



Colindale Primary School

Online Safety Policy

UNCR Articles relevant to this policy

13 YOU HAVE THE RIGHT TO FIND OUT INFORMATION and to share your ideas through writing, speaking, drawing or any other way, unless it may harm you or anyone else.

16 YOU HAVE THE RIGHT TO A PRIVATE LIFE, and your character and reputation should not be attacked.

17 YOU HAVE THE RIGHT TO GET INFORMATION that is suitable and beneficial for you from around the world through TV, radio, newspapers, social media and the internet.

28 YOU HAVE THE RIGHT TO EDUCATION. Primary education should be required for all children and should be available free. Secondary education should be available to all children. Higher education should be available according to capacity. School discipline should respect your dignity and your rights.

29 YOUR EDUCATION SHOULD HELP YOU DEVELOP YOUR PERSONALITY, talents, and mental and physical abilities. It should encourage you to develop respect in your own culture, for other cultures and for the environment. It should help prepare you to live in and contribute to a free society.

34 YOU HAVE THE RIGHT TO BE PROTECTED FROM SEXUAL ABUSE and exploitation, including prostitution and being used in pornography.

36 YOU SHOULD BE PROTECTED FROM ANY OTHER ACTIVITIES that may harm your wellbeing and development.

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Statement of intent

Colindale Primary School understands that using online services is an important aspect of raising educational standards, promoting pupil achievement and enhancing teaching and learning.

The use of online services is embedded throughout the school; therefore, there are a number of controls in place to ensure the safety of pupils and staff.

The breadth of issues classified within online safety is considerable, but they can be categorised into three areas of risk:

- **Content:** Being exposed to illegal, inappropriate or harmful material, e.g. pornography, fake news, and racist or radical and extremist views.
- **Contact:** Being subjected to harmful online interaction with other users, e.g. commercial advertising and adults posing as children or young adults.
- **Conduct:** Personal online behaviour that increases the likelihood of, or causes, harm, e.g. sending and receiving explicit messages, and cyberbullying.

The measures implemented to protect pupils and staff revolve around these areas of risk. Our school has created this policy with the aim of ensuring appropriate and safe use of the internet and other digital technology devices by all pupils and staff.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Voyeurism (Offences) Act 2019
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- DfE (2020) 'Keeping children safe in education'
- DfE (2019) 'Teaching online safety in school'
- DfE (2018) 'Searching, screening and confiscation'
- National Cyber Security Centre (2017) 'Cyber Security: Small Business Guide'
- UK Council for Child Internet Safety (2020) 'Education for a Connected World – 2020 edition'
- UK Council for Child Internet Safety (2017) 'Sexting in schools and colleges: Responding to incidents and safeguarding young people'

1.2. This policy operates in conjunction with the following school policies:

- Allegations of Abuse Against Staff Policy
- Acceptable Use Agreement (Staff & Pupil)
- Data and E-Security Breach Prevention and Management Plan GDPR Policy
- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- PSHE Policy
- RSE and Health Education Policy
- Pupils' Mobile Phone Policy
- Pupil Remote Learning Policy
- Staff Code of Conduct
- Behaviour Policy
- Disciplinary Policy and Procedures
- Data Protection Policy GDPR
- Staff Laptop Register Agreement for borrowing ICT & Electronic Devices
- Prevent Duty Policy
- Pupil Blended Learning/ Remote Learning Acceptable Use Policy

- Staff Blended Learning/ Remote Learning Acceptable Use Policy

2. Roles and responsibilities

2.1. The governing board is responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance.
- Ensuring the DSL's remit covers online safety.
- Reviewing this policy on an annual basis.
- Ensuring their own knowledge of online safety issues is up-to-date.
- Ensuring all staff undergo safeguarding and child protection training (including online safety) at induction.
- Ensuring that there are appropriate filtering and monitoring systems in place.

2.2. The headteacher is responsible for:

- Supporting the DSL and deputy DSLs by ensuring they have enough time and resources to carry out their responsibilities in relation to online safety.
- Ensuring staff receive regular, up-to-date and appropriate online safety training and information as part of their induction and safeguarding training.
- Ensuring online safety practices are audited and evaluated.
- Supporting staff to ensure that online safety is embedded throughout the curriculum so that all pupils can develop an appropriate understanding of online safety.
- Organising engagement with parents to keep them up-to-date with current online safety issues and how the school is keeping pupils safe.
- Working with the DSL and ICT technician, Computing Leader/ Blended/Remote Learning Leader to conduct half-termly light-touch reviews of this policy.
- Working with the DSL and governing board to update this policy on an annual basis.

2.3. The DSL is responsible for:

- Taking the lead responsibility for online safety with the Computing Leader in the school.
- Acting as the named point of contact within the school on all online safeguarding issues.
- Undertaking training so they understand the risks associated with online safety and can recognise additional risks that pupils with SEND face online.

- Liaising with relevant members of staff on online safety matters, e.g. Computing Leader and ICT technician.
- Ensuring online safety is recognised as part of the school's safeguarding responsibilities and that a coordinated approach is implemented.
- Ensuring safeguarding is considered in the school's approach to remote learning.
- Ensuring appropriate referrals are made to external agencies, as required.
- Staying up-to-date with current research, legislation and online trends.
- Working within the SLT to co-ordinate the school's participation in local and national online safety events, e.g. Safer Internet Day and Anti-bullying Day
- Establishing a procedure for reporting online safety incidents and inappropriate internet use, both by pupils and staff.
- Ensuring all members of the school community understand the reporting procedure.
- Maintaining records of reported online safety concerns as well as the actions taken in response to concerns.
- Monitoring online safety incidents to identify trends and any gaps in the school's provision and using this data to update the school's procedures.
- Reporting to the governing board about online safety on a termly basis.
- Working with the headteacher, ICT technician and Computing Leader to conduct half-termly light-touch reviews of this policy.
- Working with the headteacher and governing board to update this policy on an annual basis.

2.4. The Blended/Remote Teaching & Learning/ Computing Leader is responsible for:

- Providing guidance, educational relevance and technical support in the development and implementation of the school's online safety policies and procedures.
- Working with the DSL, Technician and headteacher to conduct half-termly light-touch reviews of this policy.
- Supporting staff to develop plans and lesson opportunities for the teaching of online safety within the curriculum.
- Pre-empting occasions when online safety could be compromised and developing strategies to avoid these situations. This may be when: new technologies are introduced; new teaching practices are introduced; new groups of people are included within the establishment.

- 2.5. ICT technician is responsible for:
- Providing technical support in the development and implementation of the school's online safety policies and procedures.
 - Implementing appropriate security measures as directed by the headteacher.
 - Ensuring that the school's filtering and monitoring systems are updated as appropriate.
 - Working with the DSL, Computing Leader and headteacher to conduct half-termly light-touch reviews of this policy.
- 2.6. All staff members are responsible for:
- Taking responsibility for the security of ICT systems and electronic data they use or have access to.
 - Modelling good online behaviours.
 - Maintaining a professional level of conduct in their personal use of technology.
 - Having an awareness of online safety issues.
 - Reporting concerns in line with the school's reporting procedure.
 - Where relevant to their role, ensuring online safety is embedded in their teaching of the curriculum.
- 2.7. All pupils are responsible for:
- Adhering to this policy, the Acceptable Use Agreement and other relevant policies.
 - Seeking help from school staff if they are concerned about something they or a peer has experienced online.
 - Reporting online safety incidents and concerns in line with the procedures within this policy.

3. The curriculum

- 3.1. Online safety is embedded throughout the curriculum; however, it is particularly addressed in the following subjects:
- PSHE
 - Computing
- 3.2. The curriculum and the school's approach to online safety is developed in line with the UK Council for Child Internet Safety's 'Education for a Connected World' framework and the DfE's 'Teaching online safety in school' guidance.

- 3.3. Pupils are taught the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app they are using.
- 3.4. Online safety teaching is always appropriate to pupils' ages and developmental stages.
- 3.5. The underpinning knowledge and behaviours pupils learn through the curriculum include the following:
 - How to evaluate what they see online
 - How to recognise techniques used for persuasion
 - Acceptable and unacceptable online behaviour
 - How to identify online risks
 - How and when to seek support
- 3.6. The online risks pupils may face online are always considered when developing the curriculum. The risks that are considered and how they are covered in the curriculum can be found in [Appendix 1](#) of this policy.
- 3.7. The DSL and Computing Leader are involved with the development of the school's online safety curriculum.
- 3.8. The school recognises that, while any pupil can be vulnerable online, there are some pupils who may be more susceptible to online harm or have less support from family and friends in staying safe online, e.g. pupils with SEND, EAL, Refugee Status, Children under Social Care Services and LAC. Relevant members of staff, e.g. the SENCO and designated teacher for LAC, work together to ensure the curriculum is tailored so these pupils receive the information and support they need.
- 3.9. Class teachers review external resources prior to using them for the online safety curriculum, to ensure they are appropriate for the cohort of pupils. When reviewing these resources, the following questions are asked:
 - Where does this organisation get their information from?
 - What is their evidence base?
 - Have they been externally quality assured?
 - What is their background?
 - Are they age appropriate for pupils?
 - Are they appropriate for pupils' developmental stage?
- 3.10. External visitors may be invited into school to help with the delivery of certain aspects of the online safety curriculum. The headteacher and DSL decide when

it is appropriate to invite external groups into school and ensure the visitors selected are appropriate.

- 3.11. Before conducting a lesson or activity on online safety, the class teacher and DSL consider the topic that is being covered and the potential that pupils in the class have suffered or may be suffering from online abuse or harm in this way. The DSL advises the staff member on how to best support any pupil who may be especially impacted by a lesson or activity.
- 3.12. Lessons and activities are planned carefully so they do not draw attention to a pupil who is being or has been abused or harmed online, to avoid publicising the abuse.
- 3.13. During an online safety lesson or activity, the class teacher ensures a safe environment is maintained in which pupils feel comfortable to say what they feel and are not worried about getting into trouble or being judged.
- 3.14. If a staff member is concerned about anything pupils raise during online safety lessons and activities, they will make a report in line with sections 15 and 16 of this policy.
- 3.15. If a pupil makes a disclosure to a member of staff regarding online abuse following a lesson or activity, the staff member will follow the reporting procedure outlined in sections 15 and 16 of this policy.

4. Staff training

- 4.1. All staff receive safeguarding and child protection training, which includes online safety training, during their induction.
- 4.2. Online safety training for staff is updated annually.
- 4.3. In addition to this training, staff also receive regular online safety updates as required and at least annually.
- 4.4. The DSL and DSL deputies undergo training to provide them with the knowledge and skills they need to carry out their role, this includes online safety training. This training is updated at least every two years.
- 4.5. In addition to this formal training, the DSL, DSL deputies and Computing Leader receive regular online safety updates to allow them to keep up with any developments relevant to their role. In relation to online safety, these updates allow the DSL, DSL deputies and Computing Leader to:
 - Understand the unique risks associated with online safety and be confident that they have the relevant knowledge and capability required to keep pupils safe while they are online at school.

- Recognise the additional risks that pupils with SEND face online and offer them support to stay safe online.
 - Recognise the additional risks that pupils with EAL (displaced/refugee status pupil) face online and offer them support to stay safe online.
- 4.6. All staff receive a copy of this policy upon their induction and are informed of any changes to the policy.
 - 4.7. Staff are required to adhere to the Staff Code of Conduct at all times, which includes provisions for the acceptable use of technologies and the use of social media.
 - 4.8. All staff are informed about how to report online safety concerns, in line with sections 15 and 16 of this policy.
 - 4.9. The DSL or safeguarding deputies acts as the first point of contact for staff requiring advice about online safety. If the DSL is not available the Computing Leader is available to give advice about online safety.

5. Educating parents and carers

- 5.1. The school works in partnership with parents/carers to ensure pupils stay safe online at school and at home.
- 5.2. Parents are provided with information about the school's approach to online safety and their role in protecting their children. Parental awareness is raised in the following ways:
 - Parents' evenings
 - Newsletters
 - Weduc messages
 - In school posters and displays
 - School website
 - Home Learning activities during remote and blended learning
- 5.3. Parents sign a copy of the Acceptable Use Agreement as a part of their child's admission to the school.

6. Classroom use

- 6.1. A wide range of technology is used during lessons, including the following:
 - Computers
 - Laptops
 - Tablets

- iPads
 - Intranet - School Server & Microsoft Office 365 (Teams)
 - Web based educational tools & resource banks (Purple Mash, Mathletics, Espresso, Clicker)
 - Email
 - Cameras
 - Remote control devices (Beebots)
 - Control switches and sensor activities (Crumble)
- 6.2. Prior to using any websites, tools, apps or other online platforms in the classroom, or recommending that pupils use these platforms at home, the class teacher always reviews and evaluates the resource.
- 6.3. Class teachers ensure that any internet-derived materials are used in line with copyright law.
- 6.4. Pupils are supervised when using online materials during lesson time – this supervision is suitable to their age and ability.

7. Internet access

- 7.1. Pupils, staff and other members of the school community are only granted access to the school's internet network once they have read and signed the Acceptable Use Agreement.
- 7.2. All members of the school community use the school's internet network. The network has appropriate filtering and monitoring to ensure individuals are using the internet appropriately.

8. Filtering and monitoring online activity

- 8.1. The governing board ensures the school's ICT network has appropriate filters and monitoring systems in place.
- 8.2. The headteacher and ICT technicians undertake a risk assessment to determine what filtering and monitoring systems are required.
- 8.3. The filtering and monitoring systems the school implements are appropriate to pupils' ages, the number of pupils using the network, how often pupils access the network, and the proportionality of costs compared to the risks.
- 8.4. The governing board ensures 'over blocking' does not lead to unreasonable restrictions as to what pupils can be taught with regards to online teaching and safeguarding.

- 8.5. The ICT technician undertake monthly checks on the filtering and monitoring systems to ensure they are effective and appropriate.
- 8.6. Requests regarding making changes to the filtering system are directed to the headteacher.
- 8.7. Prior to making any changes to the filtering system, the ICT technician and the DSL conduct a risk assessment.
- 8.8. Any changes made to the system are recorded by the ICT technician.
- 8.9. Reports of inappropriate websites or materials are made to the ICT technician immediately, who investigates the matter and makes any necessary changes.
- 8.10. Deliberate breaches of the filtering system are reported to the DSL who will escalate the matter appropriately.
- 8.11. If a pupil has deliberately breached the filtering system, they will be disciplined in line with the Behavioural Policy.
- 8.12. If a member of staff has deliberately breached the filtering system, they will be disciplined in line with the Disciplinary Policy and Procedure.
- 8.13. If material that is believed to be illegal is accessed, inadvertently or deliberately, this material will be reported to the appropriate agency immediately, e.g. the Internet Watch Foundation (IWF), CEOP and/or the police.
- 8.14. The school's network and school-owned devices are appropriately monitored.
- 8.15. All users of the network and school-owned devices are informed about how and why they are monitored.
- 8.16. Concerns identified through monitoring are reported to the DSL who manages the situation in line with sections 15 and 16 of this policy.

9. Network security

- 9.1. Technical security features, such as anti-virus software, are kept up-to-date and managed by the ICT Technician.
- 9.2. Firewalls are switched on at all times.
- 9.3. The ICT Technician reviews the firewalls on a weekly basis to ensure they are running correctly, and to carry out any required updates.
- 9.4. Staff and pupils are advised not to download unapproved software or open unfamiliar email attachments.

- 9.5. Staff members report all malware and virus attacks to ICT technicians via the helpdesk. Pupils report all malware and virus attacks to the Class Teacher who logs the problem with the technician via the helpdesk.
- 9.6. All members of staff have their own unique usernames and private passwords to access the school's systems.
- 9.7. For Microsoft Office 365, all pupils are provided with their own unique username and private passwords.
- 9.8. For access to Tapestry, all pupils in Early Years are provided with their own unique username and private password.
- 9.9. Pupils in KS2 are provided with their own unique username and private passwords to access the school system.
- 9.10. Staff members and pupils are responsible for keeping their passwords private.
- 9.11. Within the class setting, the class agree that they will not remember or use another person's login or password if they happen to see it or be aware of it.
- 9.12. Passwords have a minimum and maximum length and require a mixture of letters, numbers and symbols to ensure they are as secure as possible.
- 9.13. Users are not permitted to share their login details with others and are not allowed to log in as another user at any time.
- 9.14. When problems occur with logging in and passwords, users will inform the technician via the helpdesk, who will reset login and password details and send a link with instructions to give them access again.
- 9.15. If a user is found to be sharing their login details or otherwise mistreating the password system, the headteacher is informed and decides the necessary action to take.
- 9.16. Full details of the school's network security measures can be found in the Data and E-Security Breach Prevention and Management Plan.

10. Emails

- 10.1. Access to and the use of emails is managed in line with the Data Protection Policy, Acceptable Use Agreement and Confidentiality Policy.
- 10.2. Staff and pupils are given approved school email accounts and are only able to use these accounts at school and when doing school-related work outside of school hours.
- 10.3. Prior to being authorised to use the email system, staff and pupils must agree to and sign the relevant acceptable use agreement.

- 10.4. Any email that contains sensitive or personal information is only sent using secure and encrypted email.
- 10.5. The school's monitoring system can detect inappropriate links, malware and profanity within emails – staff and pupils are made aware of this.

11. Social networking

Personal use

- 11.1. Access to social networking sites is filtered as appropriate.
- 11.2. Staff and pupils are not permitted to use social media for personal use during lesson time.
- 11.3. Staff can use personal social media during break and lunchtimes. These services cannot be used when supervising pupils or when they are employed to perform a task or role within school.
- 11.4. Staff members are advised that their conduct on social media can have an impact on their role and reputation within the school.
- 11.5. Staff receive annual training on how to use social media safely and responsibly.
- 11.6. Staff are not permitted to communicate with pupils or parents over social networking sites and are reminded to alter their privacy settings to ensure pupils and parents are not able to contact them on social media.
- 11.7. Pupils are taught how to use social media safely and responsibly through the online safety curriculum. These skills are taught through using Class Teams on Office 365.
- 11.8. Concerns regarding the online conduct of any member of the school community on social media are reported to the DSL and managed in accordance with the relevant policy, e.g. Anti-Bullying Policy, Staff Code of Conduct and Behavioural Policy.
- 11.9. All communication on official social media channels by staff on behalf of the school is clear, transparent and open to scrutiny.
- 11.10. The Staff Code of Conduct contains information on the acceptable use of social media – staff members are required to follow these expectations at all times.

12. The school website

- 12.1. The headteacher is responsible for the overall content of the school website and will ensure the content is appropriate, accurate, up-to-date and meets government requirements.

- 12.2. The website complies with guidelines for publications including accessibility, data protection, respect for intellectual property rights, privacy policies and copyright law.
- 12.3. Personal information relating to staff and pupils is not published on the website.
- 12.4. Images and videos are only posted on the website in line with the data Protection Policy and only with the agreement of the parent and /or staff member.

13. Use of school-owned devices

- 13.1. Some staff members are issued with the following devices to assist with their work:
 - Laptop
 - Phone
 - Camera
- 13.2. Pupils are provided with school-owned devices as necessary to assist in the delivery of the curriculum:
 - Laptops, cameras, remote control equipment, control and sensor operated tools to use during lessons.
 - Laptops to use during lockdown.
- 13.3. School-owned devices are used in accordance with the Agreed User Policy.
- 13.4. All school-owned devices used by staff are password protected.
- 13.5. Laptops that are borrowed by pupils are not password protected. But access to their Class Teams accounts are password protected. When laptops are returned to school, they are cleaned and wiped of any remaining data, documents and sites that have been accessed before they are used by another pupil.
- 13.6. ICT technicians review all school-owned devices regularly to carry out software updates and ensure there is no inappropriate material on the devices.
- 13.7. No software, apps or other programmes can be downloaded onto a device without authorisation from the ICT technician. If anything is downloaded either accidentally or on purpose it will be deleted in the overnight protocols that run automatically.
- 13.8. Staff members or pupils found to be misusing school-owned devices are disciplined in line with the Disciplinary Policy and Procedure and Behaviour Policy.

14. Use of personal devices

- 14.1. Personal devices are used in accordance with the Staff Code of Conduct.
- 14.2. Any personal electronic device that is brought into school is the responsibility of the user.
- 14.3. Personal devices can be used in staff only areas. They are not permitted to be used in any teaching space or when a pupil is present and in their care.
- 14.4. Staff members are not permitted to use their personal devices during lesson time, other than in an emergency and with the agreement of the headteacher.
- 14.5. Staff members are not permitted to use their personal devices to take photos or videos of pupils.
- 14.6. Staff members report concerns about their colleagues' use of personal devices on the school premises in line with the Allegations of Abuse Against Staff Policy.
- 14.7. If a member of staff is thought to have illegal content saved or stored on a personal device, or to have committed an offence using a personal device, the headteacher will inform the police and action will be taken in line with the Allegations of Abuse Against Staff Policy.
- 14.8. Pupils must hand in their personal devices to their class teacher at the beginning of the day.
- 14.9. If a pupil needs to contact their parents during the school day, they are allowed to use the phone in the school office.
- 14.10. The headteacher may authorise the use of mobile devices by a pupil for safety or precautionary use.
- 14.11. If a staff member reasonably believes a pupil's personal device has been used to commit an offence or may provide evidence relating to an offence, the device will be handed to the police.
- 14.12. Appropriate signage is displayed to inform visitors to the school of the expected use of personal devices.
- 14.13. Any concerns about visitors' use of personal devices on the school premises are reported to the DSL.

15. Managing reports of online safety incidents

- 15.1. Staff members and pupils are informed about what constitutes inappropriate online behaviour in the following ways:

- Staff training
 - The online safety curriculum
 - Assemblies
- 15.2. Concerns regarding a staff member's online behaviour are reported to the headteacher who decides on the best course of action in line with the relevant policies, e.g. Staff Code of Conduct, Allegations of Abuse Against Staff Policy and Disciplinary Policy and Procedures.
- 15.3. Concerns regarding a pupil's online behaviour are reported to the DSL who investigates concerns with relevant staff members, e.g. the headteacher and ICT technician, Class Teachers.
- 15.4. Concerns regarding a pupil's online behaviour are dealt with in accordance with relevant policies depending on their nature, e.g. Behaviour Policy and Child Protection and Safeguarding Policy.
- 15.5. Where there is a concern that illegal activity has taken place, the headteacher contacts the police.
- 15.6. All online safety incidents and the school's response are recorded by STAFF and then followed up by the DSL.
- 15.7. Section 16 of this policy outlines how the school responds to specific online safety concerns, such as cyberbullying and peer-on-peer abuse.

16. Responding to specific online safety concerns

Cyberbullying

- 16.1. Cyberbullying, against both pupils and staff, is not tolerated.
- 16.2. Any incidents of cyberbullying are dealt with quickly and effectively whenever they occur.
- 16.3. Information about the school's full response to incidents of cyberbullying can be found in the Peer-on-peer abuse policies on the school website.
- 16.4. The school recognises that peer-on-peer abuse can take place online. Examples include the following:
- Non-consensual sharing of sexual images and videos
 - Sexualised cyberbullying
 - Online coercion and threats
 - Unwanted sexual comments and messages on social media
 - Online sexual exploitation

- 16.5. The school responds to all concerns regarding online peer-on-peer abuse.
- 16.6. Concerns regarding online peer-on-peer abuse are reported to the DSL who will investigate the matter in line with the Child Protection and Safeguarding Policy.
- 16.7. Information about the school's full response to incidents of online peer-on-peer abuse can be found in the Child Protection and Safeguarding Policy.

Upskirting

- 16.8. Under the Voyeurism (Offences) Act 2019, it is an offence to operate equipment and to record an image beneath a person's clothing without consent and with the intention of observing, or enabling another person to observe, the victim's genitals or buttocks (whether exposed or covered with underwear), in circumstances where their genitals, buttocks or underwear would not otherwise be visible, for a specified purpose.
- 16.9. A "specified purpose" is namely:
 - Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim's genitals, buttocks or underwear).
 - To humiliate, distress or alarm the victim.
- 16.10. "Operating equipment" includes enabling, or securing, activation by another person without that person's knowledge, e.g. a motion activated camera.
- 16.11. Upskirting is not tolerated by the school.
- 16.12. Incidents of upskirting are reported to the DSL who will then decide on the next steps to take, which may include police involvement, in line with the Child Protection and Safeguarding Policy.

Sexting

- 16.13. Youth produced sexual imagery is the sending or posting of sexually suggestive images of under-18s via mobile phones or over the internet. Creating and sharing sexual photos and videos of individuals under 18 is illegal.
- 16.14. All concerns regarding sexting are reported to the DSL.
- 16.15. Following a report of sexting, the following process is followed:
 - The DSL holds an initial review meeting with appropriate school staff
 - Subsequent interviews are held with the pupils involved, if appropriate
 - Parents are informed at an early stage and involved in the process unless there is a good reason to believe that involving the parents would put the pupil at risk of harm.

- At any point in the process if there is a concern a pupil has been harmed or is at risk of harm, a referral will be made to children's social care services and/or the police immediately.
 - The interviews with staff, pupils and their parents are used to inform the action to be taken and the support to be implemented.
- 16.16. When investigating a report, staff members do not view the youth produced sexual imagery.

Online abuse and exploitation

- 16.17. Through the online safety curriculum, pupils are taught about how to recognise online abuse and where they can go for support if they experience it. Add child-friendly peer-on-peer policy.
- 16.18. The school responds to concerns regarding online abuse and exploitation, whether or not it took place on the school premises or using school-owned equipment.
- 16.19. All concerns relating to online abuse and exploitation, including child sexual abuse and exploitation and criminal exploitation, are reported to the DSL and dealt with in line with the Child Protection and Safeguarding Policy.

Online hate

- 16.20. The school does not tolerate online hate content directed towards or posted by members of the school community.
- 16.21. Incidents of online hate are dealt with in line with the relevant school policy depending on the nature of the incident and those involved, e.g. Staff Code of Conduct, Anti-Bullying Policy and Adult Code of Conduct.

Online radicalisation and extremism

- 16.22. The school's filtering system protects pupils and staff from viewing extremist content.
- 16.23. Concerns regarding a staff member or pupil being radicalised online are dealt with in line with the Child Protection and Safeguarding Policy and Prevent Duty Policy.

17. Remote learning

- 17.1. All remote learning is delivered in line with the school's Pupil Remote Learning Policy.
- 17.2. All staff and pupils using video communication must:

- Communicate in groups – one-to-one sessions are only carried out where necessary. One-to-one sessions must be recorded.
- Wear suitable clothing – this includes others in their household.
- Be situated in a suitable ‘public’ living area within the home with an appropriate background – ‘private’ living areas within the home, such as bedrooms, are not permitted during video communication.
- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute video material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they are visible.

17.3. All staff and pupils using audio communication must:

- Use appropriate language – this includes others in their household.
- Maintain the standard of behaviour expected in school.
- Use the necessary equipment and computer programs as intended.
- Not record, store, or distribute audio material without permission.
- Ensure they have a stable connection to avoid disruption to lessons.
- Always remain aware that they can be heard.

17.4. The school will consider whether one-to-one sessions are appropriate in some circumstances, e.g. to provide support for pupils with SEND. This will be decided and approved by the SLT, in collaboration with the SENCO. These sessions **MUST** be recorded.

17.5. Pupils not using devices or software as intended will be disciplined in line with the Behaviour Policy.

17.6. The school will risk assess the technology used for remote learning prior to use and ensure that there are no privacy issues or scope for inappropriate use.

17.7. The school will ensure that all school-owned equipment and technology used for remote learning has suitable anti-virus software installed, can establish secure connections, can recover lost work, and allows for audio and visual material to be recorded or downloaded, where required.

17.8. During the period of remote learning, the school will maintain regular contact with parents to:

- Reinforce the importance of children staying safe online.

- Ensure parents are aware of what their children are being asked to do, e.g. sites they have been asked to use and staff they will interact with.
 - Direct parents to useful resources to help them keep their children safe online.
 - Directed parents to be observant of how their children are communicating online (how they use the chat facility within Teams).
 - Directed parents as to how much time children should be online and engaging in remote learning.
 - Directed parents and children on how to upload their own data to secure areas for feedback from staff. (Personal emails, Assignments on Teams)
- 17.9. The school will not be responsible for providing access to the internet off the school premises and will not be responsible for providing online safety software, e.g. anti-virus software, on devices not owned by the school.

18. Monitoring and review

- 18.1. The school recognises that the online world is constantly changing; therefore, the DSL, ICT technician and the headteacher conduct half-termly light-touch reviews of this policy to evaluate its effectiveness.
- 18.2. The governing board, headteacher and DSL review this policy in full on an annual basis and following any online safety incidents.

Any changes made to this policy are communicated to all members of the school community.

Appendix 1: Online harms and risks – curriculum coverage

Subject area	Description and teaching content	Curriculum area the harm or risk is covered in
How to navigate the internet and manage information		
Age restrictions	<p>Some online activities have age restrictions because they include content which is not appropriate for children under a specific age.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • That age verification exists and why some online platforms ask users to verify their age • Why age restrictions exist • That content that requires age verification can be damaging to under-age consumers • What the age of digital consent is (13 for most platforms) and why it is important 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Health education • Computing curriculum
How content can be used and shared	<p>Knowing what happens to information, comments or images that are put online.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • What a digital footprint is, how it develops and how it can affect pupils' futures (even within the school there is software where we can see what searches individuals have done over a period of time) • How cookies work • How content can be shared, tagged and traced • How difficult it is to remove something once it has been shared online 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Relationships education • Health education • Computing curriculum

<p>Disinformation, misinformation and hoaxes (These things are only covered at the level that the child is able to understand.)</p>	<p>Some information shared online is accidentally or intentionally wrong, misleading or exaggerated.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • Disinformation and why individuals or groups choose to share false information in order to deliberately deceive • Misinformation and being aware that false and misleading information can be shared inadvertently • Online hoaxes, which can be deliberately and inadvertently spread for a variety of reasons • That the widespread nature of this sort of content can often appear to be a stamp of authenticity, making it important to evaluate what is seen online • How to measure and check authenticity online • The potential consequences of sharing information that may not be true 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Relationships education • Health education • Computing curriculum
<p>Fake websites and scam emails</p>	<p>Fake websites and scam emails are used to extort data, money, images and other things that can either be used by the scammer to harm the person targeted or sold on for financial, or other, gain.</p> <p>Teaching includes the following</p> <ul style="list-style-type: none"> • How to recognise fake URLs and websites • What secure markings on websites are and how to assess the sources of emails • The risks of entering information to a website which is not secure • What pupils should do if they are harmed/tricked/taken advantage of as a result of interacting with a fake website or scam email • Who pupils should go to for support 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Relationships education • Health education • Computing curriculum
<p>Online fraud (We talk about this as passwords being a privacy thing.)</p>	<p>Fraud can take place online and can have serious consequences for individuals and organisations.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • What identity fraud, scams and phishing are • What 'good' companies will and will not do when it comes to personal details 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Relationships education • Computing curriculum

<p>Password phishing (We talk about this as passwords being a privacy thing.)</p>	<p>Password phishing is the process by which people try to find out individuals' passwords so they can access protected content.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • Why passwords are important, how to keep them safe and that others might try to get people to reveal them • What to do when a password is compromised or thought to be compromised 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Relationships education • Computing curriculum
<p>Persuasive design</p>	<p>Many devices, apps and games are designed to keep users online for longer than they might have planned or desired.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • That the majority of games and platforms are designed to make money – their primary driver is to encourage people to stay online for as long as possible • How notifications are used to pull users back online 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Health education • Computing curriculum
<p>Privacy settings</p>	<p>Almost all devices, websites, apps and other online services come with privacy settings that can be used to control what is shared.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • How to find information about privacy settings on various devices and platforms • That privacy settings have limitations 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Relationships education • Computing curriculum
<p>Targeting of online content</p>	<p>Much of the information seen online is a result of some form of targeting.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • How adverts seen at the top of online searches and social media have often come from companies paying to be on there and different people will see different adverts • How the targeting is done • The concept of clickbait and how companies can use it to draw people to their sites and services 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Health education • Computing curriculum

How to stay safe online

<p>Online abuse</p>	<p>Teaching includes the following:</p> <ul style="list-style-type: none"> • The types of online abuse, including sexual harassment, bullying, trolling and intimidation • When online abuse can become illegal • How to respond to online abuse and how to access support • How to respond when the abuse is anonymous • The potential implications of online abuse • What acceptable and unacceptable online behaviours look like 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Relationships education • Health education • Computing curriculum
<p>Challenges</p>	<p>Teaching includes the following:</p> <ul style="list-style-type: none"> • What an online challenge is and that, while some will be fun and harmless, others may be dangerous and even illegal • How to assess if the challenge is safe or potentially harmful, including considering who has generated the challenge and why • That it is okay to say no and to not take part in a challenge • How and where to go for help • The importance of telling an adult about challenges which include threats or secrecy – ‘chain letter’ style challenges 	<p>This risk or harm is covered in the following curriculum area(s):+</p> <ul style="list-style-type: none"> • Relationships education • Health education
<p>Fake profiles</p>	<p>Not everyone online is who they say they are.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • That, in some cases, profiles may be people posing as someone they are not or may be ‘bots’ • How to look out for fake profiles 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Relationships education • Computing curriculum

<p>Live streaming</p>	<p>Teaching includes the following:</p> <ul style="list-style-type: none"> • What the risks of carrying out live streaming are, e.g. the potential for people to record livestreams and share the content • The importance of thinking carefully about who the audience might be and if pupils would be comfortable with whatever they are streaming being shared widely • That online behaviours should mirror offline behaviours and that this should be considered when making a livestream • That pupils should not feel pressured to do something online that they would not do offline • Why people sometimes do and say things online that they would never consider appropriate offline • The risk of watching videos that are being livestreamed, e.g. there is no way of knowing what will be shown next 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Relationships education
<p>Unsafe communication</p>	<p>Knowing different strategies for staying safe when communicating with others, especially people they do not know or have not met.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • That communicating safely online and protecting your privacy and data is important, regardless of who you are communicating with • How to identify indicators of risk and unsafe communications • The risks associated with giving out addresses, phone numbers or email addresses to people pupils do not know, or arranging to meet someone they have not met before • What online consent is and how to develop strategies to confidently say no to both friends and strangers online 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Relationships education • Computing curriculum

Wellbeing

<p>Impact on quality of life, physical and mental health and relationships</p>	<p>Knowing how to identify when online behaviours stop being fun and begin to create anxiety, including that there needs to be a balance between time spent online and offline.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • How to evaluate critically what pupils are doing online, why they are doing it and for how long (screen time) • How to consider quality vs. quantity of online activity • The need for pupils to consider if they are actually enjoying being online or just doing it out of habit due to peer pressure or the fear of missing out • That time spent online gives users less time to do other activities, which can lead some users to become physically inactive • The impact that excessive social media usage can have on levels of anxiety, depression and other mental health issues • That isolation and loneliness can affect pupils and that it is very important for them to discuss their feelings with an adult and seek support • Where to get help 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Health education
<p>Online vs. offline behaviours</p>	<p>People can often behave differently online to how they would act face to face.</p> <p>Teaching includes the following:</p> <ul style="list-style-type: none"> • How and why people can often portray an exaggerated picture of their lives (especially online) and how that can lead to pressures around having perfect/curated lives • How and why people are unkind or hurtful online when they would not necessarily be unkind to someone face to face 	<p>This risk or harm is covered in the following curriculum area(s):</p> <ul style="list-style-type: none"> • Relationships education