



Horton Park Primary

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We Learn to Succeed

# Online Safety Policy

Author: Headteacher  
Review Date: Annually  
Checked and Approved: Governing Body  
Date of Governing Body Approval: November 2025  
Review date: November 2026

### **Relevant School Aims:**

1. All in our school community are valued and respected and continually learning.
  2. All broaden their horizons and explore their opportunities so they can make positive life choices.
- Make sure that all in our school community are continually learning, which is supported through the curriculum drivers of resilience, problem solving, experiences, communicate, vocabulary and mutual respect.  
The policy set out applies to all staff, pupils, governors, volunteers, and visitors.

### **Background**

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times. However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

### **The Online Safety Committee**

Saima Bahadur – Head teacher – Designated Safeguarding Lead, (CEOP Think You Know Trained)  
Laura Naylor – Deputy Headteacher, Designated Safeguarding Lead  
Catherine MacGilchrist – Assistant Headteacher, Online Safety Leader (CEOP Think U Know Trained)  
Computing Leader  
Lucy Azzopardi – Assistant Headteacher / Governor  
Hamza Farooq – Associate Leader / STEM Team  
Sabrina Arshad – Community Involvement Worker

### **Development and Review of this policy**

The policy has taken guidance from the statutory documents:

- Keeping Children Safe in Education (KCSIE, 2025) statutory guidance.
- Compliance with Working Together to Safeguard Children (2023).
- Data Protection Act 2018 / UK GDPR.
- Prevent Duty (safeguarding against radicalisation/extremism).
- Relationships, Sex and Health Education (RSHE) statutory requirements (DfE, 2020).

This Online safety policy was approved by the Governors Staffing and SLT.

The implementation of this online safety policy will be monitored by the: **The Online Safety committee, Computing Leader and STEM Leader.**

Monitoring will take place at regular intervals throughout the year.

The Online safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place.

Should serious online safety incidents take place, the following external persons / agencies should be informed:

**Children's services, Safeguarding Officer Bradford Local Authority.**

### **Monitoring the impact of the policy**

The school will monitor the impact of the policy using

- Logs of reported incidents in the online safety tab of CPOMS
- Internal monitoring data for network activity
- Computing Monitoring week – Computing Leader
- Review of SENSO reports as needed

## **Roles and Responsibilities**

### **Governors:**

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. They will receive regular information about online safety incidents and monitoring reports.

The role of governors will include:

- Regular meetings will include Safeguarding where online safety issues will be discussed
- Receiving regular reports from meetings of the online safety committee

They will receive reports on safeguarding, which will include online safety. These reports will cover incidents, monitoring data, training, and any actions taken to strengthen provision.

Check that filtering [and monitoring standards](#) are being met

### **Headteacher and Senior Leaders:**

- The Headteacher is responsible 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 Catherine MacGilchrist
- The Headteacher is responsible for ensuring that the Online safety team and other relevant staff receive suitable CPD to enable them to carry out their online safety roles and to train other colleagues, as relevant
- The Headteacher and Online Safety leader are aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff.

Procures filtering and monitoring systems that meet [DFE standards](#)

Reviews effectiveness of filtering and monitoring provision

### **Prevent**

The school ensures that suitable filtering systems are in place to prevent children accessing terrorist and extremist material. The school uses to filter appropriate information. All staff are Prevent trained yearly.

### **Online Safety Leader**

- Takes day to day responsibility for Online safety issues and has a leading role in establishing and reviewing the school Online Safety Policy
- Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place
- Receives reports of online safety incidents and creates a log of incidents to inform future online safety developments
- Reports to the relevant Governors where online safety issues are shared

### **Network Manager / Technical staff:**

The school technician team ensures:

- That the school's IT infrastructure is secure and is not open to misuse or malicious attack
- That they keep up to date with online safety technical information and update the Online Safety Leader or Computing Leader as relevant
- That monitoring software and anti-virus software is implemented and updated

The company will ensure that all devices in school are in working order and have the relevant safety features enabled.

