

Upton upon Severn CofE Primary and Pre-School

Online Safety Policy



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Overview

At Upton upon Severn CofE Primary and Pre-School, we are committed to a policy of protecting the children and young people in our care, in line with the law. Today's children are growing up in an increasingly complex world, living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks. Our online safety policy considers all current and relevant issues, and links with other relevant policies, including our child protection, behaviour and anti-bullying policies. The requirement to ensure that children and young people have the required knowledge needed and are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work at Upton are bound. Through our Online Safety Policy, we ensure we meet our statutory obligations to ensure that children and young people are safe and are protected from potential harm, both within and outside school. The policy also forms part of Upton's protection from legal challenge, relating to the use of digital technologies.

Safeguarding Statement

Upton upon Severn CofE Primary and Pre-School is committed to safeguarding and promoting the welfare, both physical and emotional, of every pupil both inside and outside of the school premises. We implement a whole-school preventative approach to managing safeguarding concerns, ensuring that the wellbeing of pupils is at the forefront of all action taken.

This policy sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance. It will be achieved by:

- Creating a culture of safer recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children.
- Teaching pupils how to keep safe and recognise behaviour that is unacceptable.
- Identifying and making provision for any pupil that has been subject to abuse.
- Ensuring that members of the governing board, the headteacher and staff members understand their responsibilities under safeguarding legislation and statutory guidance, are alert to the signs of child abuse and know to refer concerns to the DSL.
- Ensuring that the headteacher and any new staff members and volunteers are only appointed when all the appropriate checks have been satisfactorily completed.

Our Christian vision is to equip our pupils to embrace the opportunities and challenges they may encounter as they go through life. This includes safeguarding them whilst in our care and equipping them with the tools and strategies they need to keep themselves safe.

Upton upon Severn CofE Primary and Pre-School's Child Protection/Safeguarding Policy draws upon duties conferred by the Children Acts 1989 and 2004, The Children and Families Act 2014, S175 of the 2020 Education Act, The Education (Independent School Standards) Regulations 2014 (for independent schools), the Non-maintained Special Schools (England) Regulations 2015 (for non-maintained special schools) and the guidance contained in Working Together to Safeguard Children 2018, the DfE's statutory Guidance - keeping children safe in education.

Child Protection and Safeguarding Personnel

2025/26

Key Personnel:

The Designated Safeguarding Lead (DSL) is Mrs. Emma Davies Contact details: email: office@uptonuponsevern.worcs.sch.uk Telephone: 01684 592259
The deputy DSL(s) is Mrs. Jo Vizer Contact details: email: office@uptonuponsevern.worcs.sch.uk Telephone: 01684 592259
The nominated safeguarding governor is Mrs. Helen Maine Contact details: email: office@uptonuponsevern.worcs.sch.uk Telephone: 01684 592259
The Headteacher is Mrs. Rachel Arthur Contact details: email: office@uptonuponsevern.worcs.sch.uk Telephone: 01684 592259
The Chair of Governors is Dr. Andrew Walker Contact details: email: office@uptonuponsevern.worcs.sch.uk Telephone: 01684 592259

Other named staff and contacts:

- Designated Teacher for Children in Care: Mrs. Jo Vizer
- Prevent & Child Exploitation GET SAFE Lead: Mrs. Emma Davies
- Online Safety Co-ordinator: Mrs. Rachel Arthur
- Computing Curriculum Lead: Mr Russell Hawtree
- Safeguarding in Education Adviser: WCF Denise Hannibal
- Local Authority Designated Officer/Position of Trust: John Hancock
- Channel Chair: Paul Kinsella, Advanced Public Health Practitioner
- Family Front Door: 01905 822666 (core working hours)
- Out of hours or at weekends: 01905 768020

This online safety policy has been developed by a working group made up of:

- Headteacher and senior leaders;
- Online Safety Leader and Computing Curriculum Leader;
- Staff – including teachers and support staff;
- Governing Body;
- Parents and Carers.

1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors;
- 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;
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

The 4 key 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; for example, making, sending and receiving explicit images (e.g consensual and nonconsensual 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.

2. Legislation and 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:

- [Teaching online safety in schools](#)

- [Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff](#)
- [Relationships and sex education](#)
- [Searching, screening and confiscation](#)

It also refers to the DfE's guidance on [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 pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study. At Upton upon Severn CofE Primary and Pre-School, we deliver our computing curriculum using The Computing Association and Barefoot.

3. Roles and responsibilities

3.1 The governing board

The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The governing board will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL). The governor who oversees online safety is Mr J. Christianson.

All governors will:

- Ensure that 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 3);
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole school 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 pupils 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.

3.2 The headteacher

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

3.3 The designated safeguarding lead

Details of the school's designated safeguarding lead (DSL) and deputy designated safeguarding lead (DDSL) are set out in our child protection and safeguarding policy as well as relevant job descriptions.

The DSL will support the Online Safety Leader, who will take 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, 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 child protection policy;
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy;
- Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs);
- Liaising with other agencies and/or external services if necessary;
- Providing regular reports on online safety in school to the headteacher and/or governing board.

This list is not intended to be exhaustive.

3.4 The Online Safety Leader

Mrs. Rachel Arthur is Upton upon Severn's named Online Safety Leader. Her responsibilities include that she:

- Leads the Online Safety Group (DSLs, Governors, Staff);
- Takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies/documents with support and guidance from the DSL (Mrs. Emma Davies)
- Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place;
- Provides training and advice for staff;
- Liaises with the Local Authority and/or other relevant body;
- Liaises with school technical staff;
- Receives reports of online safety incidents and creates a log of incidents to inform future online safety developments;
- Meets regularly with Online Safety Governor to discuss current issues, review incident logs and filtering/change control logs;
- Attends relevant meetings of Governors;
- Reports regularly to Senior Leadership Team.

3.5 School Business Manager

At Upton upon Severn CofE Primary and Pre-School, we use Chestnut Infrastructure, who oversee Smoothwall.

The SBM is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure pupils 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 monthly 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 (see appendix 5) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy.

This list is not intended to be exhaustive.

3.6 All staff and volunteers

All staff, including contractors and 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 3), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2);
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy;
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school 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'.

This list is not intended to be exhaustive.

3.7 Parents

Parents 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 (appendices 1 and 2)
- Parents can seek further guidance on keeping children safe online from the following organisations and websites:
 - What are the issues? – [UK Safer Internet Centre](#)
 - Hot topics – [Childnet International](#)
 - Parent resource sheet – [Childnet International](#)
 - Support around the consensual and non-consensual sharing of nudes and semi-nudes (previously referred to as sexting) – [internetmatters.org](#)

Upton upon Severn will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website, social media and information about national/local online safety campaigns/literature.

3.8 Visitors and 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 3).

4. Educating pupils about online safety

The education of pupils in online safety/digital literacy is 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 including through Relationships Education and Health Education which includes aspects about online safety.

As it states in Keeping Children Safe in Education, the breadth of issues associated with online safety is considerable, but can be categorised into four main areas:

- **Content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- **Contact:** being subjected to harmful online interaction with other users; for example: 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; for example, 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; and

- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the AntiPhishing Working Group (<https://apwg.org/>).

At Upton upon Severn CofE Primary and Pre-School, we have planned a curriculum that ensures the following:

- A planned online safety curriculum is provided once a month and follows a progressive theme across the school from Foundation Stage to Year 6.
- The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.
- Pupils are 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 are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- 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 with language and communication barriers will receive pre-teaching of earlier year group lessons to overcome difficulties in accessing the lesson.

In Key Stage 1, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private;
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies (this is not an exhaustive list).

Pupils in Key Stage 2 will be taught to:

- Use technology safely, respectfully and responsibly;
- Recognise acceptable and unacceptable behaviour;
- Identify a range of ways to report concerns about content and contact (this is not an exhaustive list).

By the end of primary school, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not;
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous;
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them;

- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met;
- How information and data is shared and used online How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know.

5. Educating parents about online safety

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the Online Safety Lead, Mrs. Rachel Arthur and/or the DSL. Concerns or queries about this policy can be raised with any member of staff or the Headteacher.

6. Cyber-bullying

6.1 Definition

Cyber-bullying 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. (See also the school behaviour policy.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils 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 cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Teachers will discuss cyberbullying with their tutor groups, and the issue will be addressed in assemblies as well as other planned opportunities such as Online Safety Week.

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

All staff, governors and volunteers (where appropriate) receive training on online safety which includes cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

The school also sends information/leaflets on cyber-bullying to parents so that 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 cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, or there is reason to believe that a young person has been coerced, blackmailed or groomed, or there are concerns about their capacity to consent, and will work with external services if it is deemed necessary to do so. This also applies to incidents relating to the sharing of consensual and non-consensual nudes and semi-nudes.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads, smart watches and other tablet devices, where they believe there is a 'good reason' to do so.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules;

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police.

Any searching of pupils will be carried out in line with the DfE's latest guidance on screening, searching and confiscation. Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1-3). 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 pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above. More information is set out in the acceptable use agreements in appendices 1, 2 and 3.

8. Pupils using mobile devices in school

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Upton upon Severn CofE Primary and Pre-School discourages pupils bringing mobile phones in year groups below Year 6. Phones are left in the school front office on arrival into the school building. Children are not permitted to use them during:

- Lessons;
- Clubs before or after school, or any other activities organised by the school.

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see appendices 1 and 2). Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

This policy also applies to the use of smart devices including smart watches. Children in EYFS and Key Stage 1 are not permitted to wear smart watches to school, and children in Key Stage 2 are discouraged from wearing them. At this young age, it's important to encourage focus on learning and social interaction without the interruptions that smartwatches bring. Additionally, smartwatches can cause unnecessary distractions in the classroom. Keeping these devices out of school helps create a more focused and interactive learning environment for young students. If children in Key Stage 2 wear their smart watch to school, it must be in parental mode so that apps cannot be accessed whilst in school and communications cannot be received. All communications must be made through the school office.

9. Staff using work devices outside school

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 3.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the ICT/SB manager. Work devices must be used solely for work activities.

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our policies on Behaviour and Internet Acceptable Use. 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 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 which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

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, ebulletins and staff meetings).

The DSL and DDSLs will undertake child protection and safeguarding training, which will include online safety, annually. 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 child protection and safeguarding policy.

12. Monitoring arrangements

The Online Safety Lead logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 5. This policy will be reviewed every year by the Online Safety Lead and DSL. At every review, the policy will be shared with the governing board.

13. Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Staff Code of Conduct
- Complaints procedure
- ICT and internet acceptable use policy

Appendix 1: KS1 acceptable use agreement (pupils)

Upton upon Severn CofE Primary and Pre-School Acceptable Usage Policy for Children in KS1

When I am using the computer I want to feel safe all the time. I agree that I will:

- always keep my passwords a secret;
- only open web pages which my teacher has said are OK;
- only communicate with people I know in real life;
- tell my teacher if anything on the internet makes me feel scared or worried;
- make sure all messages I send are polite;
- show my teacher if I get a nasty message;
- not reply to any nasty messages or messages from people I don't know;
- not give my mobile phone number to anyone I have not met in real life;
- only use my school email to email people I know or people who my teacher agrees with;
- talk to my teacher before using anything on the internet;
- not tell people about myself online (I will not tell them my name, address or anything about my home, family or pets);
- not put photographs or videos of myself on the internet without asking a teacher;
- never agree to meet a stranger.

I am aware of the report and block buttons on social networking sites and know when to use them.

I know that anything I share online may be monitored.

I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

Name of Pupil Class

Pupil's Signature..... Date

Parents and carers can get advice and information on helping children stay safe on the internet on
www.thinkuknow.co.uk/parents

Appendix 1: EYFS acceptable use policy (pupils)

Upton upon Severn CofE Primary and Pre-School's Acceptable Use Policy for Children in Early Years

When I am using the computer I want to feel safe all the time.

I agree that I will:

- only open computer games which my teacher has said are OK;
- tell my teacher if anything on the internet makes me feel scared or worried;
- talk to my teacher before using anything on the internet.

I know that I turn off the computer screen and tell an adult if I see something that I don't like on the computer.

Name of Pupil Class



Every web page has a CEOP button that can be used to log a concern.

Parents and carers can get advice and information on helping children stay safe on the internet on www.thinkuknow.co.uk/parent

Appendix 2: KS2 acceptable use policy (pupils)

Upton upon Severn CofE Primary and Pre-School's Acceptable Use Policy for Children in KS2

When I am using the computer or other technologies, I want to feel safe all the time. I agree that I will:

- always keep my passwords a secret;
- only visit sites which are appropriate;
- show a responsible adult any content that makes me feel unsafe or uncomfortable;
- only use a webcam when an adult gives me permission;
- only work in collaboration with people my school has approved;
- only email people I know or are approved by my school;
- make sure all messages and emails I send are respectful;
- not reply to any nasty message or anything which makes me feel uncomfortable;
- not use my own mobile device (mobile, camera or USB memory stick) in school unless I am given permission;
- only give my mobile phone number to friends I know in real life and trust;
- discuss and agree my use of a social networking sites with a responsible adult before joining;
- always keep my personal details private (My name, family information, journey to school, my pets and hobbies are all examples of personal details);
- always check with a responsible adult before I share images of myself or others;
- never meet an online friend without taking a responsible adult that I know with me;

I am aware of the report and block buttons on social networking sites and know when to use them.

I know that anything I share online may be monitored.

I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

Name of Pupil Class

Pupil's Signature..... Date

Parents and carers can get advice and information on helping children stay safe on the internet on www.thinkuknow.co.uk/parents

Appendix 3: Staff (and Volunteer) Acceptable Use Policy Agreement

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person. I will be professional in my communications and actions when using school ICT systems:
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work • Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name: _____

Signed: _____

Date: _____

Appendix 4: Acceptable Use Policy for Governors

AUP for Governors

The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to supporting learning without creating unnecessary risk to users.

The governors will ensure that:

- learners are encouraged to enjoy the safe use of digital technology to enrich their learning;
- learners are made aware of risks and processes for safe digital use;
- all adults and learners have received the appropriate acceptable use policies and any required training;
- an Online Safety Policy has been written by the school;
- the e-Safety Policy and its implementation will be reviewed annually;
- the school internet access is designed for educational use and will include appropriate filtering and monitoring;
- copyright law is not breached;
- learners are taught to evaluate digital materials appropriately;
- parents are aware of the acceptable use policy;
- parents will be informed that all technology usage may be subject to monitoring, including URL's and text;
- the school will take all reasonable precautions to ensure that users access only appropriate material;
- the school will audit use of technology establish if the e-safety policy is adequate and appropriately implemented;
- methods to identify, assess and minimise risks will be reviewed annually;
- complaints of internet misuse will be dealt with by a senior member of staff.

Name of Governor: _____

Date: _____

Signature: _____

Appendix 5: Parent Letter and Agreement

Parent/Carer Name	
Pupil Name	
Pupil Class Name	

As the parent or legal guardian of the above pupil(s), I grant permission for my child to have access to use the Internet, the Virtual Learning Environment, school Email and other ICT facilities at school. I know that my daughter or son has signed a form to confirm that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP). I also understand that my son/daughter may be informed if the rules have to be changed during the year.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service, secure access to email, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour. I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

I am aware that the school permits parents/carers to take photographs and videos of their own children in school events and that the school requests that photos/videos are not shared on any social networking site such as Facebook if the photos/videos contain images of other children. I will support the school's approach to e-Safety and will not upload or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community.

Parent/Carer Signature	
Parent/Carer Name in Block Capitals	
Date	

Appendix 6: Online Safety Training Needs – Self Audit for Staff

ONLINE SAFETY TRAINING NEEDS AUDIT	
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?	
Do you know what you must do if a pupil 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 pupils and parents?	
Do you regularly change your password for accessing the school's ICT systems?	
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?	

Appendix 6: Online Safety Incident Report Log

Upton upon Severn CofE Primary and Pre-School Online Safety Incident Report Log

Date	Name of Pupil or staff Member	Male or Female	Room / Computer number	Incident	Action Taken
					What? By Whom?

Appendix 7: Online Safety Reporting Form

Online Safety - Record of Concern/Incident

Pupil Name: _____ Class: _____ Date: _____

Reported by _____

Area of concern

Inappropriate gaming	Inappropriate viewing	Cyber bullying	Sexting	Potential grooming
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Nature of concern

Actions taken / Outcome

Reported to:

Date and time:

Signed:

Appendix 8: Responding to Online Safety Incidents

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.

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 for responding to online safety incidents and report immediately to the police.

