

## Green Park School Online Safety Policy

Policy written by:	A Esson
Role:	Deputy Headteacher
Committee approving Policy	Standards Committee
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Signed by Chair of Committee	Rev S Skidmore , Chair of Committee

### **Our Mission**

Green Park aims to provide access to high quality education and learning experiences, both in school and in the community and seeks to maximise each pupil's achievement as part of his or her lifelong learning. It is the school's aim to be a centre of Educational Excellence in the heart of the community.

### **Contents**

This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedure

### **1. Policy Aims**

- This online safety policy has been written by Green Park School, involving staff, learners and parents/carers, building on the Kent County Council/The Education People online safety policy template, with specialist advice and input as required.
- It takes into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2022, [Early Years and Foundation Stage](#) 2017 '[Working Together to Safeguard Children](#)'
- The purpose of Green Park School online safety policy is to
  - safeguard and promote the welfare of all members of Green Park School community online.
  - identify approaches to educate and raise awareness of online safety throughout our community.
  - enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using technology.
  - identify clear procedures to follow when responding to online safety concerns.

- Green Park School identifies that the issues classified within online safety are considerable but can be broadly categorised into three areas of risk.
  - **Content:** being exposed to illegal, inappropriate or harmful material
  - **Contact:** being subjected to harmful online interaction with other users
  - **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

## 2. Policy Scope

- Green Park School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm online.
- Green Park School identifies that the internet and associated devices, such as computers, tablets, mobile phones and games consoles are an important part of everyday life which present positive and exciting opportunities, as well as challenges and risks.
- Green Park School will empower our learners to acquire the knowledge needed to use the internet and technology in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks.
- This policy applies to all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as “staff” in this policy) as well as learners and parents and carers.
- This policy applies to all access to the internet and use of technology, including mobile technology, or where learners, staff or other individuals have been provided with setting issued devices for use, both on and off-site.

### 2.2 Links with other policies and practices

- This policy links with several other policies, practices and action plans, including but not limited to:
  - Anti-bullying policy
  - Acceptable Use Policies (AUP) and/or the Staff Code of conduct policy
  - Behaviour and Discipline Policy (this includes anti-bullying)
  - Safeguarding and Child Protection Policy
  - Curriculum Policy
  - Relationships and Sex Education (RSE)
  - Data security

### 3. Monitoring and review

- Technology evolves and changes rapidly; as such Green Park School will review this policy at least annually. The policy will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our technical infrastructure.
- We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- To ensure they have oversight of online safety, the Headteacher will be informed of online safety concerns, as appropriate.
- The named governor for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the wider governing body.
- Any issues identified via monitoring policy compliance will be incorporated into our action planning.

### 4. Roles and Responsibilities

- The Designated Safeguarding Lead (*Angie Esson*) is recognised as holding overall lead responsibility for online safety.
- Green Park School recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

#### 4.1 The leadership and management team will:

- Create a whole setting culture that incorporates online safety throughout all elements of school life.
- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Implement appropriate and up-to-date policies regarding online safety which addresses the acceptable use of technology, peer on peer abuse, use of social media and mobile technology.
- Work with technical staff and IT support to ensure that suitable and appropriate filtering and monitoring systems are in place.
- Support the DSL and any deputies by ensuring they have enough time and resources to carry out their responsibilities.
- Ensure robust reporting channels are in place for the whole community to access regarding online safety concerns.
- Undertake appropriate risk assessments regarding the safe use of technology on site.

- Audit and evaluate online safety practice to identify strengths and areas for improvement.
- Ensure that staff, learners and parents/carers are proactively engaged in activities which promote online safety.
- Support staff to ensure that online safety is embedded within a progressive whole setting curriculum which enables all learners to develop an appropriate understanding of online safety.

#### **4.2 The Designated Safeguarding Lead (DSL) will:**

- Act as a named point of contact within the setting on all online safeguarding issues.
- Liaise with other members of staff, such as pastoral support staff, IT technicians, network managers and the SENCO on matters of online safety.
- Ensure appropriate referrals are made to relevant external partner agencies, as appropriate.
- Work alongside deputy DSLs to ensure online safety is recognised as part of the settings safeguarding responsibilities, and that a coordinated whole school approach is implemented.
- Access regular and appropriate training and support to ensure they understand the unique risks associated with online safety and have the relevant and up-to-date knowledge required to keep learners safe online.
- Access regular and appropriate training and support to ensure they recognise the additional risks that learners with SEN and disabilities (SEND) face online.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training and information as part of their induction and child protection training.
- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the community, as appropriate.
- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.
- Ensure that online safety is promoted to parents, carers and the wider community through a variety of channels and approaches.
- Maintain records of online safety concerns, as well as actions taken, as part of the settings safeguarding recording mechanisms.
- Monitor online safety incidents to identify gaps and trends and use this data to update the education response and school policies and procedures.
- Report online safety concerns, as appropriate, to the school management team and Governing Body.
- Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with stakeholder input.

- Meet regularly (termly) with the governor with a lead responsibility for safeguarding and online safety.

#### **4.3 It is the responsibility of all members of staff to:**

- Contribute to the development of our online safety policies.
- Read and adhere to our online safety policy and acceptable use of technology policies.
- Take responsibility for the security of IT systems and the electronic data they use or have access to.
- Model good practice when using technology with learners
- Maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery wherever possible.
- Have an awareness of a range of online safety issues and how they may be experienced by the learners in their care.
- Identify online safety concerns and take appropriate action by following the Green Park safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including reporting to the DSL and signposting learners and parents/carers to appropriate support, internally and externally.
- Take personal responsibility for professional development in this area.

#### **4.4 It is the responsibility of staff managing the technical environment to:**

- Provide technical support and perspective to the DSL and school leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Implement appropriate security measures including (**anti-virus, firewalls, encryption**) as directed by the leadership team to ensure that the settings IT infrastructure is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.
- Ensure that our filtering policy and monitoring systems and approaches are applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.

- Ensure appropriate technical support and access to our filtering and monitoring systems is given to the DSL and/or deputies to enable them to take appropriate safeguarding action when required.

#### **4.5 It is the responsibility of learners (at a level that is appropriate to their individual age and ability) to:**

- Engage in age/ability appropriate online safety education.
- Contribute to the development of online safety policies.
- Read and adhere to the acceptable use of technology and behaviour policies.
- Respect the feelings and rights of others, on and offline.
- Take an appropriate level of responsibility for keeping themselves and others safe online.
- Seek help from a trusted adult, if they are concerned about anything, they or others experience online.

#### **4.6 It is the responsibility of parents and carers to:**

- Read our acceptable use of technology policies and encourage their children to adhere to them.
- Support our online safety approaches by discussing online safety issues with their children and reinforcing appropriate and safe online behaviours at home.
- Role model safe and appropriate use of technology and social media and abide by the home-school agreement and acceptable use of technology policies.
- Seek help and support from the school or other appropriate agencies, if they or their child encounter online issues.
- Use our systems, such as learning platforms, Evidence for Learning and Facebook and other IT resources, safely and appropriately.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by the new and emerging technologies that their children access and use at home.

## **5. Education and engagement approaches**

### **5.1 Education and engagement with learners**

- The setting will establish and embed a whole school culture and will raise awareness and promote safe and responsible internet use amongst learners by:
- ensuring our curriculum and whole school approach is developed in line with the UK Council for Internet Safety (UKCIS) '[Education for a](#)

- [Connected World Framework](#)’ and DfE [‘Teaching online safety in school’](#) guidance.
- ensuring online safety is addressed in Relationships Education, Relationships and Sex Education, Health Education, Citizenship and Computing programmes of study.
  - reinforcing online safety principles in other curriculum subjects as appropriate, and whenever technology or the internet is used on site.
  - creating a safe environment in which all learners feel comfortable to say what they feel, without fear of getting into trouble and/or being judged for talking about something which happened to them online.
  - involving the DSL (or a deputy) as part of planning for online safety lessons or activities, so they can advise on any known safeguarding cases, and ensure support is in place for any learners who may be impacted by the content.
  - making informed decisions to ensure that any educational resources used are appropriate for our learners.
  - using external visitors, where appropriate, to complement and support our internal online safety education approaches. [Using External Visitors to Support Online Safety Education: Guidance for Educational Settings](#)’ .
  - providing online safety education as part of the transition programme across the key stages and/or when moving between establishments.
  - rewarding positive use of technology. (Stickers, Headteachers Awards, Well done assemblies etc.
- Green Park School will support learners to understand and follow our acceptable use policies in a way which suits their age and ability by:
    - **displaying acceptable use posters in all rooms with internet access.**
    - informing learners that network and internet use will be monitored for safety and security purposes, and in accordance with legislation.
    - seeking learner voice when writing and developing online safety policies and practices, including curriculum development and implementation.
  - Green Park School will ensure learners develop the underpinning knowledge and behaviours needed to navigate the online world safely, in a way which suits their age and ability by:
    - ensuring age appropriate and developmental appropriate education regarding safe and responsible use precedes internet access.
    - teaching learners to evaluate what they see online and recognise techniques used for persuasion, so they can make effective judgements about if what they see is true, valid or acceptable.

- educating them in the effective use of the internet to research, including the skills of knowledge location, retrieval and evaluation.
- enabling them to understand what acceptable and unacceptable online behaviour looks like.
- preparing them to identify possible online risks and make informed decisions about how to act and respond.
- ensuring they know how and when to seek support if they are concerned or upset by something they see or experience online.

## 5.2 Vulnerable Learners

- Green Park School recognises that any learner can be vulnerable online, and vulnerability can fluctuate depending on their age, developmental stage and personal circumstances. However, **learners at Green Park including**, for example Children and Young People in Care (**and those with special educational needs**), who may be more susceptible or may have less support in staying safe online.
- Green Park School will ensure that differentiated and appropriate online safety education, access and support is provided to vulnerable learners.
- Staff at Green Park School will seek input from specialist staff as appropriate, including the DSL, SENCO, Child in Care Designated Teacher and The Centre for Digital & Online Behaviours to ensure that the policy and curriculum is appropriate to our community's needs.

## 5.3 Training and engagement with staff

- We will
  - provide and discuss the online safety policy and with all members of staff as part of induction.
  - provide up-to-date and appropriate online safety training for all staff which is integrated, aligned and considered as part of our overarching safeguarding approach.
    - **Termly meeting with Local authority School Safeguarding Officer.**
    - **Annual Safeguarding update for staff.**
    - **Weekly Safeguarding update for staff via briefing**
    - **Annual Online Safety Training**
    - **Individual Staff Accreditation**



- Staff training covers the potential risks posed to learners (content, contact and conduct) as well as our professional practice expectations.
- build on existing expertise by provide opportunities for staff to contribute to and shape our online safety approaches, including curriculum, policies and procedures.
- make staff aware that our IT systems are monitored, and that activity can be traced to individual users. Staff will be reminded to behave professionally and in accordance with our policies when accessing our systems and devices.
- make staff aware that their online conduct, including personal use of social media, can have an impact on their professional role and reputation.
- highlight useful educational resources and tools which staff could use with learners.
- ensure all members of staff are aware of the procedures to follow regarding online safety concerns involving learners, colleagues or other members of the community.

#### **5.4 Awareness and engagement with parents and carers**

- Green Park School recognises that parents and carers have an essential role to play in enabling children and young people to become safe and responsible users of the internet and associated technologies.
- We will build a partnership approach to online safety with parents and carers by
  - providing information and guidance on online safety in a variety of formats.
  - For example, 'This will include offering specific online safety awareness training and highlighting online safety at other events such as via the school Facebook page, newsletters and curriculum overview.
  - drawing their attention to our online safety policy and expectations in our newsletters and other external communication (such as letters and social media channels) as well as in our **prospectus** and on our website.
  - requesting parents and carers read online safety information as part of joining our community, for example, within our **home school agreement**.
  - requiring them to read our acceptable use policies and discuss the implications with their children.

## 6. Reducing Online Risk

- Green Park School recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace.
- We will
  - regularly review the methods used to identify, assess and minimise online risks.
  - Examine emerging technologies for educational benefit and undertake appropriate risk assessments before their use in the school is permitted.
  - ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that access is appropriate.
  - recognise that due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via our systems or devices and as such identify clear procedures to follow if breaches or concerns arise.
- All members of the community are made aware of our expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence. This is clearly outlined in our acceptable use of technology policies and highlighted through a variety of education and training approaches.

## 7. Safer Use of Technology

### 7.1 Classroom use

- Green Park School uses a wide range of technology. This includes access to
  - Computers, laptops, tablets and other digital devices
  - Internet, which may include search engines and educational websites
  - Communication Aids
  - Learning platform/intranet
  - Email (check usage by pupils)
  - Games consoles and other games-based technologies
  - Digital cameras, web cams and video cameras
- All setting owned devices will be used in accordance with our acceptable use of technology policies and with appropriate safety and security measures in place.
- All ipads have pin numbers, they can be located if taken off site and can be locked and wiped remotely.
- Pin numbers should be changed fairly regularly.

- **The content will be deleted termly.**
- Members of staff will always evaluate websites, (particularly Youtube) tools and apps fully before use in the classroom or recommending for use at home.
- The setting will use appropriate search tools as identified following an informed risk assessment. ~~At Green Park, young people use SWGfL Swiggle or Dorling Kindersley Find Out depending on age or ability. Some learners will use Google (Safesearch will be switched on by default) but will be taught how to use it safely and how to respond to inappropriate search results.~~
- We will ensure that the use of internet-derived materials, by staff and learners complies with copyright law and acknowledge the source of information.
- Supervision of internet access and technology use will be appropriate to learners age and ability.
  - **Early Years Foundation Stage and Key Stage 1**
    - Access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the learners age and ability.
  - **Key Stage 2**
    - Learners will use age-appropriate search engines and online tools.
    - Learners will be directed by the teacher to online materials and resources which support the learning outcomes planned for the learners age and ability.
  - **Key Stage 3, 4, 5**
    - Learners will use age-appropriate search engines and online tools.
    - Learners will be appropriately supervised when using technology, according to their ability and understanding. **Amend as appropriate.**
  - **Learners in residential provision**
    - We will balance children's ability to take part in age appropriate activities online, with the need to detect and prevent abuse, bullying or unsafe practice in accordance with the National Minimum Standards (NMS).

## 7.2 Managing internet access

- We will maintain a written record of users who are granted access to our devices and systems.
- All staff, learners and visitors will read and agree an acceptable use policy before being given access to our computer system, IT resources or the internet.

## 7.3 Filtering and monitoring

### 7.3.1 Decision making

- Green Park School governors and leaders have ensured that our school has age and ability appropriate filtering and monitoring in place to limit learner's exposure to online risks.
- Changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the leadership team; **all changes to the filtering policy are logged and recorded.**
- The leadership team will ensure that regular checks are made to ensure that the filtering and monitoring methods are effective and appropriate.
- The governors and leaders are mindful to ensure that "over blocking" does not unreasonably restrict access to educational activities and safeguarding materials.
- All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard learners; effective classroom management and regular education about safe and responsible use is essential.

### 7.3.2 Appropriate filtering

- Green Park School's education broadband connectivity is provided through City of Wolverhampton Council – Virgin Media.
- Green Park School uses Lightspeed
  - Lightspeed blocks access to sites which could promote or include harmful and/or inappropriate behaviour or material. This includes content which promotes discrimination or extremism, drugs/substance misuse, malware/hacking, gambling, piracy and copyright theft, pro-self-harm, eating disorder and/or suicide content, pornographic content and violent material.
  - Lightspeed is a member of [Internet Watch Foundation](#) (IWF) and blocks access to illegal Child Abuse Images and Content (CAIC).
  - Lightspeed integrates the 'the police assessed list of unlawful terrorist content, produced on behalf of the Home Office'
- We work with City of Wolverhampton E-Services to ensure that our filtering policy is continually reviewed to reflect our needs and requirements.
- If learners or staff discover unsuitable sites or material, they are required to turn off monitor/screen, report the concern immediately to a member of staff (A. Esson), report the URL of the site to technical staff/services.
- Filtering breaches will be reported to the DSL (or deputy) and technical staff and will be recorded and escalated as appropriate.

- Parents/carers will be informed of filtering breaches involving learners as appropriate.
- Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the IWF, the police and/or CEOP.

### 7.3.3 Appropriate monitoring

- We will appropriately monitor internet use on all setting owned or provided internet enabled devices. This is achieved by:
  - physical monitoring (supervision)
  - monitoring internet and web access (reviewing logfile information)
  - and/or active/pro-active technology monitoring services (SENSO).
- All users will be informed that use of our systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.
- If a concern is identified via monitoring approaches we will inform the DSL or DDSL will respond in line with the Safeguarding and Child Protection Policy.

### 7.4 Managing personal data online

- Personal data will be recorded, processed, transferred and made available online in accordance with General Data Protection Regulations and Data Protection legislation.
  - Full information can be found in our **Data Protection** policy which can be accessed on the website.

### 7.5 Security and management of information systems

(We take appropriate steps to ensure the security of our information systems, including:

- Virus protection being updated regularly.
- Encryption for personal data sent over the Internet or access via appropriate secure remote access systems.
- Not using portable media.
- Not downloading unapproved software to work devices without prior permission or opening unfamiliar email attachments.
- Preventing, as far as possible, access to websites or tools which could compromise our systems, including anonymous browsing and other filtering bypass tools.
- Checking files held on our network, as required and when deemed necessary by leadership staff.
- The appropriate use of user logins and passwords to access our network.

- Specific user logins and passwords will be enforced for all users
- All users are expected to log off or lock their screens/devices if systems are unattended.

### 7.5.1 Password policy

- All members of staff have their own unique username and private passwords to access our systems; members of staff are responsible for keeping their password private.
- ~~From year X (*amend as appropriate*), all learners are provided with their own unique username and private passwords to access our systems; learners are responsible for keeping their password private.???~~
- We require all staff users to
  - use strong passwords for access into our system (particularly when logging into laptops)
  - change their passwords regularly (Microsoft 365 prompts users to change their password every 90 days)
  - not share passwords or login information with others or leave passwords/login details where others can find them.
  - not to login as another user at any time.
  - lock access to devices/systems when not in use.

### 7.6 Managing the safety of our website

- Our website is managed by E-Services who ensure that information posted on our website meets the requirements as identified by the DfE.
- E-Services will support us to ensure that our website complies with guidelines for publications including accessibility, data protection, respect for intellectual property rights, privacy policies and copyright.
- Staff or learner's personal information will not be published on our website; the contact details on the website will be our setting address, email and telephone number.
- The administrator account for our website will be secured with an appropriately strong password.
- We will post appropriate information about safeguarding, including online safety, on our website for members of the community.

### 7.7 Publishing images and videos online

- We will ensure that all images and videos shared online are used in accordance with the associated policies, including (but not limited to) Safeguarding and Child Protection Policy Data Protection Policy, acceptable use policies, codes

of conduct/behaviour, social media and use of personal devices and mobile phones (refer to sections below)

## **7.8 Managing email**

- Access to our email systems will always take place in accordance with data protection legislation and in line with other policies, including confidentiality, acceptable use of technology policies and the code of conduct/behaviour policy.
- The forwarding of any chain messages/emails is not permitted.
- Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email. Staff should only use recognised school email systems in relation to work.
- Setting email addresses and other official contact details will not be used to set up personal social media accounts.
- Members of the community will immediately tell *Angie Esson* if they receive offensive communication, and this will be recorded in our safeguarding files/records.
- Excessive social email use can interfere with teaching and learning and will be restricted; access to external personal email accounts are be blocked on site.
- **We will have a dedicated email for reporting wellbeing and pastoral issues. This inbox will be managed by designated and trained staff.**

### **7.8.1 Staff email**

- All members of staff are provided with an email address to use for all official communication; the use of personal email addresses by staff for any official business is not permitted.
- Members of staff are encouraged to have an appropriate work life balance when responding to email, especially if communication is taking place between staff, learners and parents. **Any emails sent after 6pm should be sent via a delay arrangement for the next working day.**

### **7.8.2 Learner email**

- Some learners will use a provided email account for educational purposes.
- Learners will agree an acceptable use policy and will receive education regarding safe and appropriate email etiquette before access is permitted.
- **Whole-class or group email addresses will be used for communication outside of the setting.**

## **7.9 Educational use of videoconferencing and/or webcams**

**Green Park School recognise that videoconferencing and/or use of webcams can be a challenging activity but brings a wide range of learning benefits.**

- All videoconferencing *and/or* webcam equipment will be switched off when not in use and will not be set to auto-answer.
- Video conferencing equipment connected to the educational broadband network will use the national E.164 numbering system and display their H.323 ID name; external IP addresses will not be made available to other sites.
- Videoconferencing contact details will not be posted publicly.
- Videoconferencing equipment will not be taken off the premises without prior permission from the DSL *and/or* headteacher/manager.
- Staff will ensure that external videoconferencing opportunities *and/or* tools are suitably risk assessed and will ensure that accounts and systems used to access these events are safe and secure.
- Video conferencing equipment and webcams will be kept securely and, if necessary, locked away or disabled when not in use.

#### **7.9.1 Users**

- Parents/carers consent will be obtained prior to learners taking part in videoconferencing activities.
- Learners will ask permission from a member of staff before making or answering a videoconference call or message.
- Videoconferencing will be supervised appropriately, according to the learners age and ability. An adult will always be present during video calls. Any online meetings in students homes must have an adult present. Other family members or information about household residents must be private and away from the online meeting.
- Video conferencing will take place via official and approved communication channels following a robust risk assessment.
- The unique log on and password details for the videoconferencing services will only be issued to members of staff and should be kept securely, to prevent unauthorised access.

#### **7.9.2 Content**

- When recording a videoconference lesson, it should be made clear to all parties at the start of the conference and written permission will be obtained from all participants; the reason for the recording must be given and recorded material will be stored securely.
- If third party materials are included, we will check that recording is permitted to avoid infringing the third-party intellectual property rights.
- We will establish dialogue with other conference participants before taking part in a videoconference; if it is a non-educational site, staff will check that the material they are delivering is appropriate for the learners.



## 7.10 Management of learning platforms

Green Park School uses Microsoft Systems including Sharepoint and Teams to store documents and communicate. This is only accessible to staff.

- Leaders and staff will regularly monitor the usage of the systems above.
- Only current members of staff have access.
- When staff leave the setting, their account will be disabled.
- Users will be advised about acceptable conduct and use when using the above systems.
- All users will be mindful of copyright and will only upload appropriate content onto the school system.
- Any concerns about content on the school systems will be recorded and dealt with in line with the staff code of conduct.
- A visitor may be invited onto the school systems by a member of the leadership as part of an agreed focus or a limited time slot.

## 7.11 Management of applications (apps) used to record children's progress

We use Evidence for Learning to track learners progress and share appropriate information with parents and carers.

- The Headteacher will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that use takes place in accordance with data protection legislation, including the General Data Protection Regulations (GDPR) and Data Protection legislation.
- To safeguard learner's data
  - only designated devices will be used for apps that record and store learners' personal details, attainment or photographs.
  - personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store learners' personal details, attainment or images.
  - devices will be appropriately encrypted if taken off site, to reduce the risk of a data security breach, in the event of loss or theft.
  - all users will be advised regarding safety measures, such as using **strong passwords** and logging out of systems.
  - parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

## 8. Social Media

### 8.1 Expectations

- The expectations' regarding safe and responsible use of social media applies to all members of Green Park School community.
- The term social media may include (but is not limited to) blogs, wikis, social networking sites, forums, bulletin boards, online gaming, apps, video/photo sharing sites, chatrooms and instant messenger.
- All members of Green Park School community are expected to engage in social media in a positive and responsible manner.
  - All members of Green Park School community are advised not to post or share content that may be considered threatening, hurtful or defamatory to others on any social media service.
- We will control learner and staff access to social media whilst using school provided devices and systems on site.
  - The use of social media during teaching time (including PPA) for personal use is not permitted for staff.
  - The use of social media during school hours for personal use is not permitted for learners.
  - Inappropriate or excessive use of social media during school hours or whilst using school devices may result in removal of internet access and/or disciplinary or legal action.
- Concerns regarding the online conduct of any member of Green Park School community on social media, will be reported to the DSL and be managed in accordance with our anti-bullying, allegations against staff, behaviour and child protection policies.

### 8.2 Staff personal use of social media

- The safe and responsible use of social media sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff, including volunteers, as part of our code of conduct/behaviour policy and/or acceptable use of technology policy.

#### 8.2.1 Reputation

- All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the school.

- Civil, legal or disciplinary action may be taken if staff are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- All members of staff are advised to safeguard themselves and their privacy when using social media services. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis. This will include, but is not limited to:
  - Setting appropriate privacy levels on their personal accounts/sites.
  - Being aware of the implications of using location sharing services.
  - Opting out of public listings on social networking sites.
  - Logging out of accounts after use.
  - Using strong passwords.
  - Ensuring staff do not represent their personal views as being that of the setting.
- Members of staff are encouraged not to identify themselves as employees of Green Park School on their personal social networking accounts; this is to prevent information being linked with the setting and to safeguard the privacy of staff members.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online. Staff are expected to ensure that their social media use is compatible with their professional role and is in accordance our policies, and the wider professional and legal framework.
- Information and content that staff members have access to as part of their employment, including photos and personal information about learners and their family members or colleagues, will not be shared or discussed on social media sites.
- Members of staff will notify the leadership team immediately if they consider that any content shared on social media sites conflicts with their role.

### **8.2.2 Communicating with learners and parents/carers**

- Staff will not use personal social media accounts to contact learners or parents/carers, nor should any contact be accepted.
- All members of staff are advised not to communicate with or add any current or past learners- if staff have family members as friends they are discouraged from discussing anything related to school life online or otherwise.
- Any pre-existing relationships or exceptions which compromise this requirement will be discussed with the DSL and the Headteacher.
  - Decisions made and advice provided in these situations will be formally recorded in order to safeguard learners, the setting and members of staff.

- If ongoing contact with learners is required once they have left the setting, members of staff will be expected to use existing **alumni** networks, or use official setting provided communication tools.
  - Any communication from learners and parents received on personal social media accounts will be reported to the DSL (or deputy) or Headteacher.

### **8.3 Learners use of social media**

- Safe and appropriate use of social media will be taught to learners as part of an embedded and progressive education approach via age and ability appropriate sites and resources.
- We are aware that many popular social media sites are not permitted for use by children under the age of 13, or in some cases higher. As such, we will not create accounts for learners under the required age as outlined in the services terms and conditions.
- Any concerns regarding learners use of social media will be dealt with in accordance with existing policies, including anti-bullying and behaviour and Safeguarding and Child Protection Policy.
- Concerns regarding learners' use of social media will be shared with parents/carers as appropriate, particularly when concerning underage use of social media services and games.
- Learners will be advised:
  - to consider the benefits and risks of sharing personal details or information on social media sites which could identify them and/or their location.
  - to only approve and invite known friends on social media sites and to deny access to others by making profiles private.
  - not to meet any online friends without a parent/carer or other appropriate adults' permission, and to only do so when a trusted adult is present.
  - to use safe passwords.
  - to use social media sites which are appropriate for their age and abilities.
  - how to block and report unwanted communications.
  - how to report concerns on social media, both within the setting and externally.

### **8.4 Official use of social media**

- Green Park School official social media channels are:
  - *Facebook page link;*
- The official use of social media sites by Green Park School only takes place with clear educational or community engagement objectives and with specific intended outcomes.

- The official use of social media as a communication tool has been formally risk assessed and approved by the Headteacher.
- A number of staff have access to account information and login details for our social media channels, in case of emergency, such as staff absence.
- Official social media channels have been set up by Wolverhampton E-Services as distinct and dedicated accounts for official educational or engagement purposes only.
  - Staff use setting provided email addresses to register for and manage official social media channels.
  - Official social media sites are suitably protected and, where possible, link to our website.
  - Public communications on behalf of the setting will, where appropriate and possible, be read and agreed by at least one other colleague.
- Official social media use will be conducted in line with existing policies.
- All communication on official social media platforms by staff on behalf of the setting will be clear, transparent and open to scrutiny.
- Parents/carers and learners will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
  - Only social media tools which have been risk assessed and approved as suitable for educational purposes will be used.
- Parents and carers will be informed of any official social media use with learners; written parental consent will be obtained, as required.
- We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

#### **8.4.1 Staff expectations**

- Members of staff who follow and/or like our official social media channels will be advised not to comment or like specific posts as this could compromise their privacy and personal information.
- If members of staff are participating in online social media activity as part of their capacity as an employee of the setting, they will:
  - Sign our social media acceptable use policy.
  - Be aware they are an ambassador for the setting.
  - Be professional, responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.
  - Always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection and equalities laws.

- Ensure appropriate consent has been given before sharing images on the official social media channel.
- Not disclose information, make commitments or engage in activities on behalf of the setting, unless they are authorised to do so.
- Not engage with any private/direct messaging with current or past learners or parents/carers.
- Inform their line manager, the DSL (or deputy) and/or the headteacher of any concerns, such as criticism, inappropriate content or contact from learners.

## 9. Mobile Technology: Use of Personal Devices and Mobile Phones

- Green Park School recognises that personal communication through mobile technologies is part of everyday life for many learners, staff and parents/carers. Mobile technology needs to be used safely and appropriately within the setting.