### **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 online safety policy
- They have read, understood and signed the school Staff Acceptable Use Policy / Agreement (AUP)
- They report any suspected misuse or problem to the Online safety leader for investigation
- Digital communications with students / pupils (email / voice) should be on a professional level and only carried out using official school systems (see section below)
- Online safety issues are embedded in all aspects of the curriculum and other school activities. Online Safety lessons are taught through the Project Evolve Scheme of Work.

All staff will model safe behaviour, report any concerns and follow guidance set out in the policy

### **Designated Safeguarding Team for Child Protection**

Saima Bahadur (Headteacher /DSL), Laura Naylor (Deputy Headteacher/DDSL), Catherine MacGilchrist (Assistant Headteacher), Lucy Azzopardi (Assistant Headteacher / SENCo) are the designated people for child protection.

They are trained in matters related to online safety and to be aware of the potential for serious child protection 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
- cyber-bullying (see cyber bullying section)

The DSL (Saima Bahadur) has lead responsibility for online safety, monitoring concerns and liaising with external agencies.

## **Children**

• Are responsible for using the school IT systems in accordance with the Pupil Acceptable Use Policy, which they will be expected to sign before being given access to school systems. The AUP for children is signed annually and displayed as a reminder in all classrooms.

## **Parents / Carers**

The school will take every opportunity to help carers / parents to understand issues related to online safety. We will assist parents to understand key issues in the following ways:

- A parent's online safety presentation
- Regular information in newsletters which offer parents advice on the use of the internet and social media at home
- Parents are asked to discuss the pupil Acceptable use policy with their children
- Parents are asked to review the letter regarding digital and video images and opt out of having images taken and or published on the school web site or social media platforms

## **Community Users**

Community Users/ visitors and volunteers will inform the Headteacher or SLT of any web sites they wish to access. No person can log on to the internet without a user account or the Internet password. This will need to be requested and approved by an identified members of the SLT and Office staff.

## **Education**

### **Pupils**

The education of pupils in online safety is an essential part of the school'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 education will be provided in the following ways:

- Online safety is taught every half term in every year group following the Teach Computing and Project Evolve Schemes of Work. All objectives link directly with the National Curriculum End of Key Stage Expectations.
- Online safety is also delivered as part of PHSE and Safeguarding curriculum
- Key online safety messages are reinforced as part of a planned programme of assemblies.
- Pupils are taught in all lessons to be critically aware of the content they access on-line and be guided to validate the accuracy of information.
- The SMART rules are displayed in all classrooms
- 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.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet. Copyright free audio and image sources are detailed within the Computing Curriculum.

We recognise that some pupils, particularly those with SEND, may be more vulnerable to online risks, such as grooming, cyberbullying, or exposure to harmful content. The school will ensure teaching and support is tailored to individual needs, with additional guidance provided to staff, parents, and carers where appropriate.

### **Staff Training**

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:

- A Staff meeting covering online safety will take place annually. This will be delivered by a consultant or a member of the Online safety Committee
- An audit of the online safety training needs of all staff will be carried out regularly
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school online safety policy and Acceptable Use Policies

Members of staff Saima Bahadur and Catherine MacGilchrist have been trained as Think U Know Trainers. They are qualified to deliver CEOP Think U Know sessions to children and will receive regular updates on practice through the CEOP web site.

All staff receive annual safeguarding training which Online Safety is apart of (Keeping Children Safe in Education) and Prevent training. Any school, local or national changes will be cascaded during weekly briefings.

All staff are required to follow the Staff Code of Conduct, which sets clear expectations for safe professional behaviour online and in the use of digital technology. This includes maintaining professional boundaries, not using personal devices to communicate with pupils, and ensuring that staff act as role models for safe online practice.

### **Governor Training**

Governors take part in online safety training / awareness sessions. Online Safety training is planned annually and delivered by staff from the Online safety Committee.

## **Remote Learning – include devices going home** **Safeguarding pupils and teachers online**

During times of remote education, teachers and teaching staff should continue to follow the school's safeguarding procedures and policies and report concerns as necessary. This also includes following the same principles set out in school's code of conduct handbook regarding professional conduct.

Staff will use school devices wherever possible when setting or delivering remote education. All staff are advised not to share personal information e.g. phone numbers and personal email addresses. (see AUP re: social media)

### **Communication**

School staff will liaise with parents and carers through the Marvellous Me which will list the homework or education lessons to be completed. This will include links to the most appropriate websites as needed. Training on these apps will be delivered to staff, children and parents as needed.

Communication will be within school hours as much as possible.

Year group school email accounts (not personal ones) will be used where necessary for further communication.

Regular phone calls to parents may be needed and staff are to conduct these in a professional manner ensuring their personal numbers are hidden. This can be done by using 141 prior to making a call or through use of the school phone.

### **Parents**

School will emphasise the importance of a safe online environment and encourage parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites. These are usually free but often need to be turned on. Websites to support parents can be found on the school website and further support can be given via email communication.

### **Virtual lessons and livestreaming**

The school will use Microsoft Teams / G Suite for any agreed livestreaming sessions.

Teachers should continue to follow the school's code of conduct when delivering lessons or livestreaming. Staff will find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, consider an appropriate background.

All livestreaming must be agreed by SLT and parents prior to the start of the session. Sessions will be recorded and kept appropriately in line with GDPR standards. All sessions will be in small groups or as a class.

Parents will agree to virtual lessons and agree to the checklist below, sign in using the child's name, ensure the camera is on and supervise children as needed in an appropriate and safe space. (not bedroom or bathroom)

A central register for all online lessons will be saved on the school system and SLT will monitor this regularly.

### **Internet Provision**

The school Internet is provided by LGfL, are a DfE-recognised Accredited Provider for filtering services through the UK Safer Internet Centre partnership, and they hold government-trusted Cyber Essentials and Cyber Essentials Plus accreditations for their secure services. LGfL is an educational charity that offers schoolsafe broadband, technical services, and online learning to UK schools. All sites are filtered using the Senso filtering system which also generates reports on user activity and any inappropriate use.

The school meets the Department for Education's statutory requirements on filtering and monitoring (Meeting digital and technology standards in schools and colleges, DfE 2023). Our systems are:

- Effective at blocking harmful and inappropriate content, while allowing for safe teaching and learning use.
- Regularly reviewed and tested by technical staff.
- Logged and reported to senior leaders and governors.
- Clear escalation procedures are in place if filtering or monitoring fails.

Further Information can be found through the Trust's Filtering and Monitoring Policy.

### **Use of digital and video images - Photographic, Video**

• When using digital images, staff should inform and educate 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 online

- Staff are allowed to take digital / video images to support educational aims. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes
- Photographs of children published on the website or social media platforms must not contain full names
- Written permission from parents or carers will be obtained before photographs of students / pupils are published on the school website or social media platforms.

### **Personal Data Protection**

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
- For information about data stored in the cloud see the EXCEED data policy.
- 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

The school Privacy notice to parents is available to view through the school website (see the Data Protection Policy).

Parents can request all information through the freedom of information requests (see the data policy)

Please see the EXCEED Trust Data Protection Policy

### **Passwords**

All users (adults and young people) will have responsibility for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security to SLT.

Passwords for new users, and replacement passwords for existing users can be allocated by Technical team support service.

Network passwords are stored in a secure location only accessible by the ICT Trust Technical Lead.

Members of staff will be made aware of the school's password policy:

- At induction
- Through the Acceptable Use Agreement

Pupils / students will be made aware of the school's password policy:

- In Computing lessons and / or online safety lessons within the Project Evolve
- Through the Acceptable Use Agreement

All users (at KS2 and above) will be provided with a username and password by the IT Technical team who will keep an up to date record of users and their usernames. All children have individual logins for a range of learning platforms and chromebooks.

There will be a forced password change every 90 day for staff.

### **Cyberbullying**

Please see our school relational behaviour school.

Cyberbullying is the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature. Examples of electronic communication are social networking web sites and apps, texting, use of other mobile or tablet apps, email or online software.

Online safety risks also include child-on-child abuse which can include sexual harassment. All incidents will be treated seriously and managed in accordance with the school's Safeguarding and Child Protection Policy and Behaviour Policy.

