



E-Safety Policy

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Signed (Head) <i>A Flanagan</i>	Name A Flanagan	Date: 07 March 2024
Ratified by: Governing Body Headteacher	Date: 27 March 2024	Next Review: 26 March 2025

Scope of the Policy

This policy applies to all members of The Manor CE Primary School community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school / academy digital technology systems, both in and out of The Manor CE Primary School.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off The Manor CE Primary site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying or other Online Safety incidents covered by this policy, which may take place outside of The Manor CE Primary School, but is linked to membership of The Manor CE Primary School. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix for template policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The Manor CE Primary School will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate Online Safety behaviour that take place out of school.

Governors / Board of Directors

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about online safety incidents and monitoring reports.

Headteacher / Principal and Senior Leaders

- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community, though the day to day responsibility for online safety will be delegated to the *Online Safety Officer / Lead*.
- The Headteacher and (at least) another member of the Senior Leadership Team / Senior Management Team should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. (see flow chart on dealing with online safety incidents – included in a later section – “Responding to incidents of misuse” and relevant *Local Authority / MAT / other relevant body* disciplinary procedures).
- The Headteacher / Senior Leaders are responsible for ensuring that the *Online Safety Officer / Lead* and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The Headteacher / Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

- *The Senior Leadership Team / Senior Management Team will receive regular monitoring reports from the Online Safety Officer / Lead.*

Online Safety Officer / Lead

- leads the Online Safety Group
- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority / MAT / relevant body
- liaises with school technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments,
- meets regularly with Online Safety Governor / Director to discuss current issues, review incident logs and filtering / change control logs
- attends relevant meeting / committee of Governors / Directors
- reports regularly to Senior Leadership Team

Network Manager / Technical staff

The Network Manager / Technical Staff / Co-ordinator for ICT / Computing is responsible for ensuring:

- **that The Manor CE Primary School's technical infrastructure is secure and is not open to misuse or malicious attack**
- **that The Manor CE Primary School meets required online safety technical requirements and any Local Authority / MAT / other relevant body Online Safety Policy / Guidance that may apply.**
- **that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed**
- *the filtering policy (if it has one), is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person*
- that they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- that the use of the *network / internet / Learning Platform / remote access / email* is regularly monitored in order that any misuse / attempted misuse can be reported to the *Headteacher / Senior Leader; Online Safety Officer / Lead* for investigation / action / sanction
- *that monitoring software / systems are implemented and updated as agreed in school / academy policies*

Teaching and Support Staff

Are responsible for ensuring that:

- **they have an up to date awareness of online safety matters and of the current school / academy Online Safety Policy and practices**

- **they have read, understood and signed the Staff Acceptable Use Policy / Agreement (AUP)**
- **they report any suspected misuse or problem to the Headteacher / Principal / Senior Leader ; Online Safety Officer / Lead for investigation / action / sanction**
- **all digital communications with students / pupils / parents / carers should be on a professional level and only carried out using official school systems**
- online safety issues are embedded in all aspects of the curriculum and other activities
- students / pupils understand and follow the Online Safety Policy and acceptable use policies
- students / pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- *in lessons where internet use is pre-planned students / pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches*

Designated Safeguarding Lead / Designated Person / Officer

Should be trained in Online Safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- online-bullying

Students / Pupils:

- **are responsible for using The Manor CE Primary School digital technology systems in accordance with the Student / Pupil Acceptable Use Agreement**
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on online-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's / academy's Online Safety Policy covers their actions out of school, if related to their membership of the school

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The Manor CE Primary School will

take every opportunity to help parents understand these issues through *parents' evenings, newsletters, letters, website / Learning Platform and information about national / local online safety campaigns / literature*. Parents and carers will be encouraged to support The Manor CE Primary School in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website / Learning Platform and on-line student / pupil records
- *their children's personal devices in The Manor CE Primary School (where this is allowed)*

Policy Statements

Education – Students / Pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating *students / pupils* to take a responsible approach. The education of *students / pupils* in online safety / digital literacy is therefore an essential part of the school's / academy's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- **A planned online safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited**
- **Key online safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities**
- **Students / pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.**
- **Students / pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet**
- **Students / pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.**
- *Students / pupils should be helped to understand the need for the student / pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school / academy.*
- *Staff should act as good role models in their use of digital technologies, the internet and mobile devices*
- *in lessons where internet use is pre-planned, it is best practice that students / pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.*

- Where students / pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education & Training – Staff / Volunteers

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- All new staff should fully understand The Manor CE Primary School Online Safety Policy and Acceptable Use Agreements.
- It is expected that some staff will identify online safety as a training need within the performance management process.
- This Online Safety Policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.
- The Online Safety Officer / Lead (or other nominated person) will provide advice / guidance / training to individuals as required.

Mobile Technologies (including BYOD/BYOT)

Mobile technology devices may be school owned/provided or personally owned and might include: smartphone, tablet, notebook / laptop or other technology that usually has the capability of utilising the school's wireless network. The device then has access to the wider internet which may include the school's learning platform and other cloud based services such as email and data storage.

All users should understand that the primary purpose of the use mobile / personal devices in a school context is educational. The mobile technologies policy should be consistent with and inter-related to other relevant school policies including but not limited to the Safeguarding Policy, Behaviour Policy, Bullying Policy, Acceptable Use Policy, and policies around theft or malicious damage. Teaching about the safe and appropriate use of mobile technologies should be an integral part of the school's Online Safety education programme.

- **The school Acceptable Use Agreements for staff, pupils/students and parents / carers will give consideration to the use of mobile technologies**
- **The school allows:**

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupils instant use of images that they have

recorded themselves or downloaded from the internet. However, staff, parents / carers and students / pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying 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. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- **When using digital images, staff should inform and educate students / pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.**
- **Written permission from parents or carers will be obtained before photographs of students / pupils are published on the school website / social media / local press**
- **In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school / academy events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images.**
- **Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school / academy policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school / academy equipment, the personal equipment of staff should not be used for such purposes.**
- **Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or The Manor CE Primary School into disrepute.**
- **Students / pupils must not take, use, share, publish or distribute images of others without their permission**
- **Photographs published on the website, or elsewhere that include students / pupils will be selected carefully and will comply with good practice guidance on the use of such images.**
- **Students' / Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.**

Data Protection

Personal data will be recorded, processed, transferred and made available according to the current data protection legislation.

The Manor CE Primary School must ensure that:

- **It has a Data Protection Policy.**
- **It has paid the appropriate fee to the Information Commissioner's Office (ICO).**
- **It has appointed a Data Protection Officer (DPO).** The Manor CE Primary School may also wish to appoint a Data Manager and systems controllers to support the DPO.

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Data held must be accurate and up to date. Inaccuracies are corrected without unnecessary delay.
- The lawful basis for processing personal data (including, where relevant, consent) has been identified and documented and details provided in a Privacy Notice.
- Where special category data is processed, a lawful basis and a separate condition for processing have been identified.
- Data Protection Impact Assessments (DPIA) are carried out.
- It has clear and understood arrangements for access to and the security, storage and transfer of personal data, including, where necessary, adequate contractual clauses or safeguards where personal data is passed to third parties e.g. cloud service providers.
- Procedures must be in place to deal with the individual rights of the data subject i.e. a Subject Access Requests to see all or a part of their personal data held by the data controller.
- There are clear and understood data retention policies and routines for the deletion and disposal of data.
- There is a policy for reporting, logging, managing and recovering from an information risk incident which recognises the requirement to report relevant data breaches to the ICO within 72 hours of the breach, where feasible.
- Consideration has been given to the protection of personal data when accessed using any remote access solutions.
- All schools / academies (n.b. including Academies, which were previously exempt) must have a Freedom of Information Policy which sets out how it will deal with FOI requests.
- All staff receive data handling awareness / data protection training and are made aware of their responsibilities.

Staff must ensure that they:

- **At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.**
- **Use personal data only on secure password protected computers and other devices, ensuring that they are properly “logged-off” at the end of any session in which they are using personal data.**
- **Transfer data using encryption and secure password protected devices.**

When personal data is stored on any portable computer system, memory stick or any other removable media:

- **The data must be encrypted and password protected.**
- The device must be password protected.
- **The device must offer approved virus and malware checking software.**
- **The data must be securely deleted from the device, in line with school / academy policy (below) once it has been transferred or its use is complete.**

Communications

When using communication technologies The Manor CE Primary School considers the following as good practice:

- The official school / academy email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and students / pupils should therefore use only The Manor CE Primary School email service to communicate with others when in school, or on school / academy systems (e.g. by remote access).
- Users must immediately report, to the nominated person – in accordance with The Manor CE Primary School policy, 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.
- Any digital communication between staff and students / pupils or parents / carers (email, social media, chat, blogs, VLE etc) must be professional in tone and content. These communications may only take place on official (monitored) school / academy systems. Personal email addresses, text messaging or social media must not be used for these communications.
- Students / pupils should be taught about online safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on The Manor CE Primary School website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