### 9.1 Expectations

- All use of mobile technology including mobile phones and personal devices such as tablets, games consoles and **wearable technology** will take place in accordance with our policies, such as anti-bullying, behaviour and child protection (*list other policies as appropriate*) and with the law.
- Electronic devices of any kind that are brought onto site are the responsibility of the user.
  - All members of Green Park School community are advised to take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
  - All members of Green Park School community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.
- Mobile phones and personal devices are not permitted to be used in specific areas within the site such as changing rooms, toilets and swimming pools, **corridors, classrooms or spaces dedicated for students to use.**
  - **Mobile phones and personal devices should only be used in spaced specifically dedicated for staff only e.g. Staff room, staff offices outside of working hours.**
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying and behaviour policies.

- All members of Green Park School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

## 9.2 Staff use of personal devices and mobile phones

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant policy and procedures, such as confidentiality, child protection, data security and acceptable use of technology. *List as appropriate.*
- Staff will be advised to;
  - keep mobile phones and personal devices switched off and locked in a safe and secure place during the school day.
  - keep mobile phones and personal devices switched off and locked away during lesson times.
  - As a school we have always agreed that that mobile phones **or any other recording devices that do not belong to the school** –are not allowed around children. They should be switched off and locked away. Whilst children are in school, staff mobile devices are not to be used even in corridors or in any teaching area that a child is able to use – even if there are no children in the room.
  - **Smart watches**  
Fitbits and most fitness trackers are harmless – they track steps taken, heart rate, and remind adults to walk about with no built in cameras. Smart watches are slightly different - some have a camera in-built. Most rely on a close connection to the smart phone – an Apple Watch, for example, has a remote viewfinder for the phone but will only take a picture if the phone is near. Most smart watches rely on the smart phone being in close proximity. Smart watches should;
    - Not be used to take pictures/video of any young people
    - Not to be used to communicate with any young people
    - Not be used in certain areas of the school e.g. areas designated as teaching spaces for pupils or used in school day.
    - Most devices, Fitbits included, will send message notifications from phones. Staff must not read or reply to any messages during lessons or when working with children. Smart watches can be put into a "do not disturb" or "airplane" mode - this means that emails, text messages etc do not come through.
    - ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.

- not use personal devices during teaching periods, unless written permission has been given by the headteacher such as in emergency circumstances.
- ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers.
  - Any pre-existing relationships which could undermine this, will be discussed with the DSL (or deputy) and headteacher.
- Staff will not use personal devices or mobile phones:
  - to take photos or videos of learners and will only use work-provided equipment for this purpose.
  - directly with learners and will only use work-provided equipment during lessons/educational activities.
- If a member of staff breaches our policy, action will be taken in line with our staff behaviour and allegations policy.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device, or have committed a criminal offence using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

### 9.3 Learners use of personal devices and mobile phones

- Learners will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
  - Green Park School **prefers learners to leave personal devices at home, however, if for any reason they are brought into school, Green Park School expects learners' personal devices and mobile phones to be kept in a secure place, switched off, kept out of sight during lessons and while moving between lessons.**
- If a learner needs to contact his/her parents or carers they will be allowed to use a school phone.
  - Parents are advised to contact their child via the school office; exceptions may be permitted on a case-by-case basis, as approved by the headteacher.
- Mobile phones or personal devices will not be used by learners during lessons or formal educational time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
  - The use of personal mobile phones or devices for a specific education purpose does not mean that blanket use is permitted.



- Staff are not permitted to allow learners to use their personal mobile phones or devices as part of an educational activity.
- If members of staff have an educational reason to allow learners to use their mobile phones or personal devices as part of an educational activity, it will only take place when approved by the Leadership Team.
- **Mobile phones and personal devices must not be taken into examinations.**
  - Learners found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.
- **If a learner breaches the policy, the phone or device will be confiscated and held in a secure place.**
  - Staff may confiscate a learner's mobile phone or device if they believe it is being used to contravene our child protection, behaviour or anti-bullying policy.
  - Searches of mobile phone or personal devices will be carried out in accordance with our policy. **Appropriate for schools only and must link to appropriate policy and in line with the DfE [Searching, Screening and Confiscation' guidance](#).**
  - Learners mobile phones or devices may be searched by a member of the leadership team, with the consent of the learner or a parent/ carer. Content may be deleted or requested to be deleted, if it contravenes our policies. **Must link to appropriate policy and in line with the DfE [Searching, Screening and Confiscation' guidance](#).**
  - Mobile phones and devices that have been confiscated will be **released to parents/ carers upon their arrival for collection.**
  - If there is suspicion that material on a learner's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

#### 9.4 Visitors' use of personal devices and mobile phones

- Parents/carers and visitors, including volunteers and contractors, should ensure that mobile phones and personal devices are not permitted in teaching areas or corridors in school. The only areas mobile phones can be used are in the **foyer**, offices and the upstairs area of school (Staff Room)
- Appropriate signage and information is provided to inform parents/carers and visitors of expectations of use.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use their mobile phones and personal devices in accordance with our acceptable use of technology policy and other

associated policies, including but not limited to anti-bullying, behaviour, child protection and image use.

- Members of staff are expected to challenge visitors if they have concerns and inform the DSL (or deputy) or headteacher of any breaches of our policy.

## **9.5 Officially provided mobile phones and devices**

9.6 Members of staff will be issued with a work phone number and email address, where contact with learners or parents/ carers is required.

- School mobile phones and devices will be suitably protected via a passcode/password/pin and must only be accessed or used by members of staff.
- School mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.

## **10. Responding to Online Safety Incidents**

- All members of the community will be made aware of the reporting procedure for online safety concerns, including breaches of filtering, peer on peer abuse, including cyberbullying and youth produced sexual imagery (sexting), online sexual violence and harassment, online abuse and exploitation and illegal content.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
  - Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- We require staff, parents, carers and learners to work in partnership with us to resolve online safety issues.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- If we are unsure how to proceed with an incident or concern, the DSL (or deputy) will seek advice from the MASH.
- Where there is a concern that illegal activity has taken place, we will contact the police using 101, or 999 if there is immediate danger or risk of harm as appropriate.
- If information relating to a specific incident or a concern needs to be shared beyond our community, for example if other local settings are involved or the wider public may be at risk, the DSL and/or headteacher will speak with the police *and/or* the Education Safeguarding Service first, to ensure that potential criminal or child protection investigations are not compromised.

## 10.1 Concerns about learner online behaviour and/or welfare

- The DSL (or deputy) will be informed of all online safety concerns involving safeguarding or child protection risks in line with our child protection policy.
- All concerns about learners will be recorded in line with our child protection policy.
- Green Park School recognises that whilst risks can be posed by unknown individuals or adults online, learners can also abuse their peers; all online **child on child** abuse concerns will be responded to in line with our child protection and behaviour policies.
- The DSL (or deputy) will ensure that online safety concerns are escalated and reported to relevant partner agencies in line with local policies and procedures.
- Appropriate sanctions and/or pastoral/welfare support will be offered to learners as appropriate. Civil or legal action will be taken if necessary.
- We will inform parents/carers of online safety incidents or concerns involving their child, as and when required.

## 10.2 Concerns about staff online behaviour and/or welfare

- Any complaint about staff misuse will be referred to the headteacher, in accordance with our allegations against staff policy.
- Any allegations regarding a member of staff's online conduct will be discussed with the **LADO - Local Authority Designated Officer Kenny Edgar - 550477**.
- Appropriate disciplinary, civil and/or legal action will be taken in accordance with our staff behaviour policy/code of conduct.
- Welfare support will be offered to staff as appropriate.

## 10.3 Concerns about parent/carer online behaviour and/or welfare

- Concerns regarding parents/carers behaviour and/or welfare online will be reported to the headteacher and/or DSL (or deputy). The headteacher and/or DSL will respond to concerns in line with existing policies, including but not limited to child protection, anti-bullying, complaints, allegations against staff, home-school agreements, acceptable use of technology and behaviour policy.
- Civil or legal action will be taken if necessary.
- Welfare support will be offered to parents/carers as appropriate.

## 11. Procedures for Responding to Specific Online Concerns

### 11.1 Online sexual violence and sexual harassment between children

- Our headteacher, DSL and appropriate members of staff have accessed and understood the DfE “[Sexual violence and sexual harassment between children in schools and colleges](#)” (2018) guidance and part 5 of ‘[Keeping children safe in education](#)’ 2019.
  - Full details of our response to **child on child** abuse, including sexual violence and harassment can be found in our child protection policy.
- Green Park School recognises that sexual violence and sexual harassment between children can take place online. Examples may include;
  - Non-consensual sharing of sexual images and videos
  - Sexualised online bullying
  - Online coercion and threats
  - ‘Upskirting’, which typically involves taking a picture under a person’s clothing without them knowing, with the intention of obtaining sexual gratification, or causing the victim humiliation, distress or alarm. It is a criminal offence
  - Unwanted sexual comments and messages on social media
  - Online sexual exploitation
- We will respond to concerns regarding online sexual violence and sexual harassment between children, regardless of whether the incident took place on our premises or using our equipment.
- If made aware of any concerns relating to online sexual violence and sexual harassment, we will:
  - immediately notify the DSL (or deputy) and act in accordance with our child protection and anti-bullying policies.
  - if content is contained on learners personal devices, they will be managed in accordance with the DfE ‘[searching screening and confiscation](#)’ advice.
  - provide the necessary safeguards and support for all learners involved, such as implementing safety plans, offering advice on blocking, reporting and removing online content, and providing appropriate counselling/pastoral support.
  - implement appropriate sanctions in accordance with our behaviour policy.
  - inform parents and carers, if appropriate, about the incident and how it is being managed.
  - If appropriate, make referrals to partner agencies, such as MASH and/or the police.
  - if the concern involves children and young people at a different educational setting, the DSL will work in partnership with other DSLs to ensure appropriate safeguarding action is taken in the wider local community.

- If a criminal offence has been committed, the DSL (or deputy) will discuss this with the police first to ensure that investigations are not compromised.
  - review the handling of any incidents to ensure that best practice was implemented, and policies/procedures are appropriate.
- Green Park School recognises that internet brings the potential for the impact of any sexual violence and sexual harassment concerns to extend further than the local community, and for a victim or alleged perpetrator to become marginalised and excluded by online communities.
- Green Park School recognises the potential for repeat victimisation in the future if abusive content continues to exist somewhere online.
- To help minimise concerns, Green Park School will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of online sexual violence and sexual harassment by implementing a range of age and ability appropriate educational methods as part of our curriculum.
- We will ensure that all members of the community are aware of sources of support regarding online sexual violence and sexual harassment between learners.

## 11.2 Youth produced sexual imagery (“sexting”)

- Green Park School recognises youth produced sexual imagery (also known as “sexting”) as a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).
- We will follow the advice as set out in the non-statutory UKCIS guidance: [‘Sexting in schools and colleges: responding to incidents and safeguarding young people’](#)
  - Youth produced sexual imagery or ‘sexting’ is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts.
  - It is an offence to possess, distribute, show and make indecent images of children. The Sexual Offences Act 2003 defines a child, for the purposes of indecent images, as anyone under the age of 18.
- Green Park School will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of creating or sharing youth produced sexual imagery by implementing preventative approaches, via a range of age and ability appropriate educational methods.
- We will ensure that all members of the community are aware of sources of support regarding the taking and sharing of youth produced sexual imagery.

**Link to places where the community can access support as appropriate e.g. website, intranet, staff room.**

- We will respond to concerns regarding youth produced sexual imagery, regardless of whether the incident took place on site or using setting provided or personal equipment.
- We will not:
  - view any suspected youth produced sexual imagery, unless there is no other option, or there is a clear safeguarding need or reason to do so.
    - If it is deemed necessary, **the school will seek advice from Wolverhampton Safeguarding Together / MASH and the imagery will only be viewed where possible by a DSL / DDSL or other appropriately trained adult, and any decision making will be clearly documented.**
  - send, share, save or make copies of content suspected to be an indecent image/video of a child (i.e. youth produced sexual imagery) and will not allow or request learners to do so.
- If made aware of an incident involving the creation or distribution of youth produced sexual imagery, we will:
  - act in accordance with our child protection policies and the relevant local procedures.
  - ensure the DSL (or deputy) responds in line with the [UKCIS](#) guidance (UK guidance for Internet Safety)
  - Store any devices containing potential youth produced sexual imagery securely
    - If content is contained on learners personal devices, they will be managed in accordance with the DfE '[searching screening and confiscation](#)' advice.
    - If a potentially indecent image has been taken or shared on our network or devices, we will act to block access to all users and isolate the image.
  - carry out a risk assessment in line with the [UKCIS](#) guidance which considers the age and vulnerability of learners involved, including the possibility of carrying out relevant checks with other agencies.
  - inform parents/carers about the incident and how it is being managed and provide support and signposting, as appropriate.
  - make a referral to The MASH team and/or the police, as deemed appropriate in line with the [UKCIS](#) guidance.
  - provide the necessary safeguards and support for learners, such as offering counselling or pastoral support.
  - implement appropriate sanctions in accordance with our behaviour policy but taking care not to further traumatise victims where possible.

- consider the deletion of images in accordance with the [UKCIS](#) guidance.
  - Images will only be deleted once the DSL has confirmed that other agencies do not need to be involved and are sure that to do so would not place a child at risk or compromise an investigation.
- review the handling of any incidents to ensure that best practice was implemented; the leadership team will also review and update any management procedures, where necessary.

### 11.3 Online abuse and exploitation (including child sexual abuse and sexual or criminal exploitation)

- Green Park School recognises online abuse and exploitation, including sexual abuse and sexual or criminal exploitation, as a safeguarding issue and all concerns will be reported to and dealt with by the DSL (or deputy), in line with our child protection policy.
- Green Park School will ensure that all members of the community are aware of online child abuse and sexual or criminal exploitation, including the possible grooming approaches which may be employed by offenders to target learners, and understand how to respond to concerns.
- We will implement preventative approaches for online child abuse and exploitation via a range of age and ability appropriate education for learners, staff and parents/carers. ([View Safeguarding Programmes of Study](#))
- We will ensure that all members of the community are aware of the support available regarding online child abuse and exploitation, both locally and nationally.
- We will ensure that the 'Click CEOP' report button used to report online child sexual abuse is visible and available to learners, parents and other members of our community. *Include where this can be accessed, e.g. on the setting website, intranet, etc.*
- If made aware of an incident involving online child abuse and/or exploitation, we will:
  - act in accordance with our child protection policies and the relevant Wolverhampton Safeguarding Children Together procedures.
  - store any devices containing evidence securely.
    - If content is contained on learners personal devices, they will be managed in accordance with the DfE '[searching screening and confiscation](#)' advice.
    - If any evidence is stored on our network or devices, we will act to block access to other users and isolate the content.
  - if appropriate, make a referral to the MASH team and inform the police via 101, or 999 if a learner is at immediate risk.

- carry out a risk assessment which considers any vulnerabilities of learner(s) involved, including carrying out relevant checks with other agencies.
- inform parents/carers about the incident and how it is being managed and provide support and signposting, as appropriate.
- provide the necessary safeguards and support for learners, such as, offering counselling or pastoral support.
- review the handling of any incidents to ensure that best practice is implemented; leadership team will review and update any management procedures, where necessary.
- We will respond to concerns regarding online abuse and exploitation, regardless of whether the incident took place on our premises or using setting provided or personal equipment.
  - Where possible and appropriate, learners will be involved in decision making. If appropriate, they will be empowered to report concerns themselves with support, for example if the concern relates to online sexual abuse via CEOP: [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/)
- If we are unclear whether a criminal offence has been committed, the DSL (or deputy) will obtain advice immediately through the **MASH team** and/or police.
- If made aware of intelligence or information which may relate to child sexual exploitation (on or offline), it will be passed through to the police by the DSL (or deputy).
- If members of the public or learners at other settings are believed to have been targeted, the DSL (or deputy) will seek advice from the police and/or the Education Safeguarding Service before sharing specific information to ensure that potential investigations are not compromised.

#### **11.4 Indecent Images of Children (IIOC)**

- Green Park School will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC) as appropriate to the age and ability.
- We will respond to concerns regarding IIOC on our equipment and/or personal equipment, even if access took place off site.
- We will seek to prevent accidental access to IIOC by using an Internet Service Provider (ISP) which subscribes to the Internet Watch Foundation (IWF) block list and by implementing appropriate filtering, firewalls and anti-spam software.
- If we are unclear if a criminal offence has been committed, the DSL (or deputy) will obtain advice immediately through the police and/or the Education Safeguarding Service.
- If made aware of IIOC, we will:



- act in accordance with our child protection policy and the relevant Wolverhampton Safeguarding Children Together procedures.
  - store any devices involved securely.
  - immediately inform appropriate organisations, such as the IWF and police.
- If made aware that a member of staff or a learner has been inadvertently exposed to indecent images of children, we will:
  - ensure that the DSL (or deputy) is informed.
  - ensure that the URLs (webpage addresses) which contain the suspect images are reported to the IWF via [www.iwf.org.uk](http://www.iwf.org.uk) .
  - ensure that any copies that exist of the image, for example in emails, are deleted.
  - report concerns, as appropriate to parents and carers.
- If made aware that indecent images of children have been found on the setting provided devices, we will:
  - ensure that the DSL (or deputy) is informed.
  - ensure that the URLs (webpage addresses) which contain the suspect images are reported to the IWF via [www.iwf.org.uk](http://www.iwf.org.uk) .
  - inform the police via 101 or 999 if there is an immediate risk of harm, and MASH team.
  - only store copies of images (securely, where no one else has access to them and delete all other copies) following a written request from the police.
  - report concerns, as appropriate to parents/carers.
- If made aware that a member of staff is in possession of indecent images of children on school provided devices, we will:
  - ensure that the headteacher is informed in line with our managing allegations against staff policy.
  - inform the Local LADO Designated Officer on 01902 550477 and other relevant organisations in accordance with our managing allegations against staff policy.
  - quarantine any devices until police advice has been sought.

## 11.5 Cyberbullying

- Cyberbullying, along with all other forms of bullying, will not be tolerated at Green Park School.
- Full details of how we will respond to cyberbullying are set out in our anti-bullying policy.

## 11.6 Online hate

- Online hate content, directed towards or posted by, specific members of the community will not be tolerated at Green Park School and will be responded to

in line with existing policies, including child protection, anti-bullying and behaviour.

- All members of the community will be advised to report online hate in accordance with relevant policies and procedures.
- The police will be contacted if a criminal offence is suspected.
- If we are unclear on how to respond, or whether a criminal offence has been committed, the DSL (or deputy) will obtain advice through the Education Safeguarding Service and/or the police.

### **11.7 Online radicalisation and extremism**

- As listed in this policy, we will take all reasonable precautions to ensure that learners and staff are safe from terrorist and extremist material when accessing the internet on site.
- If we are concerned that a learner or adult may be at risk of radicalisation online, the DSL (or deputy) will be informed immediately, and action will be taken in line with our child protection policy.
- If we are concerned that member of staff may be at risk of radicalisation online, the headteacher will be informed immediately, and action will be taken in line with the child protection and allegations policies.

