

ONLINE SAFETY POLICY

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

St. Bede's College welcomes Catholic and non-Catholic pupils. Every pupil should experience educational excellence and exhibit values through the unique contribution each member makes to the rich diversity of the College community.

St. Bede's dedication to the pursuit of learning and his search for knowledge of the Lord is an inspiration to us all.

The Online Policy relates to other policies including those for Child Protection, Sexting, Behaviour and Discipline and the Anti-Bullying Policy and applies to all staff and pupils including those in the EYFS

Staff, parents, governors and pupils have been consulted in agreeing the policy.

This policy has been written by the school, building on the government guidance.

It has been agreed by the senior management and approved by governors. It will be reviewed annually.

The E- Safety Coordinators are Mrs Pike and Heads of Section as part of their overall responsibility for Safeguarding. Mrs Hunt and Mrs Edwards take responsibility within the Prep. They work closely with Mr Prince (the Network Manager) and Miss Thomas CEOP Ambassador and Subject Leader in Computer Science.

1 Why is Internet use important?

- Internet use is part of the statutory curriculum and it is a necessary tool for learning.
- The Internet is part of everyday life for education, business and social interaction. The College has a duty to prepare pupils so that have a firm grounding in digital technology for their future so that they can be active participants in an exciting and dynamic world.
- Pupils use the internet widely outside school and need to learn to evaluate Internet information and to take care of their own safety and security.
- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to

enhance the school's management information and business administration systems.

- Internet access is an entitlement for pupils who show a responsible and mature approach to its use.

2 How does the Internet benefit education?

- Access to world-wide educational resources including museums and art galleries;
- Educational and cultural exchanges between pupils world-wide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Access to experts in many fields for pupils and staff;
- Staff professional development through access to national developments, educational materials and good curriculum practice;
- Communication with support services, professional associations and colleagues; improved access to technical support including remote management of networks;
- Exchange of curriculum and administration data.
- Access to learning wherever and whenever convenient.

3 How will Internet use enhance learning?

- The College Internet access will be designed to enhance and extend education.
- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for Internet use.
- The College will ensure that the teachers and pupils are aware of copyright laws.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- All pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their work.

4 How will pupils learn to evaluate Internet content?

- Pupils should be taught to be critical of the material they read and they should be shown how to validate information before they accept its accuracy.
- The evaluation of on-line materials is part of teaching/ learning in every subject.

5 How should issues and concerns relating to Online Policy be reported?

- If teachers or pupils discover unsuitable sites, the URL (address) and content must be reported to the network manager – Mr Prince who will inform the Online Policy Officer (Mrs Pike or a Head of Section, Mrs Vyce, Mrs Girolami,

Mr Sanders and Mrs Gallagher, and Prep Mrs Hunt or Mrs Edwards) immediately.

- If pupils have any other concerns relating to Online Policy, they should report their concerns to Mrs Pike or any other member of staff. The Pastoral Team will support as required.
- If pupils are in the Prep concerns relating to Online Policy, they should report their concerns to Mrs Hunt or Mrs Edwards or any other member of staff, who will then report the issue to Mrs Hunt or Mrs Edwards.
- Any disciplinary issues arising from these concerns will be dealt with in accordance with the Behaviour and Discipline policy

6 How will information systems security be maintained?

- The College will ensure appropriate filtering methods are in place and regular checks will be made by the Online Safety Officer and the Network Manager to ensure the methods are appropriate, effective and reasonable.
- The security of the College Information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- Unapproved software will not be allowed in pupils' work areas or attached to email.
- Files held on the College network system will be checked.
- The Network Manager will review system capacity regularly.

7 How will e-mail be managed?

- Pupils use approved e-mail accounts on the College system. Pupils must immediately tell a teacher if they receive offensive email.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Access in College to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and may be monitored.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The College will not tolerate cyberbullying via email. Anyone engaged in such an activity can expect to face serious disciplinary action.
- The forwarding of chain letters is not permitted.
- Teachers should only use College email accounts to communicate with pupils.
- Teachers should not use personal email accounts during school hours or for professional purposes.
- Teachers should ensure that when opening e-mails that all work is completed in a secure environment.
- The College has the right to monitor e-mail.

8 How will Website content be managed?

- The point of contact on the Website should be the College address, College email and telephone number. Teacher or pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- The Headmaster or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Website should comply with the College's guidelines for publications.
- The copyright of all material must be held by the College, or be attributed to the owner where permission to reproduce has been obtained.

9 Can Social Networking be made safe?

- Pupils will not be allowed access to public or unregulated social networking sites.
- Pupils will be made aware of privacy settings in line with General Data Protection Regulation.
- It is the aim of the College for pupils to use in College, College e-mail. The school Learning Platform and other regulated educational social networking sites to communicate with each other and their teachers. This use will be supervised and the importance of Online Policy emphasised.
- Staff should only use school e-mail, the school Learning Platform and other regulated social networking sites to communicate with pupils.
- A risk assessment will be carried out before pupils are allowed to use a new social networking technology in school.
- Pupils will be advised never to give out personal details of any kind which may identify them and/or their location.
- Pupils will be advised not to place personal photos on any social network space.
- Pupils will be advised on security and encouraged to use passwords, deny access to unknown individuals and instructed to block unwanted communication. Pupils will be encouraged to invite known friends only and deny access to others by making their profiles private.
- Pupils are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory. If any postings are placed the College will view this as being serious and disciplinary action will be taken.
- Teachers are advised not to run social network spaces that pupils have access to.
- Teachers who run social network spaces are advised not be friends with former pupils until three years after the pupil has left the College.
- Teachers are advised not to post any material on a social network space that could be used against professionally.

10 How will emerging technologies be managed?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupils should not use mobile phones during the school day unless instructed to do so by a teacher. If a pupil is instructed they can only use the phone to make a call or send a text message. All other use is forbidden.
- The sending of abusive or inappropriate text messages is forbidden.

11 How will Internet access be authorised?

- The College will keep an electronic record of any pupils whose parents have specifically requested that they should be denied internet or e-mail access.
- The College will keep a record of all staff and pupils who are granted access to the College's electronic communication.
- All staff must sign the Acceptable Use Policy before using any College ICT resource
- Parents and pupils will be asked to sign agreement about Acceptable Use on entry.
- A copy of this agreement for Acceptable Use will be kept in the pupils file.
- All pupils will be provided with filtered Internet access.

12 How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The College will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The College cannot accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Headmaster will ensure that the Online Policy is implemented and compliance with the policy monitored.

13 How will filtering be managed?

- The school will work in partnership with parents, and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Network Manager (Mr Prince) who will inform the Online Policy Officer (Mrs Pike).
- The Network Manager will work with the Online Policy Officer to ensure that regular checks are made so that the filtering methods selected are appropriate, effective and reasonable.
- Filtering strategies will be selected by the College in discussion with the provider. The filtering strategy will be selected to suit the age and curriculum requirements of the pupils. Filters will be placed so the teachings of the Catholic Church are respected. The Internet filter system is SOPHOS.

- The DNA TRIGGER monitoring system (keyword - safeguarding issue Prevent, Gender, Race) is used on the College system. Reports are generated on a regular basis.
- The College will monitor Safeguarding using esafe Global software. All information on the school network will be monitored by esafe Global. Reports will be shared on a weekly basis or as required.

14 How will the policy be introduced to pupils?

- Rules for Internet access will be posted in all rooms where computers are used.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- Pupils will be reminded of the rules and risks at the beginning of any lesson using the Internet
- Pupils will be taught about responsible Internet use when they begin the Upper Third and in the PSME programme.
- Regular assemblies will be held for all year groups on the theme of Online Policy.

15 How will staff be consulted?

- All staff required to work within the terms of the school 'Acceptable Use Policy'.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the 'Acceptable Use Policy' on joining the school and its importance will be explained to them.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development training in Online Policy and on the school 'Acceptable Use Policy' will be provided as required.

16 How will ICT system security be maintained?

- The College ICT systems are reviewed regularly with regard to security.
- Virus protection is installed and updated regularly.
- Security strategies are discussed with the provider to ensure appropriate action is taken.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The Network Manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

17 How will complaints regarding Internet use be handled?

- Responsibility for handling incidents will be delegated to the Online Policy officer. Guidelines produced by Manchester Safeguarding Children Board will be followed.
- Any complaint about staff misuse must be referred to the Headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
 - interview/counselling;
 - informing parents or carers;
 - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system, including examination coursework. interview/counselling;

18 How will parents' support be enlisted?

- Parents' attention will be drawn to the 'Acceptable Use Policy' in the induction information, newsletters, the school Web site and the Keep your Child Safe Meeting.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Annual Safe Internet Day.

Agreed by: Governors

Date: March 2018

Effective date of policy: March 2018, March 2020

Date of Review: March 2022

Appendix 1
Useful information

Parents		
https://parentinfo.org/	Collaboration between Parent Zone and NCA-CEOP to guide parents about Online Safety.	
thinkuknow.co.uk/professionals/resources/WhoIsSam	The importance of talking to children about being safe online, healthy relationships and speaking out.	
thinkuknow.co.uk/professionals/resources/adoptive-parents	A guide based on the risks adopted children face online.	
thinkuknow.co.uk/professionals/resources/the-world-changes.-children-dont/	Support on understanding that children are creating an identity online and dealing with adolescent pressures	
www.childnet.com	Parents and Carers area contains key advice and information about reporting.	
iwf.org.uk	Confidential reporting of child sexual abuse content and non-photographic child sexual abuse images. Images can be removed within one hour!	
Staff		

<p>thinkuknow.co.uk/professionals/resources/guidance-on-reporting-to-CEOP</p>	<p>What kind of concerns CEOP can help with, things to include in the report and what happens when children report to CEOP.</p>	
<p>thinkuknow.co.uk/professionals/resources/sexting-in-schools</p>	<p>Best practice guidance on how to deal with youth-produced sexual images.</p>	
<p>saferinternet.org.uk</p>	<p>Online safety tips, advice and resources to use in school.</p>	
<p>iwf.org.uk</p>	<p>Confidential reporting of child sexual abuse content and non-photographic child sexual abuse images. Images can be removed within one hour!</p>	
<p>Pupils</p>		
<p>www.childline.org.uk</p>	<p>Advice can be given at any time.</p>	
<p>www.safetynetkids.org.uk/personal-safety/staying-safe-online</p>	<p>Personal Safety, School Safety, Online Safety and Your Wellbeing.</p>	
<p>www.thinkuknow.co.uk/</p>	<p>Lots of resources and games to show you how to stay safe online.</p>	
<p>https://www.childnet.com/young-people</p>	<p>Information about how to stay safe online including top tips and games.</p>	

Your Parents or Guardians	Confide in someone if something has upset you online.	
Your Teachers	Confide in someone if something has upset you online.	

Appendix 2

IT ACCEPTABLE USE GUIDANCE FOR PUPILS

St. Bede's College is a Catholic Independent Co-educational 3 – 18 Grammar School, founded in 1876 by Cardinal Vaughan, which endeavours to transmit the message of the Gospel rooted in the teachings of Jesus Christ.

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Scope of this Policy

This guidance applies to all members of the College community, including staff, pupils, parents, and visitors. In this guidance 'staff' includes teaching and support staff, governors, and regular volunteers (but access to systems is not intended in any way to imply an employment relationship). 'Parents' include, where applicable, pupils' carers and those with parental responsibility. 'Visitors' includes anyone else who comes to the College, including occasional volunteers.

Online behaviour

As a member of the College community you should follow these principles in all of your online activities:

- All my communications that are made online will be respectful.

- I will not share, access or create any content that is illegal, deceptive or likely to offend others. (e.g. racist material)
- I will respect the privacy of others and won't share photos, videos, contact details or other information about others without their permission.
- I will not access or share any copyrighted material.
- I will not claim that work is mine that I did not create.
- I will not share any malicious software, to damage, interfere or gain access to other computer systems.
- I will not try to discover social profiles of staff or try to contact them using their personal email.

Using the College's IT systems

Whenever you use the College's IT systems (including by connecting your own device to the network) you should follow these principles:

- I will only use my own username and password.
- I will not access parts of the network that I shouldn't.
- I will not try to gain access to anything that is blocked with the filter system.
- I will not install any software.
- I understand that the College can view the content I access on my computer.

Passwords

- My password will be a minimum of 14 characters long.
- My password should be hard to guess.
- I will not tell anyone else my password.
- I will only use my own password and never gain access using someone else's.
- I will change my password if I feel someone else knows it.

Use of Property

- I will treat all property with respect.
- If I notice any faults or breakages, I will report these to a member of staff.

Use of College systems

- I will keep my personal and social life separate from my College email account.
- I understand that the College can monitor my web history and email use.

Use of personal devices or accounts and working remotely

- Any personal data if taken outside of the College, should be stored on an encrypted memory stick.
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Monitoring and access

- I understand that the College can monitor my use of the network, including my web history and email use.
- My personal devices may be confiscated by the College.
- Staff members may have to conduct searches of personal accounts or devices if they believe this guidance has not been followed.

Retention of digital data

- Any emails sent or received using a College email will be deleted after five years and email accounts will be closed.
- Contents are deleted within one year of anyone leaving the College.
- It is my responsibility to retain any personal information, that is in line with the policy, in the right place or transferred to the right person.

Breach Reporting

- If I think that data has been leaked without someone's permission, I should immediately inform a member of staff. Ideally the Bursar, if they can be found.

Breaches of this policy

A deliberate breach of this guidance will be dealt with as a disciplinary matter using the College's usual procedures. In addition, a deliberate breach may result in the College restricting your access to College IT systems.



If you become aware of a breach of this guidance or the online safety policy, or you are concerned that a member of the College community is being harassed or harmed online you should report it to your Head of Section or Mrs Pike. Reports will be treated in confidence.

Acceptance of this policy

Please confirm that you understand and accept this guidance by signing below and returning the signed copy to Main Office.

I understand and accept this acceptable use

guidance(pupils):

Name:

Signature:

Date: