.
- There will be regular reviews and audits of the safety and security of school technical systems.
- Servers, wireless systems and cabling must be securely located and physical access restricted.
- All users will have clearly defined access rights to school technical systems and devices.
- All users (at KS2 and above) will be provided with a username and secure password. Year 2 and below will have an individual user name but a shared password. Users are responsible for the security of their username and password.
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider (RM/Smoothwall). Filtering changes should be approved by either the Headteacher or computing lead. Where requests are made to the technician he will seek advice from one of these roles before actioning any request.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices, etc. from accidental or malicious attempts which might threaten the security of the school systems and data. The school infrastructure and individual devices are protected by up to date virus software.
- An agreed login is in place for the provision of temporary restricted access to “guests” (e.g. trainee teachers, supply teachers, visitors) onto the school systems.
- Staff are unable to install programmes on school devices without consent from the Headteacher/RM and support from the technician.

- An agreed policy is in place regarding the use of removable media (e.g. memory sticks/CDs/DVDs) by users on school devices. It is agreed that personal data cannot be taken off the school site unless absolutely necessary and is safely encrypted or otherwise secured.

Mobile Technologies

Mobile technology devices may be school owned/provided or personally owned and might include: smartphone, tablet, notebook/laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud based services such as email and data storage. Access will only be provided to the school's wireless system with authorisation by the Headteacher.

All users should understand that the primary purpose of the use of personal devices in a school setting is educational and should be used in line with our user agreements.

The school allows:

	School Devices			Personal Devices		
	School owned for single user	School owned for multiple users	Authorised device ¹	Student owned	Staff owned	Visitor owned
Allowed in school	Yes	Yes	No	Yes <i>(only for walking to/from school for UKS2 and are to be switched off and stored securely in school time)</i>	Yes <i>(stored securely whilst on school site)</i>	Yes <i>(stored securely whilst on school site)</i>
Full network access	Yes	Yes	N/A	No	No	No
Internet only	N/A	N/A	N/A	No	With permission	No

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for online-bullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites, how AI can be used to amend and alter images.
- Written permission from parents or carers will be obtained before photographs of students/pupils are published on the school website/social media/local press.
- In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal

¹ Authorised device – purchased by the pupil/family through a school-organised scheme. This device may be given full access to the network as if it were owned by the school.

use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils/staff in the digital/video images.

- Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

Data Protection (please also refer to our Data Protection Policy)

“This policy adheres to the principles under data protection law. For further information please review the school's data protection policy and privacy notices published on the school's website”

Personal data will be recorded, processed, transferred and made available according to the current data protection legislation.

The school must ensure that:

- it has a Data Protection Policy.
- it implements the data protection principles and is able to demonstrate that it does so through use of policies, notices and records.
- it has appointed an appropriate Data Protection Officer (DPO).
- it will hold only the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- it provides staff, parents, volunteers, teenagers and older children with information about how the school looks after their data and what their rights are in a clear Privacy Notice.

When personal data is stored on any mobile device or removable media the:

- data must be encrypted and password protected.
- device must be password protected.
- device must be protected by up to date virus and malware checking software.
- data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete.

Staff must ensure that:

- at all times they take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- they can recognise a possible breach, understand the need for urgency and know who to report it to within the school.
- where personal data is stored or transferred on mobile or other devices (including USBs) these must be encrypted and password protected.
- they will not transfer any school/academy personal data to personal devices except as in line with school policy.

- access personal data sources and records only on secure password protected computers and other devices, ensuring that they are properly “logged-off” at the end of any session in which they are using personal data.

Communications

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

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

When using communication technologies, the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access).
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

- Any digital communication between staff and students/pupils or parents/carers (email, social media, chat, blogs, VLE etc) must be professional in tone and content.
- Students/pupils at KS2 and above will be provided with individual school email addresses for educational use.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

All schools, academies, MATs and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools, MATs and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, engage in online bullying, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority/MAT liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through:

- Ensuring that personal information is not published.
- Training is provided including: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions.
- Risk assessment, including legal risk.
- A staff code of conduct.

School staff should ensure that:

- No reference should be made in social media to students/pupils, parents/carers or school staff.
- They do not engage in online discussion on personal matters relating to members of the school community.
- Personal opinions should not be attributed to the school or local authority.
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

When official school/academy social media accounts are established there should be:

- A process for approval by senior leaders.
- Clear processes for the administration and monitoring of these accounts – involving at least two members of staff.
- A code of behaviour for users of the accounts, including systems for reporting and dealing with abuse and misuse.

Personal Use:

- Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with the school or impacts on the school, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy.
- Personal communications which do not refer to or impact upon the school are outside the scope of this policy.
- Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken.

Monitoring of Public Social Media:

- As part of active social media engagement, it is considered good practice to pro-actively monitor the Internet for public postings about the school.
- The school should effectively respond to social media comments made by others according to a defined policy or process.

The school's use of social media for professional purposes will be checked regularly by the Headteacher to ensure compliance with the school policies.

Artificial Intelligence (AI) Use Statement

Our school recognises that Artificial Intelligence (AI) is an increasingly common part of the digital world. AI tools (such as chatbots, image generators, and voice assistants) can support learning, creativity, and accessibility when used safely and responsibly.

At our school:

- AI tools will only be used for educational purposes and in ways that are appropriate to pupils' ages and understanding.
- Staff will carefully review and select any AI tools before they are used with pupils to ensure they are safe, secure, and compliant with data protection requirements.
- Pupils will be taught that AI-generated content may not always be accurate, reliable, or unbiased.
- Pupils must not enter personal information (such as full names, addresses, passwords, or photographs) into AI tools.
- AI must not be used to create harmful, inappropriate, or unkind content.
- Work submitted by pupils must represent their own understanding. Where AI has been used to support learning, this should be acknowledged appropriately.
- Parents and carers will be informed about how AI may be used to support teaching and learning.

The school will regularly review its approach to AI to ensure it supports learning while protecting the safety, privacy, and wellbeing of all members of the school community.

Dealing with unsuitable/inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in/or outside the school when using school equipment or systems. The school policy restricts usage as follows:

User Actions

		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	Pornography				X	
	Promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	Promotion of extremism or terrorism				X	
Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X		
Activities that might be classed as cyber-crime under the Computer Misuse Act: <ul style="list-style-type: none"> Gaining unauthorised access to school networks, data and files, through the use of computers/devices Creating or propagating computer viruses or other harmful files Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords) Disable/Impair/Disrupt network functionality through the use of computers/devices Using penetration testing equipment (without relevant permission) 					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school/academy				X		

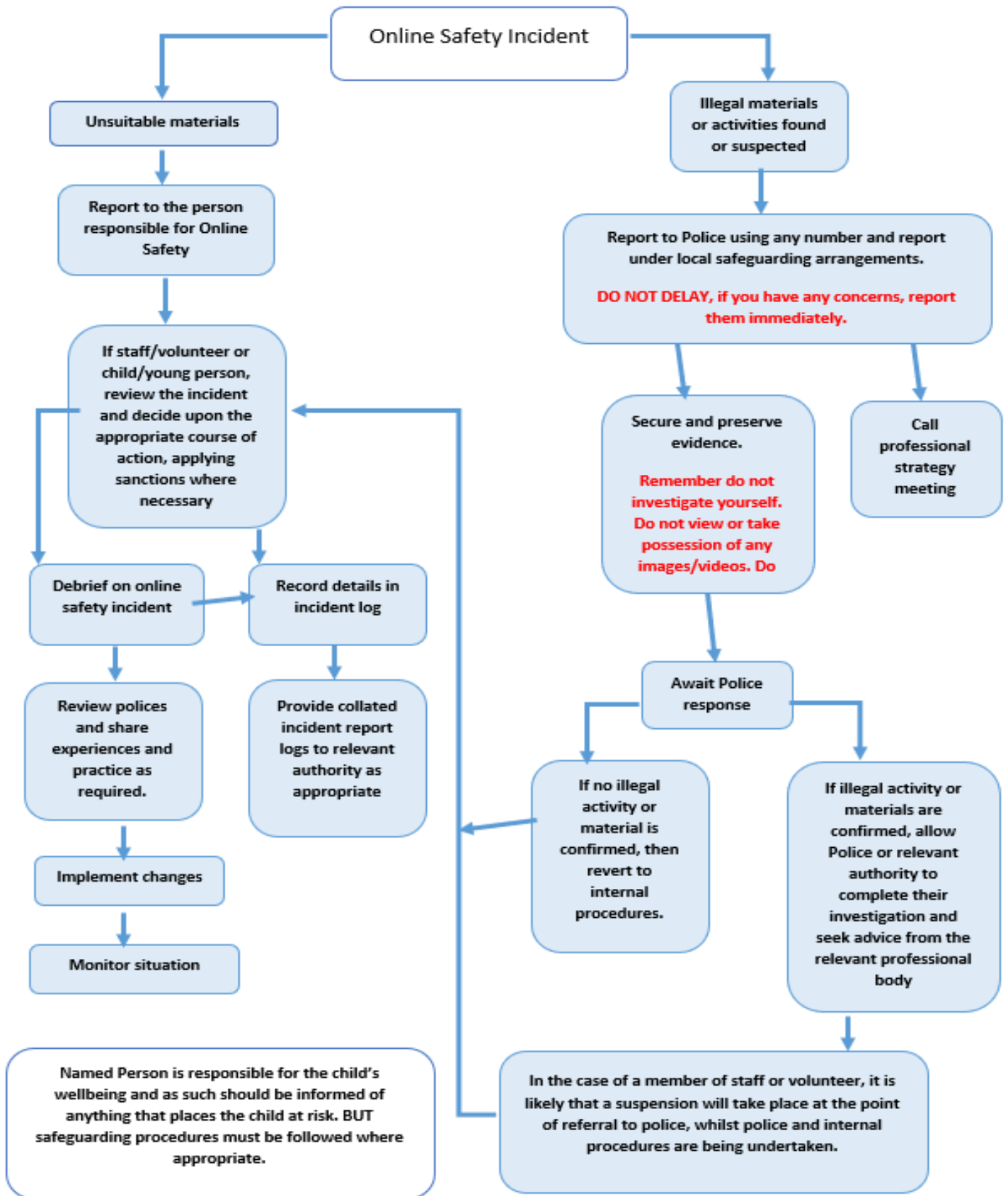
Revealing or publicising confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords)				X	
Unfair usage (downloading/uploading large files that hinders others in their use of the internet)				X	
Using school systems to run a private business				X	
Infringing copyright				X	
On-line gaming (educational)		X			
On-line gaming (non-educational)		X			
On-line gambling				X	
On-line shopping/commerce		X			
File sharing		X			
Use of social media		X			
Use of messaging apps		X			
Use of video broadcasting e.g. Youtube			X		