# Responding to an Online Safety Concern Flowchart

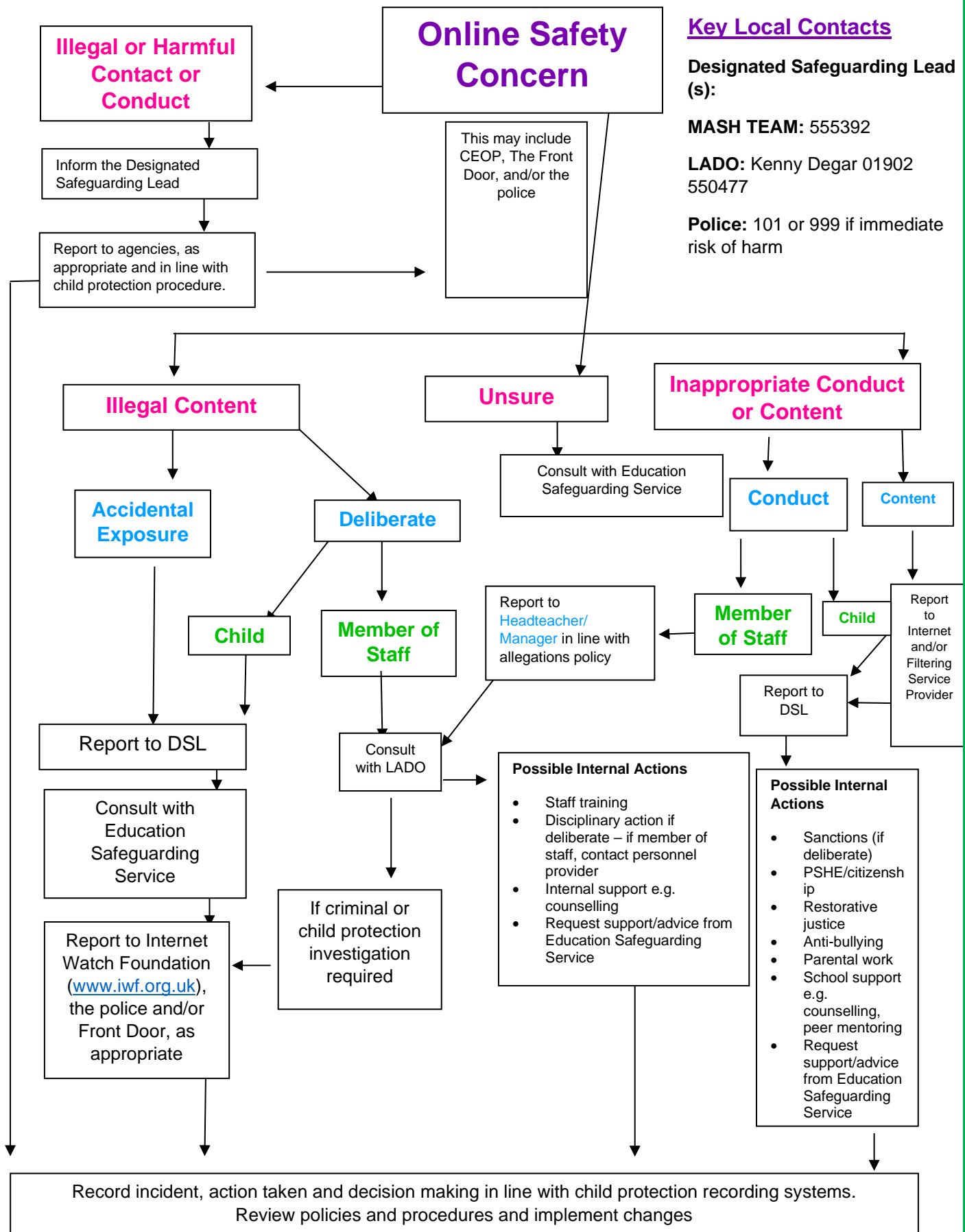
## Key Local Contacts

**Designated Safeguarding Lead (s):**

**MASH TEAM:** 555392

**LADO:** Kenny Degar 01902 550477

**Police:** 101 or 999 if immediate risk of harm



## Useful Links

### National Links and Resources for Settings, Learners and Parents/carers

- CEOP:
  - [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
  - [www.ceop.police.uk](http://www.ceop.police.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)
- UK Council for Internet Safety (UKCIS): [www.gov.uk/government/organisations/uk-council-for-internet-safety](http://www.gov.uk/government/organisations/uk-council-for-internet-safety)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
  - Professional Online Safety Helpline: [www.saferinternet.org.uk/about/helpline](http://www.saferinternet.org.uk/about/helpline)
  - Report Harmful Content: <https://reportharmfulcontent.com/>
- 360 Safe Self-Review tool for schools: [www.360safe.org.uk](http://www.360safe.org.uk)
- Childnet: [www.childnet.com](http://www.childnet.com)
  - Step Up Speak Up – Online Sexual Harassment Guidance: [www.childnet.com/resources/step-up-speak-up/guidance-and-training-for-schools-and-professionals](http://www.childnet.com/resources/step-up-speak-up/guidance-and-training-for-schools-and-professionals)
  - Cyberbullying Guidance: [www.childnet.com/resources/cyberbullying-guidance-for-schools](http://www.childnet.com/resources/cyberbullying-guidance-for-schools)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Parent Zone: <https://parentzone.org.uk>
- Parent Info: <https://parentinfo.org>
- NSPCC: [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety)
  - ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
  - Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Lucy Faithfull Foundation: [www.lucyfaithfull.org](http://www.lucyfaithfull.org)
- The Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)



- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)
- Get Safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

*There's no rain in our rainbow, just love and lifelong learning.*



# Possible Acceptable Use of Technology Policy (AUP) Templates to be adapted as appropriate

## Using the AUP Templates: Guidance Notes

The following content is provided as suggestions and guidance only to support educational settings in creating Acceptable Use of Technology Policies (AUPS) which are relevant to their communities. It is recommended that settings ensure their AUP reflects the needs and abilities of their learners, their community and the technology available.

Settings will need to adapt these templates in line with their own technology use, for example the expectations or requirements may vary if settings use laptops or tablets. Where possible and appropriate, learners, staff and parents/carers should be directly involved in this process.

- **Blue font** indicates that the setting should insert relevant information
- **Pink font** highlights suggestions to assist DSLs, leaders and managers in amending sample statements and ensuring content is appropriate for their setting. This content is provided as guidance notes and should not be left in individual settings policies

## Learner Acceptable Use of Technology Sample Statements

Although statements for learners are collected within key stages, it is recommended that settings amend and adapt them according to their own cohorts needs. The template statements and headers are suggestions only and some statements are duplicated; we encourage educational settings to work with learners and amend them to develop ownership and understanding.

### Early Years and Key Stage 1 (0-6)

- I only use the internet when an adult is with me
- I only click on links and buttons online when I know what they do
- I keep my personal information and passwords safe
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- All devices used on site, for example tablets, cloud computing, learner owned devices must be used according to school guidance.

- I always tell an **adult/teacher/member of staff** if something online makes me feel unhappy or worried
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) (**or other appropriate links**) to learn more about keeping safe online
- I know that if I do not follow the rules:
  - **I may lose access to the use of devices in school.**
- I have read and talked about these rules with my parents/carers

### Shortened version (for use on posters)

- I only go online with a grown up
- I am kind online
- I keep information about me safe online
- I tell a grown up if something online makes me unhappy or worried

### Key Stage 2 (7-11)

#### Safe

- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate, and if I have permission
- I only talk with and open messages from people I know, and I only click on links if I know they are safe
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult

#### Trust

- I know that not everything or everyone online is honest or truthful
- I will check content on other sources like other websites, books or with a trusted adult
- I always credit the person or source that created any work, image or text I use

#### Responsible

- Devices and technology on site e.g. tablets, laptops, cloud computing, shared file storage areas must be used according to school policy.
- I always ask permission from an adult before using the internet
- I only use websites and search engines that my **teacher** has chosen
- I use **school** computers for **schoolwork**, unless I have permission otherwise

- I ask my teacher before using my own personal devices/mobile phone **Other specific statements will be required if mobile phones/personal devices are or are not permitted.**
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information
- I will only change the settings on the computer if a **teacher/technician** has allowed me to

### Understand

- I understand that the school internet filter is there to protect me, and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.childline.org.uk](http://www.childline.org.uk) to learn more about being safe online
- I know that if I do not follow the **school** rules then:
  - **I may lose access to the use of devices in school.**

### Tell

- If I am aware of anyone being unsafe with technology, I will report it to a **teacher**
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away. *I will take immediate action e.g. shut the laptop lid, turn off the screen)*

### Alternative KS2 Statements *(With thanks to Kingsnorth Primary School)*

- I know that I will be able to use the internet in school for a variety of reasons, if I use it responsibly. However, I understand that if I do not, I may not be allowed to use the internet at school.
- I know that being responsible means that I should not look for bad language, inappropriate images or violent or unsuitable games, and that if I accidentally come across any of these I should report it to a teacher or adult in school or a parent or carer at home.
- I will treat my password like my toothbrush! This means I will not share it with anyone (even my best friend), and I will log off when I have finished using the computer or device.



- I will protect myself by never telling anyone I meet online my address, my telephone number, my school name or by sending a picture of myself without permission from a teacher or other adult.
- I will never arrange to meet anyone I have met online alone in person without talking to a trusted adult.
- If I get unpleasant, rude or bullying emails or messages, I will report them to a teacher or other adult. I will not delete them straight away, but instead, keep them so I can show them to the person I am reporting it to.
- I will always be myself and not pretend to be anyone or anything I am not. I know that posting anonymous messages or pretending to be someone else is not allowed.
- I will always check before I download software or data from the internet. I know that information on the internet may not be reliable and it sometimes needs checking.
- If I bring in memory sticks / CDs from outside of school I will always give them to my teacher, so they can be checked for viruses and content, before opening them.
- I will be polite and sensible when I message people online and I know that sending a message is the same as having a conversation with someone. I will not be rude or hurt someone's feelings online.
- I know that I am not allowed on personal email, social networking sites or instant messaging in school.
- If, for any reason, I need to bring my mobile phone into school I know that it is to be handed in to the office and then collected at the end of the school day.
- I will tell a teacher or other adult if someone online makes me feel uncomfortable or worried when I am online using games or other websites or apps.