Pupils and adults who feel as if they are being bullied in any way need to talk to someone who they trust. Pupils need to talk to a trusted adult.

Make sure you keep any evidence of cyberbullying by taking screen captures. Make a note about the time and date of any of these messages and any details about the sender.

Do not forward messages to other people, this means you are joining in the bullying. Stop it by reporting it to a trusted adult.

Do not reply to any bullying messages, this could make things worse and shows the bully that they are getting a response from you.

The school may report serious cyber bullying incidents to the Police.

### **Social Media**

As part of our web site pupils have a blog they can contribute to. All comments and posts are moderated by teachers before they are published. Pupils know that they must not share personal information on the blog or use it to communicate with people they do not know in real life.

All members of staff must keep their personal and professional lives separate on social media. Personal opinions should never be attributed to the school.

The school's use of social media for professional purposes will be checked regularly by the online safety committee to ensure compliance with the Social Media, Data Protection, Digital Image and Video Policies.

### **Artificial Intelligence**

At Horton Park we recognise that advances in Artificial Intelligence (AI), particularly generative AI tools, bring both opportunities and risks for teaching, learning, and pupil wellbeing. Our priority is to ensure that any use of AI is safe, ethical and supports our statutory safeguarding, data protection, and educational responsibilities.

- Any use of AI tools by pupils or staff must not compromise pupil safety or welfare, and must align with our safeguarding policy.
- We will deploy appropriate filtering, monitoring and oversight systems to detect harmful or misleading content (including misinformation, disinformation or conspiracy theories)
- All AI-generated outputs used in the classroom or in pupil-facing resources will be critically reviewed by staff before publication or use.
- Staff and pupils must not input any sensitive or personal data into generative AI systems, particularly free or unlicensed tools without commercial data protection.
- Teachers remain responsible for the quality, accuracy and appropriateness of AI-generated content; AI does not replace professional judgement.

- Use of pupils' work (e.g. writing essays) to input into AI models must only occur with explicit consent and in line with copyright / intellectual property law. We will pilot use, monitor impact, and routinely review usage of AI tools, involving staff, governors, pupils and parents.
- We will provide appropriate training, awareness and professional development so staff understand AI risks, mitigation strategies, and pedagogical purpose.
- We will inform parents / carers, pupils and staff about the school's AI policies, approved tools, and expectations for safe use.
- Pupils will be taught (through computing, PSHE or related curriculum) about AI: how it works, its limitations, how to evaluate AI outputs, and safe use.
- We will encourage pupils to adopt a critical and responsible mindset toward AI, emphasising digital citizenship, fairness, bias, and ethics.
- Any breaches involving AI (e.g. misuse, data leak, inappropriate content generation) are subject to our safeguarding incident and disciplinary procedures.

Please see EXCEED Trust Artificial Intelligence Use Policy

## **Mobile device policy**

### **Staff**

Staff must not use personal mobile phones in lessons. Personal mobile phones should be placed in a locked cupboard during directed hours. Except in urgent or exceptional situations, mobile phone use is not permitted during teaching time, while on playground duty and during meetings. In accordance with the Acceptable Use Policy staff should not use personal devices for photography in school.

### **Pupils**

School does not allow children to bring mobile phones on site. All mobile phones must be handed in to the office at the start of the day and are returned at the end of school, in exceptional circumstances.

As part of the digital literacy scheme of work we use pupils are taught about the dangers of using mobile phones, the fact that location services can say exactly where you are and how quickly children can post content online before thinking about the consequences.

The policy covers mobile phones and school devices, but we also recognise that pupils may have access to other personal devices such as smartwatches or data-enabled wearables. These are not permitted in school, and where exceptions are agreed, the same safeguarding and acceptable use rules will apply.

### **School's Mobile Devices**

School has x3 mobile phones, ipads, chrombooks and laptops. The use of these devices is covered in the pupil and staff acceptable use policies. Pupils know that they must not take pictures of other people without their permission. They are not allowed to download or install apps on any device. These devices are monitored whilst in use by children to ensure appropriate use.