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see “User Actions” above).

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



Other Incidents

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

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

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below).
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does, then appropriate action will be required and could include the following:
 - Internal response or discipline procedures
 - Involvement by Local Authority or national/local organisation (as relevant).
 - Police involvement and/or action

If content being reviewed includes images of child abuse, then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:

- incidents of 'grooming' behaviour
- the sending of obscene materials to a child
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- promotion of terrorism or extremism
- offences under the Computer Misuse Act (see User Actions chart above)
- other criminal conduct, activity or materials

Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

School actions & sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour/disciplinary procedures as follows:

Students/Pupils Incidents (Sanctions will take into account frequency and severity of incident on an individual basis. This list provides a base point for these)	Refer to class teacher	Online Safety Lead	Refer to Headteacher/Deputy Head	Refer to Police	Refer to technical support staff for action re filtering/security etc.	Inform parents/carers	Removal of network/internet access rights for a limited period	Further sanction e.g. detention/exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable/inappropriate activities).		X	X	X				
Unauthorised use of non-educational sites during lessons	X	X			X		X	
Unauthorised/inappropriate use of mobile phone/digital camera/other mobile device	X	X	X			X		X
Unauthorised/inappropriate use of social media/messaging apps/personal email	X	X	X			X		X
Unauthorised downloading or uploading of files	X	X			X			X
Allowing others to access school network by sharing username and passwords	X	X					X	
Attempting to access or accessing the school network, using another student's/pupil's account	X						X	
Attempting to access or accessing the school/academy network, using the account of a member of staff	X	X	X		X		X	
Corrupting or destroying the data of other users	X	X	X		X	X	X	X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X	X	X		X	X	X	X
Continued infringements of the above, following previous warnings or sanctions	X	X	X	X		X	X	X

Actions which could bring the school/academy into disrepute or breach the integrity of the ethos of the school	X	X	X			X	X	X
Using proxy sites or other means to subvert the school's/academy's filtering system	X	X	X		X	X	X	X
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X	X		X	X		
Deliberately accessing or trying to access offensive or pornographic material	X	X	X		X	X	X	X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	X		X		X		X	

Staff Incidents	Refer to Headteacher	Refer to Local Authority/HR	Refer to Police	Refer to Technical Support Staff for action re filtering	Warning	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable/inappropriate activities).	X	X	X		X	
Inappropriate personal use of the internet/social media/personal email	X				X	
Unauthorised downloading or uploading of files	X			X	X	
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	X			X	X	
Careless use of personal data e.g. holding or transferring data in an insecure manner	X			X	X	X
Deliberate actions to breach data protection or network security rules	X			X	X	X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	X			X	X	X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X	X	X	X	X	X
Using personal email/social networking/instant messaging/text messaging to carrying out digital communications with students/pupils	X	X		X	X	X
Actions which could compromise the staff member's professional standing	X	X			X	X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	X	X			X	X
Using proxy sites or other means to subvert the school's/academy's filtering system	X			X	X	X
Accidentally accessing offensive or pornographic material and failing to report the incident	X			X	X	X
Deliberately accessing or trying to access offensive or pornographic material	X	X		X	X	X

Breaching copyright or licensing regulations	X				X	X
Continued infringements of the above, following previous warnings or sanctions	X	X			X	X

Signed by:

Chair of Curriculum Committee:

Date:

Head teacher:

Date:

Agreed at Curriculum Meeting on: