

POLICY DOCUMENT

ONLINE SAFETY POLICY (previously E SAFETY)

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1. Aims and Objectives

It is the duty of Hipperholme Grammar School to ensure that every pupil in its care is safe; and the same principles apply to the digital world as apply to the real world. Online communications and technology provide opportunities for enhanced learning, but also pose great risks to young people. Our pupils are therefore taught how to stay safe in the online environment and how to mitigate risks, including but not limited to the risk of bullying, harassment, grooming, stalking, abuse and radicalisation and identity theft.

Technology is continually enhancing communication, the sharing of information, learning, social interaction and leisure activities. However, many information technologies, particularly online resources, are not effectively policed. All users need to be aware, in an age-appropriate way, of the range of risks associated with the use of these internet technologies. Current and emerging technologies used in and outside of school include:

- Websites;
- Email and instant messaging;
- Blogs, forums and chat rooms;
- Mobile internet devices such as smart phones and tablets;
- Social networking sites;
- Music / video downloads;
- Gaming sites and online communities formed via games consoles;
- Instant messaging technology via SMS or social media sites;
- Video calls;
- Podcasting and mobile applications;
- Virtual and augmented reality technology; and
- Artificial intelligence.

This policy, supported by the Acceptable Use Policies, is implemented to protect the interests and safety of the whole school community. It aims to provide clear guidance on how to minimise risks and how to deal with any infringements. It is linked to the following school policies:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Behaviour, Rewards and Sanctions Policy
- Data Protection Policy and Privacy Notice/s
- Educational Visits Policy

- PSHE / RSE Policy

At Hipperholme Grammar School, we understand the responsibility to educate our pupils on online safety issues; teaching them the appropriate behaviours and critical thinking skills necessary to enable them to remain both safe and within the law when using the internet and related technologies in and beyond the classroom. We also understand the importance of involving pupils in discussions about online safety and listening to their fears and anxieties as well as their thoughts and ideas.

2. Scope

This policy applies to all members of the school community, including staff, pupils, parents and visitors, who have access to and are users of the school IT systems. In this policy:

- “staff” includes teaching and non-teaching staff, governors, and volunteers;
- “parents” includes pupils' carers and guardians; and
- “visitors” includes anyone else who comes to the school.

Both this policy, and the Acceptable Use policies, cover both fixed and mobile internet devices provided by the school (such as PCs, laptops, webcams, tablets, whiteboards, digital video equipment, etc.); as well as all devices owned by pupils, staff, or visitors and brought onto school premises (personal laptops, tablets, smart phones, etc.).

In designing this policy, the school has considered the “4Cs” outlined in KCSIE (content, contact, conduct and commerce) as the key areas of risk. However, the school recognises that many pupils will have unlimited and unrestricted access to the internet via mobile phone networks. This means that some pupils, may use mobile technology to facilitate child-on-child abuse, access inappropriate or harmful content or otherwise misuse mobile technology whilst at school. The improper use of mobile technology by pupils, in or out of school, will be dealt with under the school’s Behaviour, Rewards and Sanctions Policy and / or Child Protection and Safeguarding Policy as is appropriate in the circumstances.

3. Roles and responsibilities in relation to online safety

All staff, governors and visitors have responsibilities under the safeguarding policy to protect children from abuse and make appropriate referrals. The following roles and responsibilities must be read in line with the Child Protection and Safeguarding Policy.

3.1. The Governing Body

The Governing Body has overall leadership responsibility for safeguarding as outlined in the Child Protection and Safeguarding Policy. The Governing Body of the school is responsible for the approval of this policy and for reviewing its effectiveness at least annually.

The Governing Body will ensure that all staff undergo safeguarding and child protection training, both at induction and with updates at regular intervals, to ensure that:

- all staff, in particular the DSLs and Senior Leadership Team are adequately trained about online safety;
- all staff are aware of the expectations, applicable roles and responsibilities in relation to filtering and monitoring and how to raise to escalate concerns when identified;
- staff are aware of the school procedures and policies that should be followed in the event of the abuse or suspected breach of online safety in connection to the school.

3.2. Head of Foundation and the Senior Leadership Team

The Head of Foundation is responsible for the safety of the members of the school community and this includes responsibility for online safety. Together with the Senior Leadership Team, they are responsible for procuring appropriate filtering and monitoring systems, documenting decisions on what is blocked or allowed and why, reviewing the effectiveness of the filtering and monitoring provisions, overseeing reports and ensuring staff are appropriately trained.

3.3. The Designated Safeguarding Leads (DSLs)

The DSLs take the lead responsibility for Child Protection and Safeguarding at Hipperholme Grammar School. This includes a responsibility for online safety as well as the school's filtering and monitoring system (which is managed on a day to day basis by the IT Manager).