### **Online Safety Incident Log (CPOMS)**

All Online safety incidents to be recorded on CPOMS. This will be monitored termly by the Online safety committee. Senso data is also regularly analysed and reviewed.

### **Scope of the Policy**

This policy applies to all members of the school community (including staff, pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of the school.

### **Technical Security**

Effective technical security depends not only on technical measures, but also on appropriate policies and procedures and on good user education and training. The school will be responsible for ensuring that the *school infrastructure / network* is as safe and secure as is reasonably possible and that:

- Users can only access data to which they have right of access.
- No user should be able to access another's files (other than that allowed for monitoring purposes within the school's policies).
- Access to personal data is securely controlled in line with the school's data protection policy.
- logs are maintained of access by users and internet access is logged
- there is effective guidance and training for users
- there are regular reviews and audits of the safety and security of school computer systems
- there is oversight from senior leaders, and these have impact on policy and practice, as a result of the above reports

The management of technical security is the responsibility of the Online Safety Leader and the Computing Leader.

The school is responsible for ensuring that the infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It also ensures that the relevant people receive guidance and training and will be effective in carrying out their responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements.
- There will be regular reviews and audits of the safety and security of school technical systems by the Online Safety Leader and Computing Leader working with the Technical Team. These will be based upon documents recommended by SWGfL.
- Servers, wireless systems and cabling are securely located and physical access restricted
- Appropriate security measures are in place to protect the servers, firewalls, switches, routers, wireless systems, workstations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data.
- All users have clearly defined access rights to school technical systems as detailed in network and Senso profiles. Network profiles are managed by school technical support.
- The technical team is responsible for ensuring that software licence logs are accurate and up to date
- Mobile device management software is used to deploy licences and restrictions to pupil ipads in school.
- School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Policy
- AUPs asks all users to report any suspicious activity or behaviour using the school network to the Online Safeguarding Leaders
- An agreed policy is in place for the provision of temporary and restricted access of visiting users such as supply teachers onto the school system. This also extends to restricted internet access.
- The staff and pupil AUPs prohibit the downloading of executable files and the installation of programmes on school devices by users
- Removable media may only be used for school purposes. Encrypted USBs will be used for any personal data.
- All staff use two step authentication when logging into their school Microsoft and google accounts.
- One drive is used to share documents through the work email address.
- The school infrastructure and individual workstations are protected by up to date software to protect against malicious threats from viruses, worms, Trojans etc.
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.
- Any email containing personal data is sent using GalaxKey, an encrypted email system.

## **Filtering**

The responsibility for the management of the school's filtering policy will be held by the Designated Safeguarding Lead. They will manage the school filtering, in line with this policy and will be able to access records of changes and of breaches of the filtering systems.

To ensure that there is a system of checks and balances and to protect those responsible, changes to the school filtering service must:

- Be requested via Computeam portal
- Agreed by the Head teacher

All users have a responsibility to report immediately to the Online Safeguarding Leader any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered.

Internet access is filtered for all users. Differentiated internet access is available for staff and customised filtering changes are managed by the school. Illegal content is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list and other illegal content lists. Filter content lists are regularly updated and internet use is logged and frequently monitored. The monitoring process alerts the school to breaches of the filtering policy, which are then acted upon. We are confident Senso meets the national defined appropriate filtering standards as they completed the UK Safer Internet Centre Self certification process for monitoring [as can be seen here](#).

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment as indicated in the School Online Safety Policy and the Acceptable Use Agreement. *Monitoring will take place as follows:*

## **Monitoring**

The school uses Senso a forensic monitoring software solution. This is used on ipads, laptops and Chromebooks. This records incidents of inappropriate and illegal behaviour which may be carried out by users. This includes searches,

other internet activity and also records keystrokes in programmes. Reports are sent to the Headteacher. These are logged and appropriate action is taken. These are discussed at online safety committee meetings.

We are confident Senso meets the national defined appropriate monitoring standards as they completed the UK Safer Internet Centre Self certification process for monitoring as can be seen [here](#).

When using iPads, all users must sign into a Senso browser which is monitored. However, staff will continue to physically monitor and supervise use.

This policy is in line with EXCEED Trust's policies including Artificial Intelligence Use Policy, Data Protection Policy, E-Safety Policy, ICT Acceptable Use Policy and Filtering and Monitoring guidance

## 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 contain or relate to: | 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            |                          |
|  | 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 school.  |   |                             |                                | X            |                          |
| Infringing copyright.  |   |                             |                                | X            |                          |
| Revealing or publicising confidential or proprietary information (e.g. 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            |                          |
| On-line gaming (educational).  |   | X                           |                                |              |                          |
| On-line gaming (non-educational).  |   |                             |                                | X            |                          |
| On-line gambling.  |   |                             |                                | X            |                          |

|   |  |  |   |   |  |
|---|--|--|---|---|--|
| On-line shopping / commerce.            |  |  | X |   |  |
| File sharing.                           |  |  |   | X |  |
| Use of social media.                    |  |  | X |   |  |
| Use of messaging apps.                  |  |  | X |   |  |
| Use of video broadcasting e.g. YouTube. |  |  | X |   |  |
|   |  |  |   |   |  |

## Pupils

| Incidents:   | Refer to class teacher | Refer to Headteacher | Refer to Police | Refer to technical support staff for action re filtering / security etc. | Inform parents / carers | Removal of network / internet access rights | Warning | Further sanction e.g. detention / exclusion |
|--|------------------------|----------------------|-----------------|--|-------------------------|---|---------|---|
| Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities). |                        | X                    | X               | X  |                         |   |         |   |
| Unauthorised use of non-educational sites during lessons   | X                      |                      |                 |  |                         |   |         |   |
| Unauthorised use of mobile phone / digital camera / other mobile device  | X                      | X                    |                 |  | X                       |   |         |   |
| Unauthorised use of social media / messaging apps / personal email   | X                      |                      |                 |  | X                       |   |         |   |
| Unauthorised downloading or uploading of files   | X                      | X                    |                 | X  | X                       |   |         |   |
| Allowing others to access school network by sharing username and passwords   | X                      |                      |                 | X  |                         |   |         |   |

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
| Attempting to access or accessing the school network, using another student's / pupil's account                         | X |   |   | X |   |   |   |   |
| Attempting to access or accessing the school network, using the account of a member of staff                            |   | X |   | X | X |   |   |   |
| Corrupting or destroying the data of other users  |   | 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 |   | X |
| Actions which could bring the school into 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 |   |
| 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 |   |   |   |   |   |   |

### Actions / Sanctions

|            |                      |             |                 |   |         |            |
|------------|----------------------|-------------|-----------------|---|---------|------------|
| Incidents: | Refer to Headteacher | Refer to HR | Refer to Police | Refer to Technical Support Staff for action re filtering etc. | Warning | Suspension |
|------------|----------------------|-------------|-----------------|---|---------|------------|

|   |   |   |   |   |   |  |
|---|---|---|---|---|---|--|
| <b>Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).</b> | X | X | X | X |   |  |
| Inappropriate personal use of the internet / social media / personal email  |   |   |   | X |   |  |
| Unauthorised downloading or uploading of files  |   |   |   | X |   |  |
| 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 |   |   |   |   |  |
| Deliberate actions to breach data protection or network security rules  | X | x |   | X |   |  |
| Corrupting or destroying the data of other users or causing deliberate damage to hardware or software   | X |   |   | X | X |  |
| Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature   | X | X |   |   | X |  |
| Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with pupils                                    | X | X |   |   | X |  |
| Actions which could compromise the staff member's professional standing   | X | X |   |   | X |  |
| Actions which could bring the school into disrepute or breach the integrity of the ethos of the school  | X | X |   |   | X |  |
| Using proxy sites or other means to subvert the school's / academy's filtering system   | 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 | X |
| Breaching copyright or licensing regulations   | x |   |   | X |   |   |
| Continued infringements of the above, following previous warnings or sanctions               | X |   |   | X | x |   |

Any consequences outlined in this policy are provided as guidance only; all incidents involving the misuse of online technology will be addressed in accordance with the school's Disciplinary and Grievance Policy and Procedures.