

**CITY OF ROCHESTER SCHOOL
ONLINE SAFETY POLICY**

This policy, which applies to the whole school, and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. This policy is also publically available on the school website

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher, being responsible for the day to day organisation of the curriculum, monitoring the weekly lesson plans for all staff, ensuring all planning is appropriately differentiated with relevant, appropriate learning objectives.
- The Headteacher along with the whole school teaching and therapy team review the long-term and medium-term planning and ensure that appropriate targets and strategies are in place. It is intended that the ongoing review and development of the curriculum will support enthusiastic and inspirational teaching. The process of review plays a key role in the continuing professional development of all staff at City of Rochester School.
- The Trustees undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so requires. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

Signed:

Date Reviewed: November 2019
Date of Next Review: November 2020
Version No. 1
Policy No 19b: 001



Alicja Emmett
Headteacher



Claire Cooper
Chair of Trustees and Safeguarding Trustee

This policy will be reviewed no later than November 2020, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Table of Contents

1	Introduction.....	2
2	Roles and Responsibilities	2
3	E-Safety Education.....	3
4	E-Safety Control Measures	4
5	Social Networking.....	4
6	Published Content on the Charity Website	5
7	Mobil Devices and Hand-Held Devices	5
8	Network Security	5
9	Cyber Bullying.....	5
10	Reporting Missuse.....	5
11	Monitoring	6
12	Equality Impact Assessment	6

1. Introduction

1.1 Background: At City of Rochester School, we understand that computer technology is an essential resource for supporting teaching and learning. The internet, and other digital and information technologies, open up opportunities for young people and play an important role in their everyday lives. **Whilst City of Rochester School recognises the importance of promoting the use of computer technology throughout its activities and curriculum, we also understand the need for safe internet access and appropriate use. City of Rochester School has created this policy with the aim of ensuring appropriate and safe use of the internet and other digital technology devices by all young persons and staff.**

City of Rochester School is committed to providing a safe playing, learning and teaching environment for all young people and staff, and has implemented important controls to prevent any harmful risks. To be read alongside:

- Social media policy
- Safeguarding policy
- Anti-bullying policy
- Prevent policy

1.2 Use of the internet: City of Rochester School understands that using the internet is important when raising educational standards, promoting achievement and enhancing teaching and learning. Internet use is embedded in the statutory curriculum and is therefore an element for all young persons, though there are a number of controls City of Rochester School is required to implement to minimise harmful risks. When accessing the internet, individuals are especially vulnerable to a number of risks which may be physically and emotionally harmful, including:

- Access to illegal, harmful or inappropriate images
- Cyber bullying
- Access to, or loss of, personal information
- Access to unsuitable online videos or games
- Loss of personal images
- Inappropriate communication with others
- Illegal downloading of files
- Exposure to explicit or harmful content, eg involving radicalisation
- Plagiarism and copyright infringement
- Sharing the personal information of others without the individual's consent or knowledge

2 Roles and Responsibilities:

2.1: All Staff: It is the responsibility of all staff to be alert to possible harm to pupils or staff due to inappropriate internet access or use, both inside and outside of City of Rochester School, and to deal with incidents of such as a priority. All staff are responsible for ensuring they are up to date with current e-safety issues, and this online Safety Policy. Cyber-bullying incidents will be reported in accordance with City of Rochester School's Anti-Bullying Policy. All staff will ensure they understand and adhere to our Acceptable Use Agreement, which they must sign and return to the online Safety Officer and a copy placed on staff file

2.2: The trustees: The trustees are responsible for ensuring that there are appropriate filtering and monitoring systems in place to safeguard young people. Trustees will hold regular meetings with the online Safety Officer to discuss the effectiveness of the e-safety provision, current issues, and to review incident logs, as part of City of Rochester School's duty of care. The trustees will review the policy periodically as specified and evaluate the implementation of the policy.

2.3: Online Safety Officer: An Online Safety officer will be appointed, it will be their responsibility for ensuring the day-to-day e-safety in City of Rochester School's buildings and activities, managing any issues that may arise. The Online Safety officer will provide relevant training and advice for members of staff as part of the requirement for staff to undergo regularly updated safeguarding training and be able to teach young people about online safety. They will regularly monitor the provision of online safety within City of Rochester School and will provide feedback to the Headteacher. Establish a procedure for reporting incidents and inappropriate internet use, either by pupils or staff. Ensuring that all relevant members of staff are aware of the procedure when reporting e-safety incidents and will keep a log of all incidents recorded. The Online Safety officer will attempt to find alternatives to monitoring staff use of social media, where possible, and will justify all instances of monitoring to ensure that it is necessary and outweighs the need for privacy. The member of staff who is being monitored will usually be consulted prior to any interception by City of Rochester School. Please see the employee handbook for further information on monitoring. Responsible for communicating with parents and regularly updating them on current online safety issues and control measures.

2.4: The Head Teacher: The Head Teacher is responsible for ensuring that the online safety officer and any other relevant staff receive CPD to allow them to fulfil their role and train other members of staff. Until the appointment of the online Safety officer the Head Teacher will assume their role.

