



7a Online Safety Policy



Author: Zoe Dunn

Last review: 8th January 2019

Next review: January 2021

Approved by: C M Reynolds

Document:
7a Safeguarding



Key contacts

UCS Pre-Prep

36 College Crescent
Hampstead
London
NW3 5LF

Headmistress: Dr Zoe Dunn

Contact details: 0207 722 4433; Email: zoe.dunn@ucs.org.uk

Designated Safeguarding lead: Dr Zoe Dunn (Headmistress)

Designated Safeguarding Lead, EYFS: Nik Watt (Deputy Headmistress)

Contact details: 0207 722 4433; nik.watt@ucs.org.uk

Deputy Designated Safeguarding Lead: Sophie Ryan

Contact details: 0207 722 4433; sophie.ryan@ucs.org.uk

Nominated Governor: Mr Robert Gullifer

Contact details: nrg@newcollegeschool.org

Online Safety Co-ordinator: Zoe Dunn

Contact Details: 0207 722 4433; zoe.dunn@ucs.org.uk

Head of IT Prad

London Grid for Learning resources available at: <https://www.lgfl.net/online-safety/resource-centre?s=24>

London Borough of Camden

Child protection lead officer and Local Authority Designated Officer (LADO):

Name: Bodil Mlynarska

Contact details: 020 7974 6999

Child and Family Contact/MASH team:

Manager: Claire Mumby

Tel: 020 7974 1553/3317

Fax: 020 7974 3310

Camden online safety officer:

Name: Jenni Spencer

Tel: 020 7974 2866

1 Information on internet technology

1.1 Introduction

It is commonly acknowledged that the educational and social benefits for children in using the internet should be promoted, but that this should be balanced against the need to safeguard children against the inherent risks from internet technology. Children are “digital natives” growing up in a world dominated by information and communications technology that provides them with access to a wide range of information and increased opportunities for instant communication and social networking.

It is the policy of the school that the educational and social benefits of the internet should be promoted, but that this should be balanced against the need to safeguard children and to teach children to keep themselves safe whilst online.

To achieve this, the school has an online safety strategy working in partnership with parents to recognise the risks and take action to help children use the internet safely and responsibly. This policy is communicated to all staff, pupils and parents and is posted on the school’s website.

This policy is consistent with related school policies such as Safeguarding, Anti-Bullying, Behaviour, the Online Safety Sanctions procedures and Email and Internet User Agreement.

1.2 Benefits and Risks

Computing covers a wide range of activities, including access to information, electronic communications and social networking. As use of technology is now universal, it is imperative that children learn computing skills in order to prepare themselves for the working environment and that the inherent risks are not used to reduce children’s use of technology. Further, the educational advantages of computing need to be harnessed to enhance children’s learning.

The risk associated with use of technology by children can be grouped into 4 categories.

1.2.1 Content

The internet contains a vast store of information from all over the world which is mainly aimed at an adult audience and may be unsuitable for children. There is a danger that children may be exposed to inappropriate images such as pornography, or information advocating violence, racism, suicide or illegal and anti-social behaviour that they are unable to evaluate in a critical manner.

1.2.2 Contact

Chat rooms, gaming sites and other social networking sites can pose a real risk to children as users can take on an alias rather than their real names and can hide their true identity. The sites may be used by adults who pose as children in order to befriend and gain children's trust (known as "grooming") with a view to sexually abusing them.

Children may not be aware of the danger of publishing or disclosing personal information about themselves such as contact details that allow them to be identified or located. They may also inadvertently put other children at risk by posting personal information and photographs without consent.

The internet may also be used as a way of bullying a child, known as online bullying. More details on this can be found in section 4.5 of this policy.

1.2.3 Commerce

Children are vulnerable to unregulated commercial activity on the internet that could have serious financial consequences, such as fraud or identity theft, for themselves and their parents. They may give out financial information, for example, their parent's credit card details, in response to offers for goods or services without seeing the fraudulent intent. Contact via social networking sites can also be used to persuade children to reveal computer passwords or other information about the family for the purposes of fraud.

1.2.4 Culture

Children need to be taught to use the internet in a responsible way, as they may put themselves at risk by:

- becoming involved in inappropriate, anti-social or illegal activities as a result of viewing unsuitable materials or contact with inappropriate people
- using information from the internet in a way that breaches copyright laws
- uploading personal information about themselves, including photographs, on social networking sites without realising they are publishing to a potentially global audience
- online bullying (see section 4.5 for further details)

- use of mobile devices to take and distribute inappropriate images of the young person (sexting) that cannot be removed from the internet and can be forwarded on to a much wider audience than the child intended.

Children may also be adversely affected by obsessive use of the internet that may have a negative impact on their health, social and emotional development and their educational attainment. They may visit sites that advocate extreme and dangerous behaviour such as self-harm or suicide or violent extremism, and more vulnerable children may be at a high degree of risk from such sites. All children may become desensitised to pornography, violence, sex and drug use or self-harm by regularly viewing these online.

2 School online safety strategies

2.1 Purpose and description

Computing is now a key part of the school curriculum and one of the key aims of computing is to ensure that pupils are aware of online safety messages. This is part of the school's responsibility to safeguard and promote the welfare of pupils, as well as the duty of care to children and their parents to provide a safe learning environment.

UCS Pre-Prep has an online safety strategy in place based on a framework of policy, practice, education and technological support that ensures a safe online learning environment that maximises the educational benefits of ICT whilst minimising the associated risks. Its purpose is to:

- promote the use of technology within the curriculum
- protect children from harm
- safeguard staff in their contact with pupils and their own use of the internet
- ensure the school fulfils its duty of care to pupils
- provide clear expectations for staff and pupils on acceptable use of the internet.

In particular, we ensure the following:

- A *safe internet platform* that provides filtering software to block access to unsuitable sites, anti-virus software and monitoring systems
- A culture of *safe practice* underpinned by a strong framework of online safety policy that ensures everyone is aware of expected standards of on-line behaviour.

- Children are *taught to keep themselves and others safe* online and use technology responsibly; this should be achieved by working in partnership with parents and carers and raising awareness of the potential risks of internet use.

2.2 Roles and responsibilities

A successful online safety strategy is inclusive of the whole school community, including teaching assistants, governors and others, and forge links with parents and carers. The strategy is supported by the school governors, overseen by the headmistress and implemented by all staff, including technical and non-teaching staff.

2.2.1 Headmistress's role

The Headmistress has the ultimate responsibility for online safety issues within the school including:

- the overall development and implementation of the school's online safety policy and ensuring the security and management of online data
- ensuring that online safety issues are given a high profile within the school community
- linking with the Foundation, governors and parents and carers to promote online safety and forward the school's online safety strategy
- ensuring online safety is embedded in staff induction and training programmes
- deciding on sanctions against staff and pupils who are in breach of acceptable use policies and responding to serious incidents involving online safety.

2.2.2 Governors' role

Governing bodies have a statutory responsibility for pupil safety and are aware of online safety issues and provide support to the headmistress in the development of the school's online safety strategy.

Governors ensure that there are policies and procedures in place to keep pupils safe online and that these are reviewed regularly.

2.2.3 Online safety co-ordinator's role

UCS Pre-Prep has a designated online safety co-ordinator who is responsible for co-ordinating online safety policies on behalf of the school.

Online Safety Co-Ordinator is: the Headmistress.

The online safety co-ordinator has the authority, knowledge and experience to carry out the following:

- develop, implement, monitor and review the school's online safety policy
- ensure that staff and pupils are aware that any online safety incident should be reported to them
- ensure online safety is embedded in the curriculum
- provide the first point of contact and advice for school staff, governors, pupils and parents
- liaise with the school's network manager, the head teacher and nominated governor to ensure the school remains up to date with online safety issues and to address any new trends, incidents and arising problems
- assess the impact and risk of emerging technology and the school's response to this in association with IT staff and learning platform providers
- raise the profile of online safety awareness with the school by ensuring access to training and relevant online safety literature
- ensure that all staff and pupils have read and signed the acceptable use policy (AUP)
- report annually to the governors on the implementation of the school's online safety strategy
- maintain a log of internet related incidents and co-ordinate any investigation into breaches
- report all incidents and issues to Camden's online safety officer.

The online safety co-ordinator has received recognised training from CEOP in order to carry out their role more effectively.

2.2.4 Network manager's role

Where schools have one, their role is:

- the maintenance and monitoring of the school internet system including anti-virus and filtering systems
- carrying out monitoring and audits of networks and reporting breaches to the online safety co-ordinator
- supporting any subsequent investigation into breaches and preserving any evidence.

2.2.5 Role of school staff

All school staff have a dual role concerning their own internet use and providing guidance, support and supervision for pupils. Their role is:

- adhering to the school's online safety and acceptable use policy and procedures
- communicating the school's online safety and acceptable use policy to pupils
- keeping pupils safe and ensuring they receive appropriate supervision and support whilst using the internet
- planning use of the internet for lessons and researching on-line materials and resources
- reporting breaches of internet use to the online safety co-ordinator
- recognising when pupils are at risk from their internet use or have had negative experiences and taking appropriate action, for example referral to the online safety co-ordinator
- teaching the online safety and digital literacy elements of the new curriculum.

2.2.6 Designated safeguarding leads

Where any online safety incident has serious implications for the child's safety or well-being, the matter should be referred to the designated safeguarding lead for the school who will decide whether or not a referral should be made to Children's Safeguarding and Social Work or the Police.

2.3 Pupils with special educational needs and disabilities (SEND)

Pupils with learning difficulties or disability may be more vulnerable to risk from use of the internet and may need additional guidance on online safety practice as well as closer supervision.

SEND co-ordinator is responsible for providing extra support for these pupils and should:

- link with the online safety co-ordinator to discuss and agree whether the mainstream safeguarding systems on the internet are adequate for pupils with SEND
- where necessary, liaise with the online safety co-ordinator and the IT service to discuss any requirements for further safeguards to the school IT system or tailored resources and materials in order to meet the needs of pupils with SEND
- ensure that the school's online safety policy is adapted to suit the needs of pupils with SEND
- liaise with parents, carers and other relevant agencies in developing online safety practices for pupils with SEND
- keep up to date with any developments regarding emerging technologies and online safety and how these may impact on pupils with SEND.

2.4 Working with parents and carers

UCS Pre-Prep believes that it is essential to involve parents and carers in the development and implementation of online safety strategies and policies; most children will have internet access at home or own mobile devices and might not be as closely supervised in its use as they would be at school.

Therefore, parents and carers need to know about the risks so that they are able to continue online safety education at home and regulate and supervise children's use as appropriate to their age and understanding.

The school offers online safety training opportunities for all parents in order to provide them with information to help them keep their child safe online.

The CSCB online safety leaflet is available on Firefly for all parents and following this link: https://cscb-new.co.uk/?page_id=95

There are numerous events and ways in which the school makes parents aware of online safety issues and supports them in reinforcing online safety messages at home.

In addition, parents are provided with information on computing and the school's online safety policy when they are asked to sign acceptable use agreements on

behalf of their child so that they are fully aware of their child's level of internet use within the school as well as the school's expectations regarding their behaviour. Parents are also informed that they can contact the school's online safety co-ordinator if they have any concerns about their child's use of technology.

3 Online safety policies

3.1 Accessing and monitoring the system

- Access to the school internet system is via individual log-ins and passwords for staff and pupils (when applicable). Visitors should have permission from the headmistress or online safety co-ordinator to access the system and are given a separate visitors log-in.
- The Head of IT records of all log-ins used within the school for the purposes of monitoring and auditing internet activity.
- Staff are advised to change their password regularly.
- Network and technical staff responsible for monitoring systems are supervised by a senior member of their management team.
- The online safety co-ordinator and teaching staff carefully consider the location of internet enabled devices in classrooms and teaching areas in order to allow an appropriate level of supervision of pupils depending on their age and experience. All pupils are supervised when using the internet.

3.2 Confidentiality and data protection

- The school ensures that all data held on its IT systems is held in accordance with the principles of the Data Protection Act 1998. Data will be held securely and password protected with access given only to staff members on a "need to know" basis.
- Pupil data that is being sent to other organisations is encrypted and sent via a safe and secure system. Any breaches of data security are reported to the headmistress immediately.

