



**SEDGEFIELD  
HARDWICK**

*INSTIL · INSPIRE · INNOVATE*

# ONLINE SAFETY POLICY

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## 1. Creating an Online Safety Ethos

Children and young people are likely to encounter a range of risks online highlighted as content, contact and conduct (also identified within Annex C of 'Keeping children safe in education' 2016). These issues can be summarised as:

	Commercial	Aggressive	Sexual	Values
<b>Content</b> Child as recipient	Advertising Spam Copyright Sponsorship Hacking	Violent content Hateful Content	Pornographic content Unwelcome sexual comments	Bias Racist and extremist content Misleading info/advice Body Image and self esteem Distressing or offensive content
<b>Contact</b> Child as participant	Tracking Harvesting data Sharing personal information	Being bullied, harassed or stalked	Meeting strangers Sexualised bullying (including sexting) Grooming Online Child Sexual Exploitation	Self-harm and suicide Unwelcome persuasions Grooming for extremism
<b>Conduct</b> Child as actor	Illegal downloading Hacking Gambling Privacy Copyright	Bullying, harassing or stalking others	Creating and uploading inappropriate or illegal content (including "sexting") Unhealthy/inappropriate sexual relationships Child on child sexualised or harmful behaviour	Providing misleading information and advice Encouraging others to take risks online Sharing extremist views Problematic Internet Use or "Addiction" Plagiarism

*Content adapted from EU Kids Online 2008*

### Policy Statement

**Sedgefield Hardwick identifies that the internet and information communication technologies are an important part of everyday life, so children must be supported to be able to learn how to develop strategies to manage and respond to risk and be empowered to build resilience online.**

The purpose of Sedgefield Hardwick's online safety policy is to:

- Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use technology to ensure that Sedgefield Hardwick is a safe and secure environment.
- Safeguard and protect all members of Sedgefield Hardwick community online.
- Raise awareness with all members of Sedgefield Hardwick community regarding the potential risks as well as benefits of technology.
- Enable all staff to work safely and responsibly, to role model positive behaviour online and be aware of the need to manage their own standards and practice when using technology.
- Identify clear procedures to use when responding to online safety concerns that are known by all members of the community.

This policy applies to all staff including the Board of Governors, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the school (collectively referred to as 'staff' in this policy) as well as children and parents/carers.

This policy applies to all access to the internet and use of information communication devices, including personal devices, or where children, staff or other individuals have been provided with school issued devices for use off-site, such as a work laptops, tablets or mobile phones.

This policy must be read in conjunction with other relevant school policies including (but not limited to) safeguarding and child protection, anti-bullying, behaviour, data security, image use, Acceptable Use Policies, confidentiality, screening, searching and confiscation and relevant curriculum policies including computing, Personal Social and Health Education (PSHE), Citizenship and Sex and Relationships Education (SRE).

The Designated Safeguarding Lead (DSL) are: **Sally Newton, Paul Taylor and John Close**

The Online Safety Lead (If not the DSL) is: **Paul Taylor**

The Online safety lead for the Governing Body is: **Paul Faulkner**

The online safety policy has been written by the DSL, involving staff, pupils and parents/carers, building on the Durham County Council (DCC) online safety policy template, with specialist advice and input as required.

## Key responsibilities for the community

### The key responsibilities of the school leadership team are:

- Developing, owning and promoting the online safety vision and culture to all stakeholders, in line with national and local recommendations with appropriate support and consultation throughout the school community.
- Ensuring that online safety is viewed by the whole community as a safeguarding issue and proactively developing a robust online safety culture.
- Supporting the Designated Safeguarding Lead (DSL) and / or the Online Safeguarding Lead by ensuring they have sufficient time and resources to fulfil their online safety role and responsibilities.
- Ensuring there are appropriate and up-to-date policies and procedures regarding online safety including an Acceptable Use Policy which covers appropriate professional conduct and use of technology.
- To ensure that suitable and appropriate filtering and monitoring systems are in place to protect children from inappropriate content which meet the needs of the school community whilst ensuring children have access to required educational material.
- To work with and support technical staff in monitoring the safety and security of school/setting systems and networks and to ensure that the school/setting network system is actively monitored.
- Ensuring all members of staff receive regular, up-to-date and appropriate training regarding online safety roles and responsibilities and provide guidance regarding safe appropriate communications.
- Ensuring that online safety is embedded within a progressive whole school/setting curriculum which enables all pupils to develop an age-appropriate understanding of online safety and the associated risks and safe behaviours.

- To be aware of any online safety incidents and ensure that external agencies and support are liaised with as appropriate.
- Receiving and regularly reviewing online safeguarding records and using them to inform and shape future practice.
- Ensuring there are robust reporting channels for the school/setting community to access regarding online safety concerns, including internal, local and national support.
- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology, including ensuring the safe and responsible use of devices.
- To ensure a member of the Board of Governors is identified with a lead responsibility for supporting online safety.
- Auditing and evaluating current online safety practice to identify strengths and areas for improvement.
- To ensure that the Designated Safeguarding Lead (DSL) works with the online safety lead.

### The key responsibilities of the Online safety lead are:

- Working closely with the DSL to help ensure that all safeguarding incidents either online or otherwise are dealt with following the schools safeguarding procedures.
- Acting as a named point of contact on all online safeguarding issues and liaising with other members of staff and other agencies as appropriate.
- Keeping up-to-date with current research, legislation and trends regarding online safety.
- Coordinating participation in local and national events to promote positive online behaviour, e.g. Safer Internet Day.
- Ensuring that online safety is promoted to parents and carers and the wider community through a variety of channels and approaches.
- Work with the school/setting lead for data protection and data security to ensure that practice is in line with current legislation.
- Maintaining a record of online safety concerns/incidents and actions taken as part of the schools safeguarding recording structures and mechanisms.
- Monitor the school/settings online safety incidents to identify gaps/trends and use this data to update the school/settings education response to reflect need
- To report to the school management team, Governing Body and other agencies as appropriate, on online safety concerns and local data/figures.
- Liaising with the local authority and other local and national bodies, as appropriate.
- Working with the school/setting leadership and management to review and update the online safety policies, Acceptable Use Policies (AUPs) and other related policies on a regular basis (at least annually) with stakeholder input.
- Ensuring that online safety is integrated with other appropriate school policies and procedures.
- Leading an online safety team/group
- Meet termly with the governor/board/committee member with a lead responsibility for online safety.

### The key responsibilities for all members of staff are:

- Contributing to the development of online safety policies.
- Reading the school Acceptable Use Policies (AUPs) and adhering to them.
- Taking responsibility for the security of school/setting systems and data.
- Having an awareness of a range of different online safety issues and how they may relate to the children in their care.
- Modelling good practice when using new and emerging technologies
- Embedding online safety education in curriculum delivery wherever possible.
- Identifying individuals of concern and taking appropriate action by following school safeguarding policies and procedures.
- Knowing when and how to escalate online safety issues, internally and externally.
- Being able to signpost to appropriate support available for online safety issues, internally and externally.
- Maintaining a professional level of conduct in their personal use of technology, both on and off site.
- Demonstrating an emphasis on positive learning opportunities.
- Taking personal responsibility for professional development in this area.
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**In addition to the above, the key responsibilities for staff managing the technical environment are:**

- Providing a safe and secure technical infrastructure which support safe online practices while ensuring that learning opportunities are still maximised.
- Taking responsibility for the implementation of safe security of systems and data in partnership with the leadership and management team.
- To ensure that suitable access controls and encryption is implemented to protect personal and sensitive information held on school-owned devices.
- Ensuring that the schools filtering policy is applied and updated on a regular basis and that responsibility for its implementation is shared with the DSL.
- Ensuring that the use of the school/setting's network is regularly monitored and reporting any deliberate or accidental misuse to the DSL.
- Report any breaches or concerns to the DSL and leadership team and together ensure that they are recorded and appropriate action is taken as advised.
- Developing an understanding of the relevant legislation as it relates to the security and safety of the technical infrastructure.
- Report any breaches and liaising with the local authority (or other local or national bodies) as appropriate on technical infrastructure issues.
- Providing technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Ensuring that the school's ICT infrastructure/system is secure and not open to misuse or malicious attack.
- Ensuring that appropriate anti-virus software and system updates are installed and maintained on all setting machines and portable devices.
- Ensure that appropriately strong passwords are applied and enforced for all but the youngest users.

( See Durham technical audit sheet )

### **The key responsibilities of children and young people are:**

- Contributing to the development of online safety policies.
- Reading the school/setting Acceptable Use Policies (AUPs) and adhering to them.
- Respecting the feelings and rights of others both on and offline.
- Seeking help from a trusted adult if things go wrong, and supporting others that may be experiencing online safety issues.

At a level that is appropriate to their individual age, ability and vulnerabilities:

- Taking responsibility for keeping themselves and others safe online.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Assessing the personal risks of using any particular technology, and behaving safely and responsibly to limit those risks.

### **The key responsibilities of parents and carers are:**

- Reading the school/setting Acceptable Use Policies, encouraging their children to adhere to them, and adhering to them themselves where appropriate.
- Discussing online safety issues with their children, supporting the school in their online safety approaches, and reinforcing appropriate safe online behaviours at home.
- Role modelling safe and appropriate uses of technology and social media.
- Identifying changes in behaviour that could indicate that their child is at risk of harm online.
- Seeking help and support from the school, or other appropriate agencies, if they or their child encounters online problems or concerns.
- Contributing to the development of the school/setting online safety policies.
- Using school systems, such as learning platforms, and other network resources, safely and appropriately.
- Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.

## 2. Online Communication and Safer Use of Technology

### The management of the school website

- Sedgefield Hardwick will ensure that information posted on the school website meets the requirements as identified by the Department for Education (DfE).
- The contact details on the website will be Sedgefield Hardwick's address, email and telephone number. Staff or pupils' personal information will not be published.
- The head teacher/deputy headteacher will take overall editorial responsibility for online content published and will ensure that information is accurate and appropriate.
- The website will comply with the school's guidelines for publications including accessibility respect for intellectual property rights, privacy policies and copyright.
- Email addresses will be published carefully online, to avoid being harvested for spam (e.g. by replacing '@' with 'AT'.)
- Pupils work will be published with their permission or that of their parents/carers.
- The administrator account for the school website will be safeguarded with an appropriately strong password.
- The school will post information about safeguarding, including online safety, on the school website for members of the community.

### Publishing images and videos online

- Sedgefield Hardwick will ensure that all images and videos shared online are used in accordance with the school image use policy.
- The school/setting will ensure that all use of images and videos take place in accordance other policies and procedures including data security, Acceptable Use Policies, Codes of Conduct, social media, use of personal devices and mobile phones etc.
- In line with the image policy, written permission from parents or carers will always be obtained before images/videos of pupils are electronically published.

### Managing e-mail

- Pupils may only use school/setting provided email accounts for educational purposes
- All members of staff are provided with a specific school/setting email address to use for any official communication.
- The use of personal email addresses by staff for any official school/setting business is not permitted.
- The forwarding of any chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains any content which could be subject to data protection legislation (e.g. sensitive or personal information) will only be sent using secure and encrypted email
- Access to school /setting email systems will always take place in accordance to data protection legislation and in line with other appropriate school/setting policies e.g. confidentiality.
- Members of the community must immediately tell a designated member of staff if they receive offensive communication and this will be recorded in the school safeguarding files/records.
- Whole -class or group email addresses may be used for communication outside of the school

- Staff will be encouraged to develop an appropriate work life balance when responding to email, especially if communication is taking place between staff and pupils and parents.
- Excessive social email use can interfere with teaching and learning and will be restricted. Access in school to external personal email accounts may be blocked.
- Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper would be.
- The school will have a dedicated email for reporting wellbeing and pastoral issues. This inbox will be managed by designated and trained staff.
- School email addresses and other official contact details will not be used for setting up personal social media accounts.

### **Official videoconferencing and webcam use for educational purposes**

- Sedgefield Hardwick acknowledges that videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- All videoconferencing equipment will be switched off when not in use and where appropriate, not set to auto answer.
- Equipment connected to the educational broadband network will use the national E.164 numbering system and display their H.323 ID name.
- External IP addresses will not be made available to other sites.
- Videoconferencing contact details will not be posted publically.
- Video conferencing equipment will be kept securely and, if necessary, locked away when not in use.
- School videoconferencing equipment will not be taken off school premises without permission.
- Staff will ensure that external videoconference opportunities and/or tools are suitably risk assessed and will ensure that accounts and systems used to access events are appropriately safe and secure.

#### **Users**

- Pupils will ask permission from a teacher before making or answering a videoconference call or message.
- Videoconferencing will be supervised appropriately for the pupils' age and ability.
- Parents and carers consent will be obtained prior to children taking part in videoconferencing activities.
- Video conferencing will take place via official and approved communication channels following a robust risk assessment.
- Only key administrators will be given access to videoconferencing administration areas or remote control pages.
- Unique log on and password details for the educational videoconferencing services will only be issued to members of staff and kept secure.

#### **Content**

- When recording a videoconference lesson, written permission will be given by all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference. Recorded material will be stored securely.
- If third party materials are to be included, the school will check that recording is acceptable to avoid infringing the third party intellectual property rights.

- The school will establish dialogue with other conference participants before taking part in a videoconference. If it is a non-school site the school will check that they are delivering material that is appropriate for the class.

### Appropriate and safe classroom use of the internet and any associated devices

Internet use is a key feature of educational access and all children will receive age and ability appropriate education to support and enable them to develop strategies to respond to concerns as part of an embedded whole school curriculum. Please access subject specific curriculum for further information.

- Sedgfield Hardwick's internet access will be designed to enhance and extend education.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of pupils.
- All members of staff are aware that they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential.
- Supervision of pupils will be appropriate to their age and ability:
  - ✓ At Early Years Foundation Stage and Key Stage 1 pupils' access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials which supports the learning outcomes planned for the pupils' age and ability.
  - ✓ At Key Stage 2 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary. Children will be directed to online material and resources which support the learning outcomes planned for the pupils' age and ability.
- All school owned devices will be used in accordance with the school Acceptable Use Policy and with appropriate safety and security measure in place.
- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the use of Internet-derived materials by staff and pupils complies with copyright law and acknowledge the source of information.
- The school will ensure that safety features are enabled on adult sites which the staff direct children to use ( e.g. Google Safe Search, YouTube Safety Mode )
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school/setting requirement across the curriculum.
- The school will use the internet to enable pupils and staff to communicate and collaborate in a safe and secure environment.

## Management of school learning platforms/portals/gateways

- Leaders/managers and staff will regularly monitor the usage of the Office 365 in all areas, in particular message and communication tools and publishing facilities.
- Pupils/staff will be advised about acceptable conduct and use when using 365.
- Only members of the current pupil, parent/carers and staff community will have access to 365.
- All users will be mindful of copyright issues and will only upload appropriate content onto 365.
- When staff, pupils' etc. leave the school their account or rights to specific school areas will be disabled or transferred to their new establishment.
  
- Any concerns about content on Office 365 will be recorded and dealt with in the following ways:
  - a) The user will be asked to remove any material deemed to be inappropriate or offensive.
  - b) The material will be removed by the site administrator if the user does not comply.
  - c) Access to 365 for the user may be suspended.
  - d) The user will need to discuss the issues with a member of leadership before reinstatement.
  - e) A pupil's parent/carer may be informed.
  
- A visitor may be invited onto 365 by a member of the leadership. In this instance there may be an agreed focus or a limited time slot.
- Pupils may require editorial approval from a member of staff. This may be given to the pupil to fulfil a specific aim and may have a limited time frame.

### 3. Social Media Policy

#### General social media use

- Expectations regarding safe and responsible use of social media will apply to all members of Sedgefield Hardwick community and exist in order to safeguard both the school/setting and the wider community, on and offline. Examples of social media may include blogs, wikis, social networking sites, forums, bulletin boards, multiplayer online gaming, apps, video/photo sharing sites, chatrooms, instant messenger and many others.
- All members of Sedgefield Hardwick community will be encouraged to engage in social media in a positive, safe and responsible manner at all times.
- Information about safe and responsible use of social media will be communicated clearly and regularly to all members of Sedgefield Hardwick community.
- All members of Sedgefield Hardwick community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
- The school/setting will control pupil and staff access to social media and social networking sites whilst on site and when using school provided devices and systems (The use of social networking applications during school hours for personal use **is not** permitted).
- Inappropriate or excessive use of social media during school/work hours or whilst using school/setting devices may result in disciplinary or legal action and/or removal of Internet facilities.
- Any concerns regarding the online conduct of any member of Sedgefield Hardwick community on social media sites should be reported to the leadership team and will be managed in accordance with policies such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.
- Any breaches of school/setting policy may result in criminal, disciplinary or civil action being taken and this will depend upon the age of those involved and the circumstances of the wrong committed. Action taken will be in accordance with relevant policies, such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.

#### Official use of social media

**At Sedgefield Hardwick, we use social media officially as a communication channel.**

- *Our* official social media channels are:

##### **Twitter Facebook**

- Official use of social media sites by the school/setting will only take place with clear educational or community engagement objectives with specific intended outcomes e.g. increasing parental engagement.
- Official use of social media sites as communication tools will be risk assessed and formally approved by the headteacher.
- Official school/setting social media channels will be set up as distinct and dedicated social media site or account for educational or engagement purposes.
- Staff will use school/setting provided email addresses to register for and manage any official approved social media channels.

**Members of staff running official social media channels will sign a specific Acceptable Use Policy (AUP) to ensure they are aware of the required behaviours and expectations of use and to ensure that sites are used safely, responsibly and in accordance with local and national guidance and legislation**

- All communication on official social media platforms will be clear, transparent and open to scrutiny.
- Any online publication on official social media sites will comply with legal requirements including the Data Protection Act 1998, right to privacy conferred by the Human Rights Act 1998, or similar duty to protect private information and will not breach any common law duty of confidentiality, copyright etc.
- Official social media use will be in line with existing policies including anti-bullying and child protection.
- Images or videos of children will only be shared on official social media sites/channels in accordance with the image use policy.
- Information about safe and responsible use of social media channels will be communicated clearly and regularly to all members of the community.
- Official social media sites, blogs or wikis will be suitably protected (e.g. password protected) and where possible/appropriate, run and/or linked to from the school/setting website and take place with written approval from the Leadership Team.
- Leadership staff must be aware of account information and relevant details for social media channels in case of emergency, such as staff absence.
- Parents/Carers and pupils will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- Public communications on behalf of the school/setting will, where possible, be read and agreed by at least one other colleague.
- Official social media channels will link back to the school/setting website and/or Acceptable Use Policy to demonstrate that the account is official.
- The school/setting will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

### **Staff personal use of social media**

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the school/setting Acceptable Use Policy.
- All members of staff are advised not to communicate with or add as 'friends' any current or past children/pupils or current or past pupils' family members via any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions that may compromise this will be discussed with Designated Safeguarding Lead and/or the headteacher.
- If ongoing contact with pupils is required once they have left the school roll, then members of staff will be expected to use existing alumni networks or use official school provided communication tools.
- All communication between staff and members of the school community on school business will take place via official approved communication channels.

- Staff will not use personal social media accounts to make contact with pupils or parents, nor should any contact be accepted, except in circumstance whereby prior approval has been given by the Headteacher.
- Any communication from pupils/parents received on personal social media accounts will be reported to the schools designated safeguarding lead.
- Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members, colleagues etc. will not be shared or discussed on personal social media sites.
- All members of staff are strongly advised to safeguard themselves and their privacy when using social media sites. This will include being aware of location sharing services, setting the privacy levels of their personal sites as strictly as they can, opting out of public listings on social networking sites, logging out of accounts after use and keeping passwords safe and confidential.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with schools policies (**safeguarding, confidentiality, data protection etc.**) and the wider professional and legal framework.
- Members of staff will be encouraged to manage and control the content they share and post online. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis.
- Members of staff will notify the Leadership/Management Team immediately if they consider that any content shared or posted via any information and communications technology, including emails or social networking sites conflicts with their role in the school/setting.
- Members of staff are encouraged not to identify themselves as employees of Sedgefield Hardwick on their personal social networking accounts. This is to prevent information on these sites from being linked with the school/setting and also to safeguard the privacy of staff members and the wider community.
- Members of staff will ensure that they do not represent their personal views as that of the school/setting on social media.
- School/setting email addresses will not be used for setting up personal social media accounts.
- Members of staff who follow/like the school/settings social media channels will be advised to use dedicated professional accounts, where possible, to avoid blurring professional boundaries.

### Staff official use of social media

- If members of staff are participating in online activity as part of their capacity as an employee of the school/setting, then they are requested to be professional at all times and to be aware that they are an ambassador for the school/setting.
- Staff using social media officially will disclose their official role/position but always make it clear that they do not necessarily speak on behalf of the school/setting.
- Staff using social media officially will be responsible, credible, fair and honest at all times and consider how the information being published could be perceived or shared.
- Staff using social media officially will always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.
- Staff must ensure that any image posted on any official social media channel have appropriate written parental consent.

- Staff using social media officially will be accountable and must not disclose information, make commitments or engage in activities on behalf of the school/setting unless they are authorised to do so.
- Staff using social media officially will inform their line manager, the Designated Safeguarding Lead and/or the head teacher/manager of any concerns such as criticism or inappropriate content posted online.
- Staff will not engage with any direct or private messaging with children or parents/carers through social media and will communicate via official communication channels.
- Staff using social media officially will sign the school/setting social media Acceptable Use Policy.

### Pupils use of social media

- Safe and responsible use of social media sites will be outlined for children and their parents as part of the Acceptable Use Policy.
- Personal publishing on social media sites will be taught to pupils as part of an embedded and progressive education approach via age appropriate sites which have been risk assessed and approved as suitable for educational purposes.
- Pupils will be advised to consider the risks of sharing personal details of any kind on social media sites which may identify them and / or their location. Examples would include real/full name, address, mobile or landline phone numbers, school attended, Instant messenger contact details, email addresses, full names of friends/family, specific interests and clubs etc.
- Pupils will be advised not to meet any online friends without a parent/carer or other responsible adult's permission and only when they can be present.
- Pupils will be advised on appropriate security on social media sites and will be encouraged to use safe and passwords, deny access to unknown individuals and be supported in learning how to block and report unwanted communications.
- Pupils will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private/protected.
- Parents will be informed of any official social media use with pupils and written parental consent will be obtained, as required.
- Any official social media activity involving pupils will be moderated by the school where possible.
- The school is aware that many popular social media sites state that they are not for children under the age of 13, therefore the School will not create accounts within school specifically for children under this age.
- Any concerns regarding pupils' use of social networking, social media and personal publishing sites, both at home and at school, will be dealt with in accordance with existing school policies including anti-bullying and behaviour.
- Any concerns regarding pupils' use of social networking, social media and personal publishing sites, both at home and at school, will be raised with parents/carers, particularly when concerning any underage use of social media sites.

## Use of Personal Devices and Mobile Phones

### Rationale regarding personal devices and mobile phones

- The widespread ownership of mobile phones and a range of other personal devices among children, young people and adults will require all members of Sedgefield Hardwick community to take steps to ensure that mobile phones and personal devices are used responsibly.
- The use of mobile phones and other personal devices by young people and adults will be decided by the school/setting and is covered in appropriate policies including the school Acceptable Use or Mobile Phone Policy
- Sedgefield Hardwick recognises that personal communication through mobile technologies is an accepted part of everyday life for children, staff and parents/carers but requires that such technologies need to be used safely and appropriately within schools/settings.

### Expectations for safe use of personal devices and mobile phones

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate school policies.
- Electronic devices of all kinds that are brought in on site are the responsibility of the user at all times. The school/setting accepts no responsibility for the loss, theft or damage of such items. Nor will the school/setting accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as changing rooms, toilets and swimming pools.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community and any breaches will be dealt with as part of the discipline/behaviour policy.
- Members of staff will be issued with a work phone number and email address where contact with pupils or parents/carers is required.
- All members of Sedgefield Hardwick community will be advised to take steps to protect their mobile phones or devices from loss, theft or damage.
- All members of Sedgefield Hardwick community will be advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.
- All members of Sedgefield Hardwick community will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school/settings policies.
- School mobile phones and devices must always be used in accordance with the Acceptable Use Policy and any other relevant policies.
- School mobile phones and devices used for communication with parents and pupils must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.

## Pupils use of personal devices and mobile phones

- Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones.
- All use of mobile phones and personal devices by children will take place in accordance with the acceptable use policy.
- **Pupil's personal mobile phones and personal devices will be kept in a secure place, with the school administration team. They must be handed in at the beginning of the school day and collected at 3.30pm.**
- If a pupil needs to contact his/her parents/carers they will be allowed to use a school phone.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members.
- Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.
- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.
- School staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene the schools behaviour or bullying policy or could contain youth produced sexual imagery (sexting). The phone or device may be searched by a member of the Leadership team with the consent of the pupil or parent/carer and content may be deleted or requested to be deleted, if appropriate. Searches of mobile phone or personal devices will only be carried out in accordance with the schools policy.
- If there is suspicion that material on a pupil's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence then the device will be handed over to the police for further investigation.

## Staff use of personal devices and mobile phones

- Members of staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity. Any pre-existing relationships which could compromise this will be discussed with leaders/managers.
- Staff will not use personal devices such as mobile phones, tablets or cameras to take photos or videos of children and will only use work-provided equipment for this purpose.
- Members of staff will ensure that any use of personal phones and devices will always take place in accordance with the law e.g. data protection as well as relevant school policy and procedures e.g. confidentiality, data security, Acceptable Use etc.
- Staff will not use any personal devices directly with children and will only use work-provided equipment during lessons/educational activities.
- Staff personal mobile phones and devices will be switched off/switched to 'silent' mode during lesson times.
- Bluetooth or other forms of communication should be "hidden" or switched off during lesson times.
- Personal mobile phones or devices will not be used during teaching periods unless permission has been given by a member of the Leadership Team in emergency circumstances.
- Staff will ensure that any content bought on site via mobile phones and personal devices are compatible with their professional role and expectations.
- If a member of staff breaches the school/setting policy then disciplinary action will be taken.

- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence then the police will be contacted.
- Any allegations against members of staff involving personal use of mobile phone or devices will be responded to following the school/settings allegations management policy.

### **Visitors use of personal devices and mobile phones**

- Parents/carers and visitors must use mobile phones and personal devices in accordance with the school/settings acceptable use policy.
- Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos must take place in accordance with the school image use policy.
- The school will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use.
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.

## 5. Policy Decisions

### Reducing online risks

- Sedgefield Hardwick is aware that the Internet is a constantly changing environment with new apps, tools, devices, sites and material emerging at a rapid pace.
- Emerging technologies will be examined for educational benefit and the school leadership team will ensure that appropriate risk assessments are carried out before use in school is allowed.
- The school will ensure that appropriate filtering and monitoring systems are in place to prevent staff and pupils from accessing unsuitable or illegal content.
- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not always possible to guarantee that access to unsuitable material will never occur via a school/setting computer or device.
- The school will audit technology use to establish if the online safety (e–Safety) policy is adequate and that the implementation of the policy is appropriate.
- Methods to identify, assess and minimise online risks will be reviewed regularly by the schools leadership team.

### Internet use throughout the wider school/setting community

- The school will liaise with local organisations (SCC, Police) to establish a common approach to online safety.
- The school will work with the local community's needs (including recognising cultural backgrounds, languages, religions and ethnicity) to ensure internet use is appropriate.
- The school will provide an Acceptable Use Policy for any guest/visitor who needs to access the school computer system or internet on site

### Authorising internet access

- All staff, pupils and visitors will read and sign the Acceptable Use Policy before using any school resources.
- Parents will be informed that pupils will be provided with supervised Internet access which is appropriate to their age and ability.
- Parents will be asked to read the Acceptable Use Policy for pupil access and discuss it with their child, where appropriate.
- When considering access for vulnerable members of the community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).

## 6. Engagement Approaches

### Engagement and education of children and young people

- An online safety curriculum will be established and embedded throughout the whole school, to raise awareness regarding the importance of safe and responsible internet use amongst pupils.
- Education about safe and responsible use will precede internet access.
- Pupils will be supported in reading and understanding the Acceptable Use Policy in a way which suits their age and ability.
- All users will be informed that network and Internet use will be monitored.
- Online safety will be included in the PSHE, SRE, Citizenship and Computing programmes of study, covering both safe school and home use.
- Pupils input will be sought when writing and developing school online safety policies and practices, including curriculum development and implementation.
- Online safety education and training will be included as part of the transition programme across the Key Stages and when moving between establishments.
- Acceptable Use expectations and Posters will be posted in all rooms with Internet access.
- Safe and responsible use of the Internet and technology will be reinforced across the curriculum and within all subject areas.
- External support will be used to complement and support the schools internal online safety education approaches.
- The school will reward positive use of technology by pupils.
- The school will implement peer education to develop online safety as appropriate to the needs of the pupils.

### Engagement and education of children and young people considered to be vulnerable

- Sedgefield Hardwick is aware that some children may be considered to be more vulnerable online due to a range of factors.
- Sedgefield Hardwick will ensure that differentiated and ability appropriate online safety education is given, with input from specialist staff as appropriate (e.g. SENCO, Looked after Child Coordinator).

### Engagement and education of staff

- The online safety policy will be formally provided to and discussed with all members of staff as part of induction and will be reinforced and highlighted as part of our safeguarding responsibilities.
- Staff will be made aware that our Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential when using school systems and devices.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff in a variety of ways, on a regular (at least annual) basis.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found

to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

- Members of staff with a responsibility for managing filtering systems or monitor ICT use will be supervised by the Leadership Team and will have clear procedures for reporting issues or concerns.
- The school/setting will highlight useful online tools which staff should use according to the age and ability of the pupils.

### **Engagement and education of parents and carers**

- Sedgefield Hardwick Primary recognise that parents/carers have an essential role to play in enabling children to become safe and responsible users of the internet and digital technology.
- Parents' attention will be drawn to the school online safety policy and expectations in newsletters, letters, school prospectus and on the school website.
- A partnership approach to online safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home Internet use or highlighting online safety at other well attended events e.g. parent evenings, transition events, fetes and sports days.
- Parents will be encouraged to read the school Acceptable Use Policy for pupils and discuss its implications with their children.
- Information and guidance for parents on online safety will be made available to parents in a variety of formats.

## 7. Technical Security

### Managing Personal Data

See Data Protection Policy

### Security and Management of Information Systems

- The school will complete a technical audit (see attached example on the Extranet) on a regular basis (Suggested termly)
- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- Portable media may not be used without specific permission followed by an anti-virus /malware scan.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the school's network can be checked.
- The computing coordinator/network manager will review system capacity regularly.
- The appropriate use of user logins and passwords to access the school network will be enforced for all but the youngest users.
- All users will be expected to log off or lock their screens/devices if systems are unattended.

### Password policy

- All users will be informed not to share passwords or information with others and not to login as another user at any time.
- Staff and pupils must always keep their password private and must not share it with others or leave it where others can find it.
- All members of staff will have their own unique username and private passwords to access school systems. Members of staff are responsible for keeping their password private.

### Filtering and Monitoring

- The governors/proprietors will ensure that the school has age and ability appropriate filtering and monitoring in place whilst using school devices and systems to limit children's exposure to online risks.
- The school's internet access strategy will be dependent on the need and requirements of our community and will therefore be designed to suit the age and curriculum requirements of our pupils, with advice from technical, educational and safeguarding staff.
- All monitoring of school owned/provided systems will take place to safeguard members of the community.
- All users will be informed that use of school systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.
- The school uses educational filtered secure broadband connectivity through **SMOOTH WALL**
- The school will have a clear procedure for reporting breaches of filtering which all members of the school community (all staff and all pupils) will be made aware of.
- If staff or pupils discover unsuitable sites, the URL will be reported to the School Online Safety Lead and will then be recorded and escalated as appropriate.

- The School filtering system will block all sites on the Internet Watch Foundation (IWF) list.
- Changes to the school filtering policy will be risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the Leadership Team.
- All changes to the school filtering policy will be logged and recorded.
- Any material that the school believes is illegal will be reported to appropriate agencies such as IWF, Durham Police or CEOP immediately.

### Management of applications (apps) used to record children's progress

- Any use of cloud based systems will follow the guidance from the ICO
- The headteacher/manager is ultimately responsible for the security of any data or images held of children.
- Apps/systems which store personal data will be risk assessed prior to use.
- Only school/setting issued devices will be used for apps that record and store children's personal details, attainment or photographs. Personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store children's personal details, attainment or images.
- Devices will be appropriately encrypted if taken off site to prevent a data security breach in the event of loss or theft.
- Users will be advised on safety measures to protect all members of the community such as using strong passwords, logging out of systems etc.
- Parents will be informed of the schools expectations regarding safe and appropriate use (e.g. not sharing passwords or sharing images) prior to being given access.

### 8. Responding to Online Incidents and Safeguarding Concerns

- All members of the community will be made aware of the range of online risks that are likely to be encountered including sexting, online/cyber bullying etc. This will be highlighted within staff training and educational approaches for pupils.
- All members of the school/setting community will be informed about the procedure for reporting online safety concerns, such as breaches of filtering, sexting, cyberbullying, illegal content etc.
- The Designated Safeguarding Lead (DSL) will be informed of any online safety incidents involving child protection concerns, which will then be recorded.
- The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with LSCB systems
- If there is a possibility that an offence has occurred then any equipment used should be isolated and left unused to preserve any evidence on the device.
- Complaints about Internet misuse will be dealt with under the School's complaints procedure.
- Complaints about online/cyber bullying will be dealt with under the School's anti-bullying policy and procedure
- Any complaint about staff misuse will be referred to the head teacher
- Any allegations against a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Pupils, parents and staff will be informed of the schools complaints procedure.
- Staff will be informed of the complaints and whistleblowing procedure.

- All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.
- The school will manage online safety incidents in accordance with the school discipline/behaviour policy where appropriate.
- The school will inform parents/carers of any incidents of concerns as and when required.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes as required.
- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact Durham Police via their local station and their EDP.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Durham Police.
- If the school is unsure how to proceed with any incidents of concern, then the incident will be escalated to the Education Safeguarding Team.
- Parents and children will need to work in partnership with the school to resolve issues.

## 9. Procedures for Responding to Specific Online Incidents or Concerns

### Responding to concerns regarding Youth Produced Sexual Imagery or “Sexting”

- Sedgefield Hardwick ensures that all members of the community are made aware of the potential social, psychological and criminal consequences of sharing, possessing and creating youth produced sexual imagery (known as “sexting”).
- The school will implement preventative approaches via a range of age and ability appropriate educational approaches for pupils, staff and parents/carers.
- Sedgefield Hardwick views “sexting” as a safeguarding issue and all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- The school will follow the guidance as set out in ‘Sexting in schools: youth produced sexual imagery and how to handle it’
- If the school are made aware of incident involving creating youth produced sexual imagery the school will:
  - Act in accordance with the schools child protection and safeguarding policy and the relevant LSCB procedures
  - Immediately notify the designated safeguarding lead.
  - Store the device securely.
  - Carry out a risk assessment in relation to the children(s) involved.
  - Consider the vulnerabilities of children(s) involved (including carrying out relevant checks with other agencies)
  - Make a referral to children’s social care and/or the police (as needed/appropriate).
  - Put the necessary safeguards in place for children e.g. offer counselling support and immediate protection and offer appropriate pastoral support for those involved.
  - Implement appropriate sanctions in accordance with the school’s behaviour policy but taking care not to further traumatise victims where possible.

- Review the handling of any incidents to ensure that the school is implementing best practice and the leadership team will review and update any management procedures where necessary.
  - Inform parents/carers about the incident and how it is being managed.
- The school will not view an images suspected of being youth produced sexual imagery unless there is no other possible option or there is a clear need or reason to do so (in these cases the image will only be viewed by the Designated Safeguarding Lead).
  - The school will not send, share or save content suspected to be an indecent image of children and will not allow or request children to do so.
  - If an indecent image has been taken or shared on the schools network or devices then the school will take action to block access to all users and isolate the image.
  - The school will take action regarding creating youth produced sexual imagery, regardless of the use of school/setting equipment or personal equipment, both on and off the premises.
  - The school will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.

### Responding to concerns regarding Online Child Sexual Abuse and Exploitation

- Sedgefield Hardwick will ensure that all members of the community are made aware of online child sexual abuse, including exploitation and grooming including the consequences, possible approaches which may be employed by offenders to target children and how to respond to concerns.
- The school will implement preventative approaches for online child sexual abuse via a range of age and ability appropriate educational approaches for pupils, staff and parents/carers.
- Sedgefield Hardwick views online child sexual abuse as a safeguarding issue and all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- If the school is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately from Durham Police.
- If the school are made aware of incident involving online child sexual abuse of a child then the school will:
  - Act in accordance with the schools child protection and safeguarding policy and the relevant LSCB procedures.
  - Immediately notify the designated safeguarding lead.
  - Store any devices involved securely.
  - Immediately inform Durham police via 101 (using 999 if a child is at immediate risk)
  - Where appropriate the school will involve and empower children to report concerns regarding online child sexual abuse e.g. using the Click CEOP report form: [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/)
  - Carry out a risk assessment which considers any vulnerabilities of pupil(s) involved (including carrying out relevant checks with other agencies).
  - Make a referral to children's social care (if needed/appropriate).
  - Put the necessary safeguards in place for pupil(s) e.g. offer counselling support and immediate protection and offer appropriate pastoral support for those involved.
  - Inform parents/carers about the incident and how it is being managed.

- Review the handling of any incidents to ensure that the school is implementing best practice and the school leadership team will review and update any management procedures where necessary.
- The school will take action regarding online child sexual abuse regardless of the use of school equipment or personal equipment, both on and off the school premises.
- The school will ensure that all members of the community are aware of sources of support regarding online child sexual abuse.
- If pupils at other schools are believed to have been targeted then the school will seek support from the Education Safeguarding Team to enable other schools to take appropriate action to safeguarding their community