### **Shortened KS2 version (for use on posters)**

- I ask a teacher about which websites I can use
- I will not assume information online is true
- I know there are laws that stop me copying online content
- I know I must only open online messages that are safe. If I'm unsure I won't open it without speaking to an adult first
- I know that people online are strangers and they may not always be who they say they are
- If someone online suggests meeting up, I will always talk to an adult straight away
- I will not use technology to be unkind to people
- I will keep information about me and my passwords private

- I always talk to an adult if I see something which makes me feel worried

### Key Stage 3/4/5 (11-18)

- **Devices on site for example, tablets, cloud computing, pupil owned devices must be used according to school policy.**
- I know that school computers, tablets, laptops and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed, I will ask a member of staff
- I know that my use of **school** computers and devices and internet access will be monitored
- I will keep my password safe and private as my privacy, **school** work and safety must be protected
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I will only use social media sites with permission and at the times that are allowed.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the **school** community
- I understand that it may be a criminal offence or breach of the **school** policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- I will protect my personal information online
- I will not access or change other people files, accounts or information
- I will only upload appropriate pictures or videos of others online and when I have permission
- I will only use my personal device/mobile phone in **school** if I have permission from a **teacher**
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I will always check that any information I use online is reliable and accurate
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences
- I will only change the settings on the computer if a **teacher/technician** has allowed me to

- I know that use of the **school** ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the **school** internet filter is there to protect me, and I will not try to bypass it.
- I know that if the **school** suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- I know that if I do not follow the AUP then:
  - **List sanctions.**
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
- I will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

## Alternative KS3/4 Statements

### Safe

- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences
- I know that my use of **school** computers, devices and internet access will be monitored to protect me and ensure I comply with the acceptable use policy
- I know that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts

### Private

- I will keep my passwords private
- I know I must always check my privacy settings are safe and private
- I will think before I share personal information **and/or** seek advice from an adult
- I will keep my password safe and private as my privacy, **school**work and safety must be protected

### Responsible

- **Settings should include specific information and expectations relating to use of devices in the school for example, tablets, cloud computing, learner owned devices.**
- I will not access or change other people's files, accounts or information

- I will only upload appropriate pictures or videos of others online and when I have permission
- I will only use my personal device/mobile phone in **school** if I have permission from a teacher
- I know I must respect the **school** systems and equipment and if I cannot be responsible then I will lose the right to use them
- I know that **school** computers, devices and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed, I will ask a member of staff
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I will only change the settings on the computer if a **teacher/technician** has allowed me to
- I know that use of the **school** system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the **school** internet filter is there to protect me, and I will not try to bypass it.
- I know that if the **school** suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- I know that if I do not follow the AUP then:
  - **List sanctions.**

## Kind

- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the **school** community I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete
- I will not use technology to be unkind to people

## Legal

- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I understand that it may be a criminal offence or breach of the **school** policy to download or share inappropriate pictures, videos or other material online

## Reliable

- I will always check that any information I use online is reliable and accurate
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present

## Report

- If I am aware of anyone trying to misuse technology, I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
- I will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), [www.childnet.com](http://www.childnet.com) and [www.childline.org.uk](http://www.childline.org.uk) to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

## Shortened KS3/4 Version (for use on posters)

### Responsible

- I know I must respect the **school** systems and equipment and if I cannot be responsible then I will lose the right to use them
- I know that online content might not always be true
- I know my online actions have offline consequences
- I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete
- I will not use technology to be unkind to people

### Private

- I will keep my password and personal information private
- I know I must always check my privacy settings are safe and private

### Legal

- I know that my internet use is monitored to protect me and ensure I comply with the **school** acceptable use policy
- I am aware that copyright laws exist, and I need to ask permission before using other people's content and acknowledge any sources I use
- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages

## Report

- I know that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts
- If anything happens online which makes me feel worried or uncomfortable then I will speak to an adult I trust and visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

## Learners with SEND

### Learners with SEND functioning (at Levels P4 –P7)

- I ask a grown up if I want to use the computer
- I make good choices on the computer
- I use kind words on the internet
- If I see anything that I don't like online, I tell a grown up
- I know that if I do not follow the **school** rules then:
  - **List sanctions.**

### Learners with SEND functioning (at Levels P7-L1 )

(Based on Childnet's SMART Rules: [www.childnet.com](http://www.childnet.com))

#### Safe

- I ask a grown up if I want to use the computer
- On the internet I don't tell strangers my name
- I know that if I do not follow the **school** rules then:
  - **List sanctions.**

#### Meeting

- I tell a grown up if I want to talk on the internet

#### Accepting

- I don't open emails from strangers

#### Reliable

- I make good choices on the computer

#### Tell

- I use kind words on the internet
- If I see anything that I don't like online, I will tell a grown up

## Learners with SEND functioning (at Levels L2-4) (Based on Childnet's SMART Rules: [www.childnet.com](http://www.childnet.com))

### Safe

- I ask an adult if I want to use the internet
- I keep my information private on the internet
- I am careful if I share photos online
- I know that if I do not follow the **school** rules then:
  - **List sanctions.**

### Meeting

- I tell an adult if I want to talk to people on the internet
- If I meet someone online, I talk to an adult

### Accepting

- I don't open messages from strangers
- I check web links to make sure they are safe

### Reliable

- I make good choices on the internet
- I check the information I see online

### Tell

- I use kind words on the internet
- If someone is mean online then I don't reply, I save the message and show an adult
- If I see anything online that I don't like, I will tell a **teacher**

## Learner Acceptable Use Policy Agreement Form

*Settings should attach a copy of the AUP to this form.*

### Green Park School Acceptable Use of Technology Policy – Learner Agreement

I, with my parents/carers, have read and understood the Acceptable Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use *school/setting* systems and devices, both on and offsite
2. I use my own devices in *school/college* when allowed, including mobile phones, gaming devices, and cameras. (*amend or remove in accordance with your online safety and/or mobile technology policy*)
3. I use my own equipment out of the *school/college*, in a way that is related to me being a member of the *school/college* community, including communicating with other members of the *school/college* or accessing *school/setting* email, learning platform or website. *Amend as appropriate.*

Name..... Signed.....

Class..... Date.....

Parent/Carers Name..... (*If appropriate*)

Parent/Carers Signature..... (*If appropriate*)

Date.....



## Acceptable Use of Technology Sample Statements/Forms for Parents/Carers

### Parent/Carer Acknowledgement Form

#### Learner Acceptable Use of Technology Policy: Green Park School Parental Acknowledgment

1. I, with my child, have read and discussed Green Park School learner acceptable use of technology policy (AUP). I understand that the AUP applies to the use of the internet and other related devices and services, inside and outside of the setting.
2. I am aware that any internet and IT use using **school/setting** equipment may be monitored for safety and security reason to safeguard both my child and the **school/setting** systems. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.
3. I understand that the **school/setting** will take every reasonable precaution, including monitoring and filtering systems, to ensure my child will be safe when they use the internet and other associated technologies. I understand that the **school/setting** cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
4. I with my child, am aware of the importance of safe online behaviour and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the **school/setting** community.
5. I understand that the **school/setting** will contact me if they have concerns about any possible breaches of the AUP or have any concerns about my child's safety.
6. I will inform the **school/setting** or other relevant organisations if I have concerns over my child's or other members of the **school/setting** communities' safety online.
7. I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of **school/setting**.
8. I will support the **school/setting** online safety approaches and will encourage my child to adopt safe use of the internet and other technology at home.

Child's Name..... Child's Signature ..... (*if appropriate*)

Class..... Date.....

Parents Name.....

Parents Signature..... Date.....

## Sample Parent/Carer Acceptable Use of Technology Policy

*Issues for learning could be created if parents/carers refuse to sign an AUP as children need to use the internet to access the curriculum. Setting should have a robust process in place to manage and record parental responses and to engage with parents/carers who do not respond. Alternatives include highlighting online safety within the Home School Agreement or using an acknowledgement form.*

1. I know that my child will be provided with internet access and will use a range of IT systems including **list as appropriate** in order to access the curriculum and be prepared for modern life whilst at Green Park School.
2. I am aware that learners use of mobile technology and devices, such as mobile phones, **is/is not** permitted at Green Park School **Settings should add in specific information and expectations relating to management and use of learner mobile technology on site.**
3. I am aware that any internet and technology use using **school** equipment may be monitored for safety and security reasons, to safeguard both my child and the **school** systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
4. I understand that the **school** will take every reasonable precaution, including monitoring and filtering systems, to ensure that learners are safe when they use the **school** internet and systems. I understand that the **school** cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
5. I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of **school/setting**.
6. I have read and discussed Green Park School learner Acceptable Use of Technology Policy (AUP) with my child.
7. I will support **school** safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of **school** and discuss online safety with them when they access technology at home.
8. I know I can seek support from the **school** about online safety, such as via the **school** website (**link**), to help keep my child safe online at home.
9. I will support the **school** approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text and video online responsibly.

10. I, together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the **school** community.
11. I understand that a partnership approach to online safety is required. If the **school** has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
12. I understand that if I or my child do not abide by the Green Park School AUP, appropriate action will be taken. This could include sanctions being applied in line with the **school** policies (*list as appropriate*) and if a criminal offence has been committed, the police being contacted.
13. I know that I can speak to the Designated Safeguarding Lead (**Name**), my child's **teacher** or the **headteacher/manager** if I have any concerns about online safety.