3.3 Acceptable use policies

- All internet users within the school will be expected to sign an acceptable use agreement on an annual basis that sets out their rights and responsibilities and incorporates the school online safety rules regarding their internet use.
- At the Pre-Prep acceptable use agreements are signed by parents on their child's behalf at the same time that they give consent for their child to have access to the internet in school.
- Staff are expected to sign an acceptable use policy on appointment.

The Headmistress keeps a copy of all signed acceptable use agreements.

3.4 Teaching online safety

3.4.1 Responsibility

One of the key features of UCS Pre-Prep's online safety strategy is teaching pupils to protect themselves and behave responsibly while on-line. There is an expectation that over time, pupils will take increasing responsibility for their own behaviour and internet use so that they will be able, when older, to explore systems and applications with a lessening amount of supervision.

- Overall responsibility for the design and co-ordination of online safety education lies with the headmistress and the online safety co-ordinator, but all staff play a role in delivering online safety messages.
- The headmistress and online safety co-ordinator is responsible for ensuring that all staff have the knowledge and resources to enable them to do so.
- Teachers are primarily responsible for delivering an ongoing online safety education in the classroom as part of the curriculum.
- Rules regarding safe internet use should be posted up in classrooms and teaching areas where computers are used to deliver lessons.

- The start of every lesson where computers are being used should be an opportunity to remind pupils of expectations on internet use and the need to follow basic principles in order to keep safe.
- Teachers may wish to use PSHE lessons as a forum for discussion on online safety issues to ensure that pupils understand the risks and why it is important to regulate their behaviour whilst online.
- Teachers should be aware of those children who may be more vulnerable to risk from internet use, generally those children with a high level of experience and good computer skills but coupled with poor social skills.
- Teachers should ensure that the school's policy on the use of mobile devices in school is adhered to. Please consult Early Years Photography, Video and Images Procedure

3.4.2 Content

Pupils are taught all elements of online safety included in the computing curriculum so that they:

- 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
- can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems
- are responsible, competent, confident and creative users of information and communication technology.

3.5 Staff training and conduct

3.5.1 Training

All school staff receive training with regard to IT systems and online safety as part of their induction and this includes a meeting with the online safety co-ordinator and at times the network manager.

In addition all staff have regular training updates in order to ensure they can keep up with new developments in technology and any emerging safety issues. On online safety and the school uses Internet Safety Day each year to ensure parents and pupils are aware of how to keep safe online. Information evenings are held annually for parents about online safety. Please also consult the Safeguarding Policy.

Staff can also attend specific training on online safety available from the CSCB so that they are aware of the risks and actions to take to keep pupils safe online.

3.5.2 IT and safe teaching practice

School staff need to be aware of the importance of maintaining professional standards of behaviour with regards to their own internet use, particularly in relation to their communications with pupils. Staff should refer to the social media policy for school staff for further guidance and Staff Code of Conduct.

The following points should be followed by staff to ensure that their behaviour is not open to misinterpretation and to safeguard them from misplaced or malicious allegations.

- Photographic and video images of pupils should only be taken by staff in connection with educational purposes, for example school trips.
- Staff should always use school equipment and only store images on the school computer system, with all other copies of the images on personal mobile devices erased.
- Staff should take care regarding the content of and access to their own social networking sites and ensure that pupils and parents cannot gain access to these.
- Staff should ensure that any materials published on their own social networking sites are neither inappropriate nor illegal.
- Staff should be particularly careful regarding any comments to do with the school that are communicated over the internet; remarks that are private may go to a wider audience and raise questions regarding confidentiality.

- Staff should not post any comments about specific pupils or staff members on their social networking sites or any comments that would bring the school or their profession into disrepute.
- Staff should not engage in any conversation with pupils via instant messaging or social networking sites as these may be misinterpreted or taken out of context.
- Where staff need to communicate with pupils regarding school work, this should be via the school email system and messages should be carefully written to ensure that they are clear, unambiguous and not open to any negative interpretation.
- When making contact with parents or pupils by telephone, staff should only use school equipment. Pupil or parent numbers should not be stored on a staff member's personal mobile phone and staff should avoid lending their mobile phones to pupils.
- When making contact with parents or pupils by email, staff should always use their school email address or account. Personal email addresses and accounts such as SN should never be used.
- Staff should ensure that personal data relating to pupils is stored securely and encrypted if taken off the school premises.
- Where staff are using mobile equipment such as laptops or i-pads provided by the school, they should ensure that the equipment is kept safe and secure at all times.

3.5.3 Exit strategy

When staff leave the school, the Headmistress liaises with the network manager to ensure that any school equipment is handed over and that any PIN numbers, passwords and other access codes are reset so that the staff member can be removed from the school's IT system.

3.6 Safe use of technology

3.6.1 Internet and search engines

- Children are supervised at all times when using the internet.
- When using the internet, children should receive the appropriate level of supervision for their age and understanding. Teachers should be aware that often, the most computer-literate children are the ones who are most at risk.
- Pupils should not be allowed to aimlessly “surf” the internet and all use should have a clearly defined educational purpose.
- Despite filtering systems, it is still possible for pupils to inadvertently access unsuitable websites; to reduce risk, teachers should plan use of internet resources ahead of lessons by checking sites and storing information off-line where possible.
- Where teachers require access to blocked websites for educational purposes, this should be discussed and agreed with the online safety co-ordinator, who will liaise with the IT service provider for temporary access. Teachers should notify the online safety co-ordinator once access is no longer needed to ensure the site is blocked.

3.6.2 Evaluating and using internet content

Teachers should teach pupils good research skills that help them to maximise the resources available on the internet so that they can use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content.

3.6.3 Safe use of applications

School email systems should be hosted by an email system that allows content to be filtered and allow pupils to send emails to others within the school or to approved email addresses externally.

Social networking sites such as Facebook, MySpace and Twitter allow users to publish information about them to be seen by anyone who has access to the site. Generally, these would have limited use in schools but pupils are likely to use these sites at home.

Newsgroups and forums are sites that enable users to discuss issues and share ideas on-line. Some schools may feel that these have an educational value.

Chat rooms are internet sites where users can join in “conversations” on-line; **instant messaging** allows instant communications between two people on-line. In most cases, pupils will use these at home although school internet systems do host these applications.

Gaming-based sites allow children to “chat” to other gamers during the course of gaming. Many of the gaming sites are not properly moderated and may be targeted by adults who pose a risk to children. Consequently such sites should not be accessible via school internet systems

Safety Rules

- Access to and use of personal email accounts, unregulated public social networking sites, newsgroups or forums, chat rooms or gaming sites on the school internet system is forbidden and may be blocked. This is to protect pupils from receiving unsolicited mail or contacts and to preserve the safety of the system from hacking and viruses.
- If schools identify a clear educational use for emails or social networking sites and forums for on-line publishing, they should only use approved sites such as those provided by the IT service provider. Any use of these sites should be strictly supervised by the responsible teacher.
- Emails should only be sent via the school internet system to addresses within the school system or approved external address. All email messages sent by pupils in connection with school business must be checked and cleared by the responsible teacher.
- Where teachers wish to add an external email address, this must be for a clear educational purpose and must be discussed with the online safety co-ordinator who will liaise with the learning platform provider.
- Apart from the head teacher, individual email addresses for staff or pupils should not be published on the school website.
- Pupils should be taught to be wary of opening attachments to emails where they are unsure of the content or have no knowledge of the sender.

- Pupils should be taught not to disclose personal contact details for themselves or others such as addresses or telephone numbers via email correspondence or on social networking sites.
- All electronic communications should be polite; if a pupil receives an offensive or distressing email or comment, they should be instructed not to reply and to notify the responsible teacher immediately.
- Pupils should be warned that any bullying or harassment via email, chat rooms or social networking sites will not be tolerated and will be dealt with in accordance with the school's anti-bullying policy. This should include any correspondence or contact taking place outside the school and/or using non-school systems or equipment.
- Users should be aware that as use of the school internet system is for the purposes of education or school business only, and its use may be monitored.

In order to teach pupils to stay safe online outside of school, they should be advised:

- not to give out personal details to anyone on-line that may help to identify or locate them or anyone else, for example home address, name of school or clubs attended
- to only use moderated chat rooms that require registration and are specifically for their age group;
- not to upload personal photos of themselves or others onto sites and to take care regarding what information is posted as there is no control where images may end up or who can see them
- how to set up security and privacy settings on sites or use a "buddy list" to block unwanted communications or deny access to those unknown to them
- to behave responsibly whilst on-line and keep communications polite
- not to respond to any hurtful or distressing messages but to let their parents or carers know so that appropriate action can be taken.
- not to give out personal details to anyone on-line that may help to identify or locate them or anyone else
- not to arrange to meet anyone whom they have only met on-line or go "off-line" with anyone they meet in a chat room

- to behave responsibly whilst on-line and keep communications polite
- not to respond to any hurtful or distressing messages but to let their parents or carers know so that appropriate action can be taken.

3.6.4 Video conferencing

Video conferencing enables users to communicate face-to-face via the internet using web cameras.

- Teachers should try to use a safe video conferencing platform, ie: London Grid for Learning and need to be aware of the risks associated with live video feeds.
- Pupil use of video conferencing should be for educational purposes and should be supervised as appropriate to their age. Pupils must ask permission from the responsible teacher before making or receiving a video conference call.
- Teachers should ensure that pupils are appropriately dressed during any photography or filming and equipment must not be used in changing rooms or toilets.
- Photographic or video devices may be used by teachers only in connection with educational activities including school trips.
- Photographs and videos may only be downloaded onto the school's computer system with the permission of the network manager and should never enable individual pupils' names or other identifying information to be disclosed.

3.6.5 School website

- Content should not be uploaded onto the school website unless it has been authorised by the online safety co-ordinator and the headmistress, who are responsible for ensuring that content is accurate, suitable for the purpose and audience, and does not breach copyright or intellectual property law.

- A designated named person or persons have responsibility for uploading materials onto the website.
- To ensure the privacy and security of staff and pupils, the contact details on the website should be the school address, email and telephone number. No contact details for staff or pupils are contained on the website.
- Children's full names are never be published on the website.
- Links to any external websites should be regularly reviewed to ensure that their content is appropriate for the school and the intended audience.

3.6.6 Photographic and video images

- Where the school uses photographs and videos of pupils for publicity purposes, for example on the school website, images should be carefully selected so that individual pupils cannot be easily identified. It is recommended that group photographs are used.
- Where photographs or videos of children are used, written permission must be obtained first from their parents or carers, who should be informed of the purpose of the image and where it will appear.
- Children's names should never be published where their photograph or video is being used.
- Staff should ensure that children are suitably dressed to reduce the risk of inappropriate use of images.
- Images should be securely stored only on the school's computer system and all other copies deleted.
- Stored images should not be labelled with the child's name and all images held of children should be deleted once the child has left the school.
- Staff should not use personal devices to take photographs of pupils.
- Schools should inform parents that although they may take photographic images of school events that include other children, it is on the understanding

that these images are for personal use only and will not be published on the internet or social networking sites.

3.6.7 Personal Mobile Devices

Pupils are not allowed to bring mobile phones or other devices that allows them to access internet services into school.

Staff personal mobile devices

All staff are able to use their own devices whilst at school in the staffroom. Staff are not to use their mobile phones when teaching or with pupils.

There is a school mobile phone that is used off site for Physical Education purposes. Staff take their own mobile devices on trips but are only permitted to use them in emergencies or to inform the school office about collection of pupils.

In the Foundation Stage classroom personal mobile phones will not be used in the classroom. School iPads/cameras will be used to record pupil progress and images will be regularly checked and deleted regularly. iPads taken off site for educational purposes are cleared of images and have passcode locks.

The police will be involved if there is any criminal element to misuse of the internet, mobile phones or any other form of electronic media.

4 Responding to incidents

4.1 Policy statement

- All incidents and complaints relating to online safety and unacceptable internet use will be reported to the online safety co-ordinator in the first instance. All incidents, whether involving pupils or staff, must be recorded by the online safety co-ordinator on the online safety incident report form (appendix 4).
- A copy of the incident record should be emailed to Camden's designated online safety officer at jenni.spencer@camden.gov.uk

- Where the incident or complaint relates to a member of staff, the matter must always be referred to the head teacher for action and consideration given to contacting the LADO where this is appropriate. Incidents involving the head teacher should be reported to the chair of the board of governors.
- The school's online safety co-ordinator should keep a log of all online safety incidents and complaints and regularly review the information for evidence of emerging patterns of individual behaviour or weaknesses in the school's online safety system, and use these to update the online safety policy.
- Online safety incidents involving safeguarding issues, for example contact with inappropriate adults, should be reported to the designated safeguarding lead, who will make a decision as to whether or not to refer the matter to the police and/or Children's Safeguarding and Social Work in conjunction with the headmistress.

Although it is intended that online safety strategies and policies should reduce the risk to pupils whilst on-line, this cannot completely rule out the possibility that pupils may access unsuitable material on the internet. Neither the school nor the London Borough of Camden can accept liability for material accessed or any consequences of internet access, but all reasonable precautions will be taken to ensure a safe e-learning environment.

4.2 Unintentional access of inappropriate websites

- If a pupil or teacher accidentally opens a website that has content which is distressing or upsetting or inappropriate to the pupils' age, teachers should immediately (and calmly) close or minimise the screen.
- Teachers should reassure pupils that they have done nothing wrong and discuss the incident with the class to reinforce the online safety message and to demonstrate the school's "no blame" approach.
- The incident should be reported to the online safety co-ordinator and details of the website address and URL provided.

- The online safety co-ordinator should liaise with the network manager or learning platform provider to ensure that access to the site is blocked and the school's filtering system reviewed to ensure it remains appropriate.

4.3 Intentional access of inappropriate websites by a pupil

- If a pupil deliberately accesses inappropriate or banned websites, they will be in breach of the acceptable use policy and subject to appropriate sanctions (see section 5).
- The incident should be reported to the online safety co-ordinator and details of the website address and URL recorded.
- The online safety co-ordinator should liaise with the network manager or learning platform provider to ensure that access to the site is blocked.
- The pupil's parents should be notified of the incident and what action will be taken.

4.4 Inappropriate use of IT by staff

- If a member of staff witnesses misuse of IT by a colleague, they should report this to the head teacher and the online safety co-ordinator immediately. If the misconduct involves the head teacher or governor, the matter should be reported to the chair of the board of governors.
- The online safety co-ordinator will notify the network manager so that the computer, laptop or other device is taken out of use and securely stored in order to preserve any evidence. A note of any action taken should be recorded on the online safety incident report form.
- The online safety co-ordinator will arrange with the network manager or learning platform provider to carry out an audit of use to establish which user is responsible and the details of materials accessed.
- Once the facts are established, the head teacher will take any necessary disciplinary action against the staff member and report the matter to the

school governors and the police where appropriate. Where appropriate, consideration should be given to contacting the LADO for advice.

- If the materials viewed are illegal in nature the headmistress or governor should report the incident to the police and follow their advice, which should also be recorded on the online safety incident report form.

4.5 Online bullying

4.5.1 Definition and description

Online bullying is defined as the use of technology such as email and social networking sites to deliberately hurt or upset someone or harass or threaten. Unlike physical forms of bullying, the internet allows bullying to continue past school hours and invades the victim's home life and personal space. It also allows distribution of hurtful comments and material to a wide audience.

Online bullying is extremely prevalent as pupils who would not consider bullying in the physical sense may find it easier to bully through the internet, especially if it is thought the bullying may remain anonymous.

Bullying may take the form of:

- rude, abusive or threatening messages via email or text
- posting insulting, derogatory or defamatory statements on blogs or social networking sites
- setting up websites that specifically target the victim
- making or sharing derogatory or embarrassing images or videos of someone via mobile phone or email (for example, sexting/"happy slapping").

Online bullying can affect pupils and staff members. Often, the internet medium used to perpetrate the bullying allows the bully to remain anonymous. In extreme cases, online bullying could be a criminal offence under the Harassment Act 1997 or the Telecommunications Act 1984.

4.5.2 Dealing with incidents

The following covers all incidents of bullying that involve pupils at the school, whether or not they take place on school premises or outside school.

- School anti-bullying and behaviour policies and acceptable use policies should cover the issue of online bullying and set out clear expectations of behaviour and sanctions for any breach.
- Any incidents of online bullying should be reported to the online safety co-ordinator who will notify record the incident on the incident report form and ensure that the incident is dealt with in line with the school's anti-bullying policy. Incidents should be monitored and the information used to inform the development of anti-bullying policies.
- Where incidents are extreme, for example threats against someone's life, or continue over a period of time, consideration should be given to reporting the matter to the police as in these cases, the bullying may be a criminal offence.
- As part of online safety awareness and education, pupils should be told of the "no tolerance" policy for online bullying and encouraged to report any incidents to their teacher.

Pupils should be taught:

- to only give out mobile phone numbers and email addresses to people they trust
- to only allow close friends whom they trust to have access to their social networking page
- not to send or post inappropriate images of themselves
- not to respond to offensive messages
- to report the matter to their parents and teacher immediately.

Evidence of bullying, for example texts, emails or comments on websites should be preserved by the young person as evidence.

Any action taken on online bullying incidents must be proportional to the harm caused. For some cases, it may be more appropriate to help the pupils involved to resolve the issues themselves rather than impose sanctions.

4.5.3 Action by service providers

All website providers and mobile phone companies are aware of the issue of online bullying and have their own systems in place to deal with problems, such as tracing communications. Teachers or parents can contact providers at any time for advice on what action can be taken.

- Where the bullying takes place by mobile phone texts, the mobile phone company can be contacted to ask them to trace the calls. The pupil should also consider changing their phone number.
- Where the bullying takes place by email, and the messages are being sent from a personal email account, contact the service provider so that the sender can be traced. The pupil should also consider changing email address.
- Where bullying takes place in chat rooms or gaming sites, the pupil should leave the chat room or gaming site immediately and seek advice from parents or teachers. Bullying should be reported to any chat room moderator to take action.
- Where bullying involves messages on social networking sites or blogs, contact the website provider to request that the comments are removed. In extreme cases, the bully's access to the site can be blocked.
- Parents should be notified of any incidents and advised on what measures they can take to block any offensive messages on computers at home.

4.5.4 Online bullying of school staff

- The headmistress should be aware that school staff may become victims of online bullying by pupils and/or their parents. Because of the duty of care owed to staff, head teachers should ensure that staff are able to report incidents in confidence and receive adequate support, including taking any appropriate action against pupils and parents.
- The issue of online bullying of school staff should be incorporated into any anti-bullying policies, education programme or discussion with pupils so that they are aware of their own responsibilities.

- Incidents of online bullying involving school staff should be recorded and monitored by the online safety co-ordinator in the same manner as incidents involving pupils.
- Staff should follow the guidance on safe IT use in section 3.4 of this policy and avoid using their own mobile phones or email addresses to contact parents or pupils so that no record of these details becomes available.
- Personal contact details for staff should not be posted on the school website or in any other school publication.
- Staff should follow the advice above on online bullying of pupils and not reply to messages but report the incident to the head teacher immediately.
- Where the bullying is being carried out by parents the headmistress should contact the parent to discuss the issue. A home/school agreement with the parent can be used to ensure responsible use.

4.6 Sexting and sexual abuse and harassment by peers

The internet contains a high level of sexually explicit content and internet-based communications systems and social networking sites can be used to send sexually explicit messages and images. In some cases these actions may be harmful or abusive or may constitute harassment or online bullying.

“Sexting” or the sending of sexual images between young people via the internet or mobile devices is a particular issue young people need to know that producing and sharing these images is illegal. Pupils need to understand that once the image is sent, they have lost control of who it is distributed to and how it is used, and that there is a good chance that the image will be widely seen, possibly including parents.

Staff need to be able to react to incidents in a proportional manner so that the welfare of young people is safeguarded and no young person is unnecessarily criminalised. Guidance for responding to incidents is available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551575/6.2439_KG_NCA_Sexting_in_Schools_WEB_1.PDF

Schools need to be aware of the use of IT by older pupils for the purpose of distributing unsuitable materials and sexually harassing other pupils and be able to safeguard pupils from this.

On-line behaviour that involves sexual abuse and bullying is a criminal offence, although it is unlikely that the perpetrator will be prosecuted where it is a peer of the victim.

However, schools need to include responses to sexual bullying in their behaviour policy and make a referral to Children's Safeguarding and Social Work for any pupil who displays sexually abusive behaviour towards other pupils. Staff should refer to Camden's "Children who harm other children" guidance for further details on this.

<https://cscb-new.co.uk/> London Safeguarding procedures <http://www.londoncp.co.uk/>

Schools should also be aware of when any of these behaviours may be linked to the sexual exploitation of a pupil or is being carried out as a gang-related activity. Staff should refer to the CSCB child sexual exploitation guidance for further details.

<https://cscb-new.co.uk/wp-content/uploads/2018/03/CSCB-multi-agency-guidance-on-child-sexual-exploitation.pdf>

<https://cscb-new.co.uk/wp-content/uploads/2018/03/Preventing-CSE-strategy2017.pdf>

<http://www.chscb.org.uk/wp-content/uploads/2017/06/LONDON-CSE-PROTOCOL.pdf>

4.7 Risk from inappropriate contacts with adults

Teachers may be concerned about a pupil being at risk as a consequence of their contact with an adult they have met over the internet. The pupil may report inappropriate contacts or teachers may suspect that the pupil is being groomed or has arranged to meet with someone they have met on-line.

School staff should also be aware of pupils being sexually abused on-line through video messaging such as Skype. In these cases, perpetrators persuade the young person concerned to carry out sexual acts while the perpetrator watches/records.

- All concerns around inappropriate contacts should be reported to the online safety co-ordinator and the designated safeguarding lead.
- The designated safeguarding lead should discuss the matter with the referring teacher and where appropriate, speak to the pupil involved, before deciding whether or not to make a referral to Children's Safeguarding and Social Work and/or the police.

- The police should always be contacted if there is a concern that the child is at immediate risk, for example if they are arranging to meet the adult after school.
- The designated safeguarding lead can seek advice on possible courses of action from Camden's online safety officer in Children's Safeguarding and Social Work.
- Teachers will advise the pupil how to terminate the contact and change contact details where necessary to ensure no further contact.
- The designated safeguarding lead and the online safety co-ordinator should always notify the pupil's parents of any concerns or incidents and where appropriate, arrange to meet with them discuss what action they can take to ensure their child's safety.
- Where inappropriate contacts have taken place using school IT equipment or networks, the online safety co-ordinator should make a note of all actions taken and contact the network manager or learning platform provider to ensure that all evidence is preserved and that an audit of systems is carried out to ensure that the risk to other pupils is minimised.

4.8 Risk from contact with violent extremists

Many extremist groups who advocate violence use the internet as a means of either inciting violence against specific groups or providing information on preparing explosives or carrying out terrorist acts. Because of their personal circumstances, some young people may be susceptible to these influences and may be radicalised as a result.

All schools have a duty under the Government's Prevent programme to prevent vulnerable young people from being radicalised and drawn into terrorism. The main mechanism for this is Camden's Channel Panel, a multi-agency forum that identifies young people who are at risk and develops a support plan to stop the radicalisation process and divert them from extremism.

Staff need to be aware of the school's duty under the Prevent programme and be able to recognise any pupil who is being targeted by violent extremists via the internet for the purposes of radicalisation. Pupils and staff should be warned of the risks of becoming involved in such groups and informed that accessing such websites is against school policies.

- The school ensures adequate filtering is in place and review filtering in response to any incident where a pupil or staff member accesses websites advocating violent extremism.
- All incidents should be dealt with as a breach of the acceptable use policies and the school's behaviour and staff disciplinary procedures should be used as appropriate.
- The online safety co-ordinator and the designated safeguarding lead should record and review all incidents in order to establish whether there are any patterns of extremist groups targeting the school and whether current school procedures are robust enough to deal with the issue.
- Where there are concerns that a young person is being radicalised or is in contact with violent extremists, or that their parents are and this is placing the child or young person at risk, schools should refer the young person to the Channel Co-ordinator for support.

Further information is available in the CSCB guidance "Safeguarding children and young people from radicalisation and extremism" <http://swisscottage.camden.sch.uk/wp-content/uploads/2012/08/CSCB-Guidance-on-Radicalisation-and-Extremism.pdf>

4.9 Risk from sites advocating suicide, self-harm and anorexia

Some internet sites advocate dangerous activities such as self-harming, suicide or anorexia. Other sites contain sexually explicit material or glorify risky and illegal behaviours like substance misuse.