The DSLs will ensure that this policy is upheld at all times, working with the Head of Foundation, Senior Leadership Team, and IT Manager to achieve this. As such, in line with the Child Protection and Safeguarding policy, the DSLs will take appropriate action if in receipt of a report that engages that policy relating to activity that has taken place online.

The DSL will work closely with the IT Manager to ensure that the school's requirements for filtering and monitoring are met and enforced. The DSLs will review filtering and monitoring reports and ensure that regular checks are properly made of the system.

The DSLs will keep up to date on current online safety issues and guidance issued by relevant organisations, including the Department for Education (including KCSIE), ISI, the CEOP (Child Exploitation and Online Protection), Childnet International and the Local Safeguarding Children Procedures.

3.4. IT Manager

The school's IT Manager has a key role in maintaining a safe technical infrastructure at the school and in keeping abreast with the rapid succession of technical developments. They are responsible for the security of the school's hardware system, its data and for training the school's teaching and administrative staff in the use of IT. They monitor the use of the

internet and emails, maintain content filters, and will report inappropriate usage to the DSLs / Head of Foundation as appropriate.

3.5. Teaching and support staff

All staff are required to sign and return the IT Acceptable Use Policy before accessing the school's systems. As with all issues of safety at this school, staff are encouraged to create a talking and listening culture in order to address any online safety issues which may arise in classrooms on a daily basis.

All staff must read and understand this Online Safety Policy and enforce it in accordance with direction from the DSL and the Head of Foundation / Senior Leadership Team as appropriate.

3.6. Pupils

Pupils are responsible for using the school IT systems in accordance with the IT Acceptable Use Policy.

3.7. Parents and carers

Hipperholme Grammar School believes that it is essential for parents to be fully involved with promoting online safety both within and outside school. The school will contact parents if it has any concerns about pupils' behaviour in this area and likewise it hopes that parents will feel able to share any concerns with the school.

4. Filtering and Monitoring

In general:

Hipperholme Grammar School aims to provide a safe environment to learn and work, including when online. Filtering and monitoring are important parts of the school's safeguarding arrangements and it is vital that all staff understand the expectations, applicable roles and responsibilities in relation to filtering and monitoring.

Staff, pupils, parents and visitors should be aware that the school's filtering and monitoring systems apply to all users, all school owned devices and any device connected to the school's internet server. Deliberate access, or an attempt to access, prohibited or inappropriate content, or attempting to circumvent the filtering and monitoring systems will be dealt with under the Staff Code of Conduct or the Behaviour, Rewards and Sanctions Policy, as appropriate.

The IT Manager will check regularly that the filtering and monitoring system is operating effectively - these checks must be recorded along with any appropriate action. From time to time the Safeguarding governor and the DSLs will review the filtering and monitoring system, looking at the records of the checks. Such a review should occur before the beginning of every new academic year, however such reviews should occur if:

- there is a major safeguarding incident;

- there is a change in working practices; or
- if any new technology is introduced.

The school's filtering system blocks internet access to harmful sites and inappropriate content. The filtering system will block access to inappropriate material, including, but not limited to, child sexual abuse material, unlawful terrorist content and adult content. If there is a good educational reason why a particular website, application, or form of content should not be blocked a pupil should contact the relevant member of teaching staff, who will then contact SLT for their consideration.

The school will monitor the activity of all users across all of the school's devices or any device connected to the school's internet server allowing individuals to be identified. Any incidents reported through the Smoothwall system should be acted upon and recorded. Teaching staff should notify the DSLs if they are teaching material which might generate unusual internet traffic activity.

Staff:

If any member of staff has any concern about the effectiveness of the filtering and monitoring system, they must report the matter to the DSL immediately in line with the Child Protection and Safeguarding Policy; particularly if they have received a disclosure of access to, or witnessed someone accessing, harmful or inappropriate content. If any member of staff accidentally accesses prohibited or otherwise inappropriate content, they should proactively report the matter to the DSL.

While the filtering and monitoring system has been designed not to unreasonably impact on teaching and learning, no filtering and monitoring system can be 100% effective. Teaching staff should notify SLT and the IT Manager if they believe that appropriate teaching materials are being blocked.

Pupils:

Pupils must report any accidental access to materials of a violent or sexual nature or that are otherwise inappropriate to the DSLs/appropriate teacher. Deliberate access to any inappropriate materials by a pupil will be dealt with under the school's Behaviour, Rewards and Sanctions Policy. Pupils should be aware that all internet usage via their HGSF account is monitored.

Certain websites are automatically blocked by the school's filtering system. If this causes problems for school work/research purposes, pupils should contact an appropriate teacher/IT Manager for assistance.

5. Education and training

5.1. Staff: awareness and training

As part of their induction, all new teaching staff receive information on online safety, including the school's expectations, applicable roles and responsibilities regarding filtering and monitoring. This will include training on this Online Safety Policy.

All staff working with children are responsible for demonstrating, promoting and supporting safe behaviours in their classrooms and following the school's Online Safety procedures. These behaviours are summarised in the IT Acceptable Use Policy which must be signed and returned before use of technologies in school.

All teaching and administrative staff receive regular information and training on online safety issues in the form of INSET training and internal meeting time, and are made aware of their individual responsibilities relating to the safeguarding of children within the context of online safety. All supply staff receive information about Online Safety as part of their safeguarding briefing on arrival at school.

Teaching staff are encouraged to incorporate online safety activities and awareness within their subject areas and through a culture of talking about issues as they arise. They should know what to do in the event of misuse of technology by any member of the school community. When pupils use school computers, staff should make sure children are fully aware of the agreement they are making to follow the school's IT guidelines.

In accordance with the Child Protection and Safeguarding Policy, if there is a safeguarding concern a report must be made by staff as soon as possible if any incident relating to online safety occurs and be provided directly to the school's DSLs.

5.2. Pupils: the teaching of online safety

Online safety guidance will be given to pupils on a regular basis. We continually look for new opportunities to promote online safety and regularly monitor and assess our pupils' understanding of it.

The school provides opportunities to teach about online safety within a range of curriculum areas and IT lessons. Educating pupils on the dangers of technologies that may be encountered outside school will also be carried out via PSHE, by presentations in assemblies, as well as informally when opportunities arise.

At age-appropriate levels, pupils are taught about their online safety responsibilities and to look after their own online safety. Pupils can report concerns to the DSL and any member of staff at the school.

Pupils should be aware of the impact of cyber-bullying and know how to seek help if they are affected by these issues (see also the school's Child Protection and Safeguarding / Anti Bullying / Behaviour, Rewards and Sanctions Policies, which describe the preventative measures and the procedures that will be followed when the school discovers cases of bullying). Pupils should approach the DSL, or any other member of staff they trust, as well as parents, peers and other school staff for advice or help if they experience problems when using the internet and related technologies.

5.3. Parents

The school seeks to work closely with parents and guardians in promoting a culture of online safety. The school will contact parents if it has any concerns about pupils' behaviour in this area and likewise it hopes that parents will feel able to share any concerns with the school.

The school recognises that not all parents and guardians may feel equipped to protect their child when they use electronic equipment at home. The school provides a wealth of online resources through our filtering and monitoring provider to assist parents and guardians.

6. Use of school and personal devices

6.1 Staff

School devices assigned to a member of staff as part of their role must have a password or device lock so that unauthorised people cannot access the content. Staff should only use the school device which is allocated to them for school work. When they are not using a device staff should ensure that it is locked to prevent unauthorised access.

Staff are referred to the BYOD Policy, staff code of conduct and IT Acceptable Use Policy for further guidance on the use of non-school owned electronic devices for work purposes.

Staff at Hipperholme Grammar School are permitted to bring in personal devices for their own personal use.

Staff should not use their personal devices when taking images, videos or other recordings of any pupil nor to have any images, videos or other recording of any pupil on their personal devices and should use the school phones that are provided for this purpose. Please read this in conjunction with Child Protection and Safeguarding, Acceptable Use, Staff Code of Conduct and Educational Visits policies.

6.2 Pupils

If pupils bring in mobile devices (e.g. for use during the journey to and from school), they should be kept switched off and out of sight all day, and will remain the responsibility of the child in case of loss or damage. These requirements apply to phones and all devices that communicate over the internet, including smartwatches and other wearable technology.

The school has introduced the use of pupil-owned Chromebooks as a teaching and learning tool and pupils are required to adhere to the IT Acceptable Use when using devices for school work. In particular, the IT Acceptable Use Policy requires pupils to ensure that their use of devices for school work complies with this policy and the IT Acceptable Use Policy prohibits pupils from using devices for non-school related activities during the school day.

Pupils are responsible for their conduct when using school issued or their own devices. Any misuse of devices by pupils will be dealt with under the School's Behaviour, Rewards and Sanctions Policy.