**I have read, understood and agree to comply with the **Green Park School Parent/Carer Acceptable Use of Technology Policy**.**

Child's Name..... Class.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

# Acceptable Use of Technology for Staff, Visitors and Volunteers Sample Statements

## Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use <Green Park School > IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand <Green Park School > expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

### Policy Scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within Green Park School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and online and offline communication technologies. *Amend as appropriate.*
2. I understand that Green Park School Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### Use of School Devices and Systems

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, mobile phones and internet access, when working with learners. *Amend as appropriate; if*

***settings allow staff to use personal devices, clear boundaries should be detailed. Leaders should make informed decisions and be able to evidence their decision making.***

5. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is/is not allowed. ***Amend as appropriate; if settings allow staff to use internet access/devices for personal use, clear boundaries should be detailed. Occasional personal use of the settings devices could be considered as beneficial to the development of staff IT skills and can enable staff to maintain a positive work-life balance. However, this is at the setting's discretion and can be revoked at any time. Leaders should make informed decisions and be able to evidence their decision making.***

## **Data and System Security**

6. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
- I will use a 'strong' password to access school systems. ***A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system. Leaders should include any specific requirements, for example, how often passwords should be changed etc.***
  - I will protect the devices in my care from unapproved access or theft. ***Detail how this should be achieved, for example not leaving devices visible or unsupervised in public places.***
7. I will respect school system security and will not disclose my password or security information to others.
8. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT system manager. ***Amend as appropriate.***
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager. ***Amend as appropriate.***

10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the [school](#) information security policies. ***Amend as appropriate.***
- All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
  - Any data being removed from the [school](#) site, such as via email or on memory sticks or CDs, will be suitably protected. This may include data being encrypted by a method approved by the [school/setting](#). ***Amend and include specific details as appropriate.***
11. I will not keep documents which contain [school](#) related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the [school](#) learning platform to upload any work documents and files in a password protected environment or [school approved/provided](#) VPN. ***Amend as appropriate.***
12. I will not store any personal information on the [school](#) It system, including [school](#) laptops or similar device issued to members of staff, that is unrelated to [school](#) activities, such as personal photographs, files or financial information.
13. I will ensure that [school](#) owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
14. I will not attempt to bypass any filtering and/or security systems put in place by the [school/setting](#).
15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the [ICT Support Provider/Team/lead \(named contact\)](#) as soon as possible.
16. If I have lost any [school](#) related documents or files, I will report this to the [ICT Support Provider/Team/lead \(named contact\)](#) and [school](#) Data Protection Officer ([name](#)) as soon as possible.

17. Any images or videos of learners will only be used as stated in the [school camera and image use policy \(link\)](#).
- I understand images of learners must always be appropriate and should only be taken with [school](#) provided equipment and taken/published where learners and their parent/carer have given explicit consent.

## **Classroom Practice**

18. I am aware of safe technology use in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the [school](#) online safety policy. ***Leaders should ensure the online safety policy includes specific details and expectations regarding safe practice relating to the specific use of technology.***
19. I have read and understood the [school](#) online safety policy which covers expectations for learners regarding mobile technology and social media. ***Leaders should ensure the online safety policy includes specific details and expectations regarding mobile technology and use of social media for learners.***
20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
- exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used on site.
  - creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
  - involving the Designated Safeguarding Lead (DSL) ([Angie Esson](#)) or a deputy ([Lorraine Dawney](#)) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
  - make informed decisions to ensure any online safety resources used with learners is appropriate.
21. I will report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the DSL in line with the [school online safety/child protection policy](#). ***Amend as appropriate.***

22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music are protected, I will not copy, share or distribute or use them.

## **Use of Social Media and Mobile Technology**

23. I have read and understood the [school](#) online safety policy which covers expectations regarding staff use of mobile technology and social media.

***Leaders should ensure the online safety policy includes specific details and expectations regarding mobile technology and use of social media for staff. Additional content should be included in this section if this is not in place.***

24. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the [staff behaviour policy/code of conduct](#), when using [school](#) and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.

- I will take appropriate steps to protect myself online when using social media as outlined in the [online safety/social media policy \(link\)](#). ***Leaders should ensure the online safety policy includes specific details and expectations the use of social media for staff. Additional content should be included in this section if this is not in place.***
- I am aware of the [school](#) expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the [online safety/mobile technology \(link\)](#) policy. ***Leaders should ensure the online safety policy includes specific details and expectations regarding use of mobile technology for staff. Additional content should be included in this section if this is not in place.***
- I will not discuss or share data or information relating to learners, staff, [school](#) business or parents/carers on social media.
- I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the [school behaviour policy/code of conduct](#) and the law.

25. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.

- I will ensure that all electronic communications take place in a professional manner via [school](#) approved and/or provided communication channels, such as a [school](#) email address or telephone number.



- I will not share any personal contact information or details with learners, such as my personal email address or phone number.
  - I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
  - If I am approached online by a learner or parents/carer, I will not respond and will report the communication to my line manager and ([Angie Esson](#)) Designated Safeguarding Lead (DSL).
  - Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL and/or [headteacher/manager](#). **Amend as appropriate.**
26. If I have any queries or questions regarding safe and professional practise online either in [school](#) or off site, I will raise them with the DSL [and/or](#) the [headteacher/manager](#).
27. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
28. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
29. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the [school](#) into disrepute.

## Policy Compliance

30. I understand that the [school](#) may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.

## Policy Breaches or Concerns

31. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the [school online safety/child protection policy](#).
32. I will report concerns about the welfare, safety or behaviour of staff to the [headteacher/manager](#), in line with the allegations against staff policy.
33. I understand that if the [school](#) believe that unauthorised and/or inappropriate use of [school](#) systems or devices is taking place, the [school](#) may invoke its disciplinary procedures as outlined in the [staff behaviour policy/code of conduct](#).
34. I understand that if the [school](#) believe that unprofessional or inappropriate online activity, including behaviour which could bring the [school](#) into disrepute, is taking place online, the [school](#) may invoke its disciplinary procedures as outlined in the [staff behaviour policy/code of conduct](#).
35. I understand that if the [school](#) suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Green Park School Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of staff member: .....

Signed: .....

Date (DDMMYY).....

## Visitor and Volunteer Acceptable Use of Technology Policy

*For visitors and volunteers (and staff) who do not have access school ICT systems.*

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology. This AUP will help Green Park School ensure that all visitors and volunteers understand the [school/settings](#) expectations regarding safe and responsible technology use.

### Policy Scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within Green Park School both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and communication technologies. *Amend as appropriate.*
2. I understand that Green Park School AUP should be read and followed in line with the [school](#) staff [behaviour policy/code of conduct](#).
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the [school](#) ethos, [school](#) staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

### Data and Image Use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR. *This statement is only required if visitors/volunteers have access to schooldata.*
5. Any images or videos of learners will only be taken in line with the [school](#) camera and image use policy ([link](#)). *This statement is only required if visitors/volunteers are permitted to take photos/videos.*

### Classroom Practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the [school](#) online safety policy. *Leaders should*

***ensure the online safety policy includes specific details and expectations regarding safe classroom practice.***

7. I will support **teachers** in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care. ***Amend as appropriate to the role of the visitor/volunteer.***
8. I will immediately report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the Designated Safeguarding Lead (DSL) (**Angie Esson**) in line with the **school online safety/child protection policy**.
9. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music is protected, I will not copy, share or distribute or use it. ***Amend as appropriate to the role of the visitor/volunteer.***

## **Use of Social Media and Mobile Technology**

10. I have read and understood the **school** online safety policy which covers expectations regarding staff use of social media and mobile technology. ***Leaders should ensure the online safety policy includes specific details and expectations regarding mobile technology and use of social media for staff. Additional content should be included in this section if this is not in place.***
11. I will ensure that my online reputation and use of technology and is compatible with my role within the **school/setting**. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
  - I will take appropriate steps to protect myself online as outlined in the **online safety/social media policy (link)**. ***Amend as appropriate.***
  - I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
  - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the **school code of conduct/behaviour policy** and the law.
12. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
  - All communication will take place via school approved communication channels such as via a school provided email address or telephone

number and not via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.

- Any pre-existing relationships or situations that may compromise this will be discussed with the DSL ([Angie Esson](#)) and/or [headteacher/manager](#).

13. If I have any queries or questions regarding safe and professional practise online either in [school](#) or off site, I will raise them with the Designated Safeguarding Lead ([Angie Esson](#)) and/or the [headteacher/manager](#).

14. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.

15. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.

16. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the [school](#) into disrepute.

### **Policy Breaches or Concerns**

17. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the Designated Safeguarding Lead ([name](#)) in line with the [school online safety/child protection policy](#).

18. I will report concerns about the welfare, safety or behaviour of staff to the [headteacher/manager](#), in line with the allegations against staff policy.

19. I understand that if the [school](#) believes that if unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the [school](#) may invoke its disciplinary procedures.

20. I understand that if the [school](#) suspects criminal offences have occurred, the police will be informed.

**I have read, understood and agreed to comply with Green Park School visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.**

Name of visitor/volunteer: .....

Signed: .....

Date (DDMMYY).....

## Wi-Fi Acceptable Use Policy

*For those using setting provided Wi-Fi. Settings may wish to use a paper or electronic AUP for guest access of Wi-Fi by members of the community. This template is provided for settings to adapt and use as appropriate.*

As a professional organisation with responsibility for children's safeguarding it is important that all members of the **school** community are fully aware of the **school** boundaries and requirements when using the **school** WI-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list and all members of the **school** community are reminded that technology use should be consistent with our ethos, other appropriate policies and the law.

1. The **school** provides Wi-Fi for the **school** community and allows access for (*state purpose, for example education use only*). *Settings should include any include information about time limits, passwords and security.*
2. I am aware that the **school** will not be liable for any damages or claims of any kind arising from the use of the wireless service. The **school** takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the **school** premises that is not the property of the **school/setting**.
3. The use of technology falls under Green Park School Acceptable Use of Technology Policy (AUP), online safety policy and behaviour policy (*any other relevant policies such as data security, safeguarding/child protection*) which all learners/staff/visitors and volunteers must agree to and comply with.
4. The **school** reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. **School** owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
6. I will take all practical steps necessary to make sure that any equipment connected to the **school** service is adequately secure, such as up-to-date anti-virus software, systems updates.

7. The **school** wireless service is not secure, and the **school** cannot guarantee the safety of traffic across it. Use of the **school** wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. The **school** accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the **school** wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the **school** from any such damage.
9. The **school** accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the **school** wireless service.
10. I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
11. I will not attempt to bypass any of the **school** security and filtering systems or download any unauthorised software or applications.
12. My use of **school** Wi-Fi will be safe and responsible and will always be in accordance with the **school** AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
13. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the **school** into disrepute.
14. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead (**name**) as soon as possible.
15. If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead (**name**) or the **headteacher/manager**.
16. I understand that my use of the **school** Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the **school** suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the **school** may terminate or restrict usage. If the **school** suspects that the system may be being

**I have read, understood and agreed to comply with Green Park School Wi-Fi acceptable Use Policy.**

Name .....

Signed: .....

Date (DDMMYY).....

17. used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.