Exposure to potentially harmful materials online may normalise the issue for young people and desensitise them to the harm. Most young people who visit these sites will not be adversely affected, but some vulnerable, less resilient young people may feel drawn to the sites which may trigger harmful or even fatal behaviours.

- The school should ensure that young people have an opportunity to openly discuss issues such as self-harming, suicide, substance misuse and anorexia as part of the PHSE curriculum.

- Pastoral support should be made available to all young people to discuss issues affecting them and to establish whether their online activities are an added risk factor
- Staff should receive the training needed to raise awareness of these issues so that they are able to identify those young people who are at risk, offer appropriate support and make appropriate referrals for help.

5 Sanctions for misuse of school IT

Individual schools are responsible for deciding what sanctions will be applied for breach of acceptable use policies. Sanctions applied should reflect the seriousness of the breach and should take into account all other relevant factors. The following is a framework recommended by LGfL that schools may want to adopt: For each point, schools may record their own detailed list of breaches and corresponding sanctions.

5.1 Sanctions for pupils

5.1.1 Category A infringements

These are basically low-level breaches of acceptable use agreements such as:

- *use of non-educational sites during lessons*
- *unauthorised use of email or mobile phones*
- *unauthorised use of prohibited sites for instant messaging or social networking.*

Sanctions include referral to the class teacher or tutor as well as a referral to the online safety co-ordinator.

5.1.2 Category B infringements

These are persistent breaches of acceptable use agreements following warnings and use of banned sites or serious breaches of online safety policy that are non-deliberate, such as:

- continued use of non-educational or prohibited sites during lessons
- continued unauthorised use of email, mobile phones or social networking sites during lessons
- use of file sharing software

- accidentally corrupting or destroying other people's data without notifying staff
- accidentally accessing offensive material without notifying staff.

Sanctions include:

- referral to class teacher or tutor
- referral to online safety co-ordinator
- loss of internet access for a period of time
- removal of mobile phone until the end of the day
- contacting parents.

5.1.3 Category C infringements

These are deliberate actions that either negatively affect school ICT systems or are serious breaches of acceptable use agreements or anti-bullying policies, such as:

- deliberately bypassing security or access
- deliberately corrupting or destroying other people's data or violating other's privacy
- online bullying
- deliberately accessing, sending or distributing offensive or pornographic material
- purchasing or ordering items over the internet
- transmission of commercial or advertising material.

Sanctions include:

- referral to class teacher or tutor
- referral to online safety co-ordinator
- referral to head teacher
- loss of access to the internet for a period of time
- contact with parents
- any sanctions agreed under other school policies.

5.1.4 Category D infringements

These are continued serious breaches of acceptable use agreements following warnings or deliberately accessing and distributing banned or illegal materials which may result in a criminal offence, such as:

- persistent and/or extreme online bullying
- deliberately accessing, downloading or disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent
- receipt or transmission of material that infringes the copyright of other people or is in breach of the Data Protection Act
- bringing the school name into disrepute.

Sanctions include:

- referral to headmistress
- contact with parents
- possible exclusion
- removal of equipment
- referral to community police officer
- referral to Camden's online safety officer.

5.2 Sanctions for staff

These will reflect the seriousness with which any breach of acceptable use policies by staff members will be viewed given their position of trust and the need to ensure acceptable standards of behaviour by adults who work with children.

5.2.1 Category A infringements

These are minor breaches of the school's acceptable use policy which amount to misconduct and will be dealt with internally by the headmistress.

- excessive use of internet for personal activities not connected to professional development
- use of personal data storage media (eg: removable memory sticks) without carrying out virus checks
- any behaviour on the world wide web and social media sites such as Twitter that compromises the staff member's professional standing in the school and community, for example inappropriate comments about the school, staff or pupils or inappropriate material published on social networking sites
- sharing or disclosing passwords to others or using other user's passwords
- breaching copyright or licence by installing unlicensed software.

Possible sanctions include referral to the headmistress who will issue a warning.

5.2.2 Category B infringements

These infringements involve deliberate actions that undermine safety on the internet and activities that call into question the person's suitability to work with children. They represent gross misconduct that would require a strong response and possible referral to other agencies such as the police or Camden's LADO.

- serious misuse of or deliberate damage to any school computer hardware or software, for example deleting files, downloading unsuitable applications
- any deliberate attempt to breach data protection or computer security rules, for example hacking
- deliberately accessing, downloading or disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent
- receipt or transmission of material that infringes the copyright of other people or is in breach of the Data Protection Act
- bringing the school name into disrepute.

Possible sanctions include:

- referral to the head teacher
- removal of equipment
- referral to Camden's online safety officer
- referral to Camden's LADO or the police
- suspension pending investigation
- disciplinary action in line with school policies.

Rules For Online Safety



We only use the Internet when an adult is with us.

We only click on the buttons or links when we know what they do.

We search the Internet with an adult, and we only use sites for schoolwork and homework.

We always ask if we get lost on the Internet.

We send and open emails together.

We only write polite and friendly emails to people that we know

I will not give my name, address or telephone number to anyone on the Internet and I will tell an adult if anyone asks me for my name, address or telephone number.

I will NEVER agree to meet someone I have spoken to on the Internet.

I will not download programmes or bring programmes from home into school.



Online Safety Incident Report Form

This form should be kept on file and a copy emailed to Camden's online safety officer at jenni.spencer@camden.gov.uk or call 020 7974 2866

School/organisation's details:

Name of school/organisation:

Address:

Name of online safety contact officer:

Contact details:

Details of incident

Date happened:

Time:

Name of person reporting incident:

If not reported, how was the incident identified?

Where did the incident occur?

- In school/service setting Outside school/service setting

Who was involved in the incident?

- child/young person staff member other (please specify)

Type of incident:

- bullying or harassment (online bullying)
- deliberately bypassing security or access
- hacking or virus propagation
- racist, sexist, homophobic religious hate material
- terrorist material
- online grooming
- online radicalisation
- child abuse images
- on-line gambling
- soft core pornographic material
- illegal hard core pornographic material
- other (please specify)

Description of incident

Nature of incident

Deliberate access

Did the incident involve material being;

created viewed printed shown to others

transmitted to others distributed

Could the incident be considered as;

harassment grooming online bullying breach of AUP

Accidental access

Did the incident involve material being;

created viewed printed shown to others

transmitted to others distributed

Action taken

Staff

incident reported to head teacher/senior manager

advice sought from LADO

referral made to LADO

incident reported to police

incident reported to Internet Watch Foundation

incident reported to IT

disciplinary action to be taken

online safety policy to be reviewed/amended

Please detail any specific action taken (ie: removal of equipment)

Child/young person

incident reported to head teacher/senior manager

advice sought from Children's Safeguarding and Social Work

referral made to Children's Safeguarding and Social Work

- incident reported to police
- incident reported to social networking site
- incident reported to IT
- child's parents informed
- disciplinary action to be taken
- child/young person debriefed
- online safety policy to be reviewed/amended

Outcome of incident/investigation



Acceptable Use Policy for Staff

The purpose of this policy is to ensure the proper use of the School's email, and Internet systems. It should be read in conjunction with the Staff Code of Conduct and Safeguarding Policy. Please make sure you are familiar with and adhere to the following policy.

Employees are expected to abide by the terms of their employment contract and the policies and procedures contained within the Employment Reference File

Personal use of email or the Internet is only permitted for staff outside your normal contractual working hours or during your lunch breaks.

This Policy applies to the use of:

- All Internet and email facilities, multi-user computers, workstations and any networks connecting them provided by the School;
- All hardware owned, leased, rented or otherwise provided by a member of staff and connected to or otherwise accessing School networks or other facilities;
- Hardware owned, leased, rented or otherwise provided by staff or pupils may be directly connected only by arrangement with, and with the explicit approval of the School.
- It is a condition of use of the facilities that staff give the School permission to access any transmissions and data stored for the purpose of monitoring compliance with this policy and in cases where the School has reason to suspect inappropriate or unsuitable use. This right of access extends to equipment owned or provided by the staff or pupils where it is connected to the School facilities.
- You must not interfere with the work of others or the system itself. The facilities must be used in a responsible manner - in particular, you must not:
 - create, transmit or cause to be transmitted offensive obscene or indecent material or material which is designed or likely to cause

annoyance, inconvenience, anxiety or offence, including in particular, material containing offensive comments about race, gender, age, sexual orientation, pornography, religious or political beliefs, national origin or disability. For the purpose of this policy, the word 'material' includes attachments to emails;

- create, transmit or cause to be transmitted defamatory or unlawful material;
- create, transmit or cause to be transmitted any material which is harassing, vulgar, obscene or contains sexually or racially explicit language or material;
- create, transmit or cause to be transmitted material such that the copyright of another person is knowingly infringed;
- create, transmit or cause to be transmitted any repetitive emails to bulk recipients (spamming) save for staff in the course of your duties;
- upload, download or open any files unless virus scanned or create, knowingly transmit or forward viruses;
- use networked computing equipment for playing computer games;
- gain deliberate unauthorised access to facilities or services accessible via local or national networks;
- transmit by email any confidential information of the School other than in the normal course of your studies or duties;
- send any message internally or externally which is abusive, humiliating, hostile or intimidating;
- send any message purporting to be someone else;
- join any mailing groups or lists or register yourself on any websites without the consent of the School;
- gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of other people;
- disclose passwords to third parties without the consent of the School.

Access and Professional Use

- All computer networks and systems belong to the school and are made available to staff and governors for educational, professional, administrative and governance purposes only.
- Staff and governors are expected to abide by all school online safety rules and the terms of this acceptable use policy. Failure to do so may result in disciplinary action being taken against staff or governors being removed.
- The school reserves the right to monitor internet activity and examine and delete files from the school's system.
- Staff and governors have a responsibility to safeguard pupils in their use of the internet and reporting all online safety concerns to the online safety co-ordinator.
- Copyright and intellectual property rights in relation to materials used from the internet must be respected.
- E-mails and other written communications must be carefully written and polite in tone and nature.
- Anonymous messages and the forwarding of chain letters are not permitted.
- Staff and governors will have access to the internet as agreed by the school but will take care not to allow pupils to use their logon to search the internet.
- Staff will follow good practice advice at all times and will ensure online activity meets the standards expected of professional conduct.

You must observe this policy at all times and note the disciplinary consequences of non-compliance which will be treated as a serious disciplinary matter.

You must have no expectation of privacy for any emails that you send, receive or store on the Schools system. You waive any right to privacy in anything you send or receive.

Each member of staff is individually accountable for his or her actions and behaviour and is responsible for the protection of the School's assets and systems. Please think before you send or reply.

Data protection and system security

- Staff and governors should ensure that any personal data sent over the internet will be encrypted or sent via secure systems. Where personal data is taken off the school premises via laptops and other mobile systems, the information must be encrypted beforehand.
- Use of any portable media such as USB sticks is permitted where virus checks can be implemented on the school ICT system using software.
- Downloading executable files or unapproved system utilities will not be allowed and all files held on the school ICT system will be regularly checked.
- Staff will not allow others to access their individual accounts. Sharing and use of other people's log-ins and passwords is forbidden. Users should ensure that they log-out when they have finished using a computer terminal.
- Files should be saved, stored and deleted in line with the school policy.
- Care will be taken to check copyright and not publish or distribute others' work without seeking permission.

Personal Use

- Staff should not browse, download or send material that could be considered offensive to colleagues and pupils or is illegal.

- Staff should not allow school equipment or systems to be used or accessed by unauthorised persons and keep any computers or hardware used at home safe.
- Staff should ensure that personal websites or blogs do not contain material that compromises their professional standing or brings the school's name into disrepute.
- School ICT systems may not be used for private purposes without permission from the headmistress.
- Use of school ICT systems for financial gain, gambling, political purposes or advertising is not permitted.
- Staff are expected to abide by all school e-safety rules and the terms of this acceptable use policy. Failure to do so may result in disciplinary action being taken.
- All computer networks and systems belong to the school and are made available to staff for educational, professional and administrative purposes only.
- The school reserves the right to monitor Internet activity and examine and delete files
- Copyright and intellectual property rights in relation to materials used from the Internet must be respected.
- E-mails and other written communications must be carefully written and polite in tone and nature.

I have read the above policy and agree to abide by its terms.

Name:

Signature Date.....