The Manor CE Primary School provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through:

- Ensuring that personal information is not published
- Training is provided including: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School / academy staff should ensure that:

- No reference should be made in social media to students / pupils, parents / carers or school / academy staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school / academy or local authority / MAT
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information

When official school / academy social media accounts are established there should be:

- A process for approval by senior leaders
- Clear processes for the administration and monitoring of these accounts – involving at least two members of staff
- A code of behaviour for users of the accounts, including
- Systems for reporting and dealing with abuse and misuse
- Understanding of how incidents may be dealt with under school / academy disciplinary procedures

The school's / academy's use of social media for professional purposes will be checked regularly by the senior risk officer and Online Safety Group to ensure compliance with the school policies.

Dealing with unsuitable / inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school / academy and all other technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school / academy context, either because of the age of the users or the nature of those activities.

The Manor CE Primary School believes that the activities referred to in the following section would be inappropriate in a school / academy context and that users, as defined below, should not engage in these activities in / or outside The Manor CE Primary School when using school / academy equipment or systems. The Manor CE Primary School policy restricts usage as follows:

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	Pornography				X	

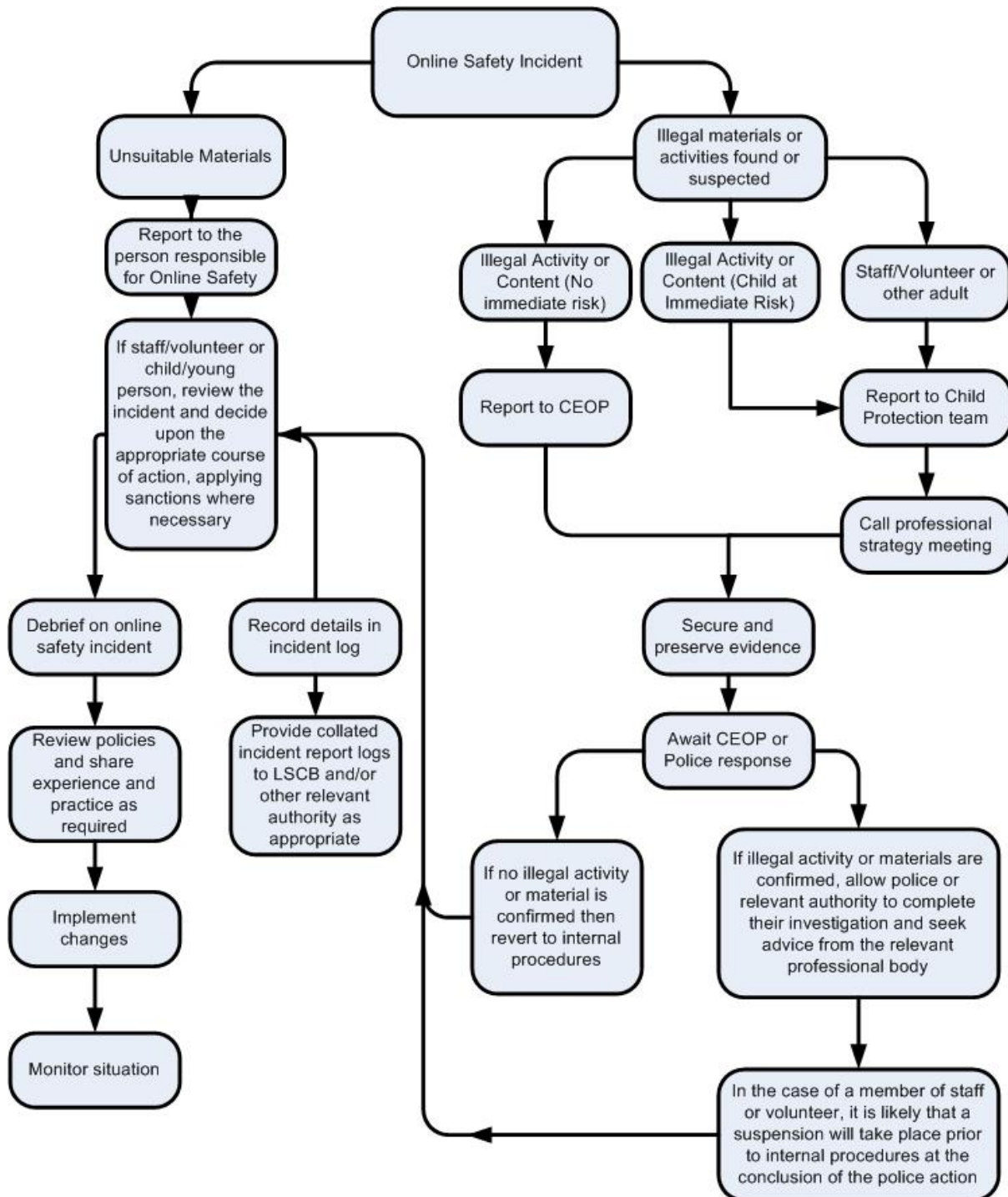
Promotion of any kind of discrimination				X	
threatening behaviour, including promotion of physical violence or mental harm				X	
Promotion of extremism or terrorism				X	
Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business				X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by The Manor CE Primary School				X	
Infringing copyright				X	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)				X	
Creating or propagating computer viruses or other harmful files				X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)				X	