2.5. Teaching staff: Teaching staff within City of Rochester School are responsible for ensuring that online safety issues are embedded in the curriculum and safe internet access is promoted at all times.

2.6. Parents: Parents are responsible for ensuring their child understands how to use computer technology and other digital devices appropriately. City of Rochester School will support parents by sharing information and links through newsletters, City of Rochester School's website, Facebook feeds and informal/formal training.

2.7. All Young People: All young people will ensure they understand and adhere to our Acceptable Use Agreement, which they must sign and return to the online Safety Officer. All young people are aware of their responsibilities regarding the use of City of Rochester School's ICT systems and equipment, including their expected behaviour.

3 Online Safety Education

3.1. Educating Young People and Students: An online safety programme will be established and delivered to young people in an age appropriate manner so that all develop an awareness of how to use the internet safely both inside and outside of City of Rochester School. Young people will be taught about the importance of e-safety and are encouraged to be critically aware of the content they access online, including extremist material and the validity of website content. Young people will be taught to acknowledge information they access online, in order to avoid copyright infringement and/or plagiarism. Clear guidance on the rules of internet use will be presented in young person's journals. Young people will be made aware as to how to report any inappropriate use of the internet and digital devices and be told that it is their responsibility to do so. City of Rochester School will use I Need To Talk so young people can make anonymous reports should they find this necessary. The taught curriculum for the educational aspects of City of Rochester School will be used to educate pupils about cyber bullying, including how to report cyber bullying, the social effects of spending too much time online and where to access help. City of Rochester School will hold such online safety events as are necessary and appropriate in order to promote online safety effectively. Such as Safer Internet Day and Anti Bullying Week.

3.2. Educating Staff: A planned calendar programme of online safety training opportunities will be available to all staff members, including whole school activities and CPD training courses. All staff will undergo online safety training annually/when changes occur basis to ensure they are aware of current online safety issues and any changes to the provision of e-safety, as well as current developments in social media and the internet as a whole. All staff will employ methods of good practice and act as role models for young people when using the internet and other digital devices. All staff will be educated on which sites are deemed appropriate and inappropriate. All staff are reminded of the importance of acknowledging information they access online, in order to avoid copyright infringement and/or plagiarism. Any new staff are required to undergo online safety training as part of their induction programme, ensuring they fully understand this online safety policy/social media policy/user agreement. The online safety officer will act as the first point of contact for staff requiring online safety advice.

3.3 Educating Parents: Online safety information will be directly delivered to parents through a variety of formats, including sharing information and links through newsletters, City of Rochester School website. Facebook feed and information sessions. Parents evenings, meetings, annual review and other similar occasions will be utilised to inform parents of any online safety related concerns.

4 Online Safety Control Measures

4.1 Internet Access:

- Internet access will be authorised once parents and young people have returned the signed consent form in line with our Acceptable Use Agreement.
- A record will be kept by the online Safety Officer of all young people who have been granted internet access.
- Management systems will be put in place to allow teachers and members of staff to control workstations and monitor young people's activity.
- Effective filtering systems will be established to eradicate any potential risks to pupils through access to, or trying to access, certain websites which are harmful or use inappropriate material.
- The trustees will ensure that use of appropriate filters and monitoring systems does not lead to "over blocking", such that there are unreasonable restrictions as to what young people can be taught with regards to online teaching and safeguarding
- Any requests by staff for websites to be added or removed from the filtering list must be authorised by the online safety officer.
- All City of Rochester School systems will be protected by up to date anti-virus software.
- An agreed procedure will be in place for the provision of temporary users, eg volunteers.
- Staff are able to use the internet for personal use during out-of-work hours, as well as break and lunch times.
- Personal use will only be monitored by the online safety officer, Head Teacher or trustees for access to any inappropriate or explicit sites, where it is justifiable to be necessary and in doing so, would outweigh the need for privacy.
- Inappropriate internet access by staff may result in the staff member being permitted to use the internet for City of Rochester School purposes only and prohibited from using any personal devices. This will be dealt with following the process outlined in the staff disciplinary policy.

4.2 Email:

- The use of personal email accounts to send and receive personal data or information is prohibited
- No sensitive personal data shall be sent to any other young persons, staff or third parties via works email
- Young people are made aware that all email messages are monitored and that the filtering system will detect inappropriate links, viruses, malware and profanity
- Staff members are aware that their email messages may be monitored.
- Any emails sent by young people to external organisations will be overseen by their teacher/support worker and must be authorised before sending
- Chain letters, spam and all other emails from unknown sources will be deleted without opening

5. Social Networking:

- Use of social media on behalf of the charity will be conducted following the process outlined in our staff code of conduct
- Access to social networking sites will be filtered as appropriate
- Should access be needed to social networking sites for any reason, this will be monitored and controlled by staff at all times and must first be authorised by the Head Teacher
- Young people are regularly educated on the implications of posting personal data online outside of City of Rochester School
- Staff are regularly educated on posting inappropriate photos or information online, which may potentially affect their position and City of Rochester School's as a whole.
- Staff are not permitted to publish comments about City of Rochester School which may be reasonably expected to occasion reputational damage
- Staff are not permitted to access social media sites during City of Rochester School open hours unless it is justified to be beneficial to the material being taught. This will be discussed with the Head Teacher prior to accessing the social media site.

6. Published Content on City of Rochester School Website:

- The Head Teacher will be responsible for the overall content of the website and will ensure the content is appropriate and accurate.
- Images and full names of young people, or any content that may easily identify a pupil, will be selected carefully, and will not be posted until authorisation from parents has been received
- Young people are not permitted to take or publish photos of others without permission from the individual
- Staff are able to take pictures, though they must do so in accordance with City of Rochester School policies in terms of the sharing and distribution of such. Staff will not take pictures using their personal equipment.
- Any member of staff that is representing City of Rochester School online, eg through blogging, must express neutral opinions and not disclose any confidential information regarding City of Rochester School, or any information that might cause reputational damage to City of Rochester School or any persons associated with it.

7 Mobile Devices and Hand-Held Devices:

- The Head Teacher may authorise the use of mobile devices by young people where it is seen to be for safety or precautionary use
- Authorised young people are permitted to access City of Rochester School's Wi-Fi system at any times using their mobile devices and hand-held computers
- Mobile devices are not permitted to be used during teaching hours by pupils
- Staff are permitted to use hand-held computers which have been provided or authorised by City of Rochester School, though internet access will be monitored for any inappropriate use by the e-safety officer when using these on City of Rochester School premises.
- The sending of inappropriate messages or images from mobile devices is prohibited
- Personal mobile devices will not be used to take images or videos of pupils or staff, only via authorised City of Rochester School devices
- City of Rochester School will be especially alert to instances of cyber bullying and will treat such instances as a matter of high priority.

8 Network Security:

- Network profiles within Office 365 for each staff member are created, in which the individual must enter a username and personal password when accessing the Office 365, email and shared space systems within City of Rochester School
- Passwords have a minimum and maximum length, to prevent "easy" passwords or mistakes when creating passwords.

9 Cyber Bullying:

- For the purpose of this policy, cyber bullying is a form of bullying whereby an individual is the victim of harmful or offensive posting of information or images online
- City of Rochester School recognises that both staff and young people may experience cyber bullying and will commit to preventing any instances that should occur
- City of Rochester School will regularly educate staff, young people and parents on the importance of staying safe online, as well as being considerate to what they post online
- Young people will be educated about online safety through teaching and learning opportunities as part of a broad and balanced curriculum; this includes covering relevant issues within SMSC lessons as well as sex and relationship education
- City of Rochester School will commit to creating a learning and teaching environment which is free from harassment and bullying, ensuring the happiness of all members of staff and young people
- City of Rochester School has zero tolerance for cyber bullying, and any incidents will be treated with the upmost seriousness and will be dealt with in accordance with our anti-bullying policy
- The decision to notify police or anti-social behaviour coordinator in the LA of the action taken against a pupil will be made in line with the processes laid out in the safeguarding policy

10 Reporting Misuse:

- The charity will clearly define what is classed as inappropriate behaviour in the Acceptable Use Agreement, ensuring all young people and staff members are aware of what behaviour is expected of them.

- Inappropriate activities are discussed and the reasoning behind prohibiting activities due to online safety are explained to young people as part of the curriculum in order to promote responsible internet use.

10.1 Misuse by young people:

- Teachers/support workers/teachers in charge have the power to discipline young people who engage in misbehaviour with regards to internet use.
- Any instances of misuse should be immediately reported to a member of staff, who will then report this to the online safety officer and the CEO where appropriate
- Young people who do not adhere to the Acceptable Use Policy will be dealt with according to the charity's behaviour policy
- Members of staff may decide to issue other forms of disciplinary action to a young person upon the misuse to the internet, this will be discussed with the teachers in charge or CEO where appropriate
- Complaints of a child protection nature, such as when a young person is found to be accessing extremist material, shall be dealt with in accordance to our Safeguarding Policy

10.2 Misuse by staff:

- Any misuse of the internet by a member of staff should be immediately reported to the CEO
- The CEO will deal with such incidents in accordance with the Staff Code of Conduct Disciplinary Policy and may decide to take disciplinary action against the member of staff.

10.3 Use of Illegal Material:

- In the event that illegal material is found on the School's network, or evidence suggest that illegal material has been accessed, the police will be contacted
- Incidents will be immediately reported to the Internet Watch Foundation and the police will be contacted if the illegal material is, or is suspected to be, a child sexual abuse image hosted anywhere in the world, a non-photographic child sexual abuse image hosted in the UK, or criminally obscene adult content hosted in the UK
- If a child protection incident is suspected, the School's child protection procedure will be followed- the DSL and CEO will be informed and the police contacted.

11 Monitoring:

- Compliance with the policies and procedures laid down in this document will be monitored by the trustees.
- The trustees are responsible for the monitoring, revision and updating of this document on a yearly basis or sooner if the need arises.

12 Equality Impact Assessment: This document forms part of City of Rochester School commitment to create a positive culture of respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics, as well as to promote positive practice and value the diversity of all individuals and communities. As part of its development this document and its impact on equality has been analysed and no detriment identified.