The school recognises that mobile devices are sometimes used by pupils for medical purposes or as an adjustment to assist pupils who have disabilities or special educational needs. Where a pupil needs to use a mobile device for such purposes, the pupil's parents or carers should arrange a meeting with the pupil's Head of House (Seniors) or Head of Juniors to agree how the school can appropriately support such use. They will then inform the pupil's teachers and other relevant members of staff about how the pupil will use the device at school.

7. Online Communications

7.1 Staff

Any digital communication between staff and pupils or parents / carers must be professional in tone and content. Under no circumstances may staff contact a pupil or parent / carer / recent alumni (i.e. pupils over the age of 18 who have left the school within the past 12 months) or parents of recent alumni using any personal email address or SMS / WhatsApp. The school ensures that staff have access to their work email address when offsite, for use as necessary on school business. Personal telephone numbers, email addresses, or other contact details, may not be shared with pupils or parents / carers and recent alumni. Under no circumstances may staff contact a pupil or parent / carer and recent alumni using a personal telephone number, email address, or other messaging system nor should pupils, parents and recent alumni / their parents / carers be added as social network 'friends' or similar.

Staff must immediately report to the Head of Foundation the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication. Staff must remain alert to the risk of fraudulent emails and should report emails they suspect to be fraudulent to the IT Manager.

7.2 Pupils

All pupils are issued with their own personal school email addresses for use on our network and by remote access. Access is via a personal login, which is password protected. This official email service may be regarded as safe and secure, and must be used for all school work. Pupils should be aware that email communications through the school network and school email addresses are monitored.

The school will ensure that there is appropriate and strong IT monitoring and virus software. Spam emails and certain attachments will be blocked automatically by the email system. If this causes problems for school work / research purposes, pupils should contact the IT Manager for assistance.

Pupils must not respond to any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and should immediately report such a communication to a member of staff who should then refer it to the DSLs.

8. Use of social media

8.1 Staff

Staff must use social networking sites with extreme caution, being aware of the nature of what is published online and its potential impact on their professional position and the reputation of the school in accordance with the Staff Code of Conduct.

- Any online communications, whether by email, social media, private messaging or other, must not:
 - place a child or young person at risk of, or cause, harm;
 - bring Hipperholme Grammar School into disrepute;
 - breach confidentiality;
 - breach copyright;
 - breach data protection legislation;
 - or do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
 - using social media to bully another individual; or
 - posting links to or endorsing material which is discriminatory or offensive.
- otherwise breach the Staff Code of Conduct or Child Protection and Safeguarding Policy.

8.2 Pupils

The school expects pupils to think carefully before they post any information online, or repost or endorse content created by other people. Content posted must not be, or potentially be, inappropriate or offensive, or likely to cause embarrassment to an individual or others. The school takes misuse of technology by pupils very seriously and incidents will be dealt with under the Behaviour, Rewards and Sanctions / Child Protection and Safeguarding and Anti-Bullying policies as appropriate.

9. Data protection

Please refer to the Data Protection policy and the IT Acceptable Use Policy for further details as to the key responsibilities and obligations that arise when personal information, particularly that of children, is being processed by or on behalf of the school.

Staff and pupils are expected to save all data relating to their work to their Google Drive Account as per the IT Acceptable Use Policy.

Staff devices should be encrypted if any data or passwords are stored on them. The school expects all removable media (USB memory sticks, CDs, portable drives) taken outside school or sent by post or courier to be encrypted before sending.

Staff may only take information offsite when authorised to do so, and only when it is necessary and required in order to fulfil their role. No personal data of staff or pupils should be stored on personal memory sticks, but instead stored on an encrypted USB memory stick provided by the school.

Staff should also be particularly vigilant about scam / phishing emails (and similar) which could seriously compromise the school's IT security and/or put at risk sensitive personal data (and other information) held by the school. If in any doubt, do not open a suspicious email or attachment and notify the IT Manager in accordance with the Data Protection Policy and IT Acceptable Use Policy.

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of IT must be immediately reported to the IT Manager.

10. Password security

Staff and pupils are regularly reminded of the need for password security.

All pupils and members of staff should:

- use a strong password (ideally containing eight characters or more, and containing upper- and lower-case letters as well as numbers)
- not write passwords down; and
- not share passwords with other pupils or staff.

11. Safe use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying, stalking or grooming to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

12. Misuse

Hipperholme Grammar School will not tolerate illegal activities or activities that are in breach of the policies referred to above. Where appropriate the school will report illegal activity to the police and/or the local safeguarding partnerships. If a member of staff discovers that a child or young person is at risk as a consequence of online activity they

should report it to the DSL. The DSL then may seek assistance from the CEOP, the LADO, and/or its professional advisers as appropriate.

The school will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with our Child Protection and Safeguarding and Behaviour, Rewards and Sanctions policies.