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see “User Actions” above).

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



Other Incidents

It is hoped that all members of The Manor CE Primary School community will be responsible users of digital technologies, who understand and follow school / academy policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- **Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.**
- **Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.**
- **It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).**
- **Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)**
- **Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:**
 - **Internal response or discipline procedures**
 - **Involvement by Local Authority / Academy Group or national / local organisation (as relevant).**
 - **Police involvement and/or action**
- **If content being reviewed includes images of child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:**
 - **incidents of 'grooming' behaviour**
 - **the sending of obscene materials to a child**
 - **adult material which potentially breaches the Obscene Publications Act**
 - **criminally racist material**
 - **promotion of terrorism or extremism**
 - **other criminal conduct, activity or materials**
- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for The Manor CE Primary School and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

School / Academy Actions & Sanctions

It is more likely that The Manor CE Primary School will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

Students / Pupils Incidents	Refer to class teacher / tutor	Refer to Head of Department /	Refer to Headteacher / Principal	Refer to Police	Refer to technical support staff for action re filtering / security etc.	Inform parents / carers
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X		X
Unauthorised use of non-educational sites during lessons	x					
Unauthorised / inappropriate use of mobile phone / digital camera / other mobile device	x					X
Unauthorised / inappropriate use of social media / messaging apps / personal email	x					X
Unauthorised downloading or uploading of files	x	x	X		X	X
Allowing others to access school / academy network by sharing username and passwords	x	x	X		x	X

Attempting to access or accessing The Manor CE Primary Schoolnetwork, using another student's / pupil's account	x	x	X		x	X
Attempting to access or accessing The Manor CE Primary Schoolnetwork, using the account of a member of staff	x	x	X		x	X
Corrupting or destroying the data of other users	x	x	x		x	x
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	x	x	x			x
Continued infringements of the above, following previous warnings or sanctions	x	x	x			x
Actions which could bring The Manor CE Primary Schoolinto disrepute or breach the integrity of the ethos of the school	x	x	x			x
Using proxy sites or other means to subvert the school's / academy's filtering system	x	x	x		x	x
Accidentally accessing offensive or pornographic material and failing to report the incident	x	x	x		x	x
Deliberately accessing or trying to access offensive or pornographic material	x	x	x	x	x	x
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	x	x	x			x

Staff Incidents

	Refer to line manager	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc.
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X	
Inappropriate personal use of the internet / social media / personal email	x	x			
Unauthorised downloading or uploading of files					
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	x	X			
Careless use of personal data e.g. holding or transferring data in an insecure manner	x	x			
Deliberate actions to breach data protection or network security rules	x	X			
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	x	x	x		x
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	x	x	x		x
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils	x	x	x		
Actions which could compromise the staff member's professional standing	x	x			
Actions which could bring The Manor CE Primary School into disrepute or breach the integrity of the ethos of The Manor CE Primary School	x	x			
Using proxy sites or other means to subvert the school's / academy's filtering system	x	x			x
Accidentally accessing offensive or pornographic material and failing to report the incident	x	x	x		x
Deliberately accessing or trying to access offensive or pornographic material	x	x	x	x	X
Breaching copyright or licensing regulations	x	x			

Continued infringements of the above, following previous warnings or sanctions

x	x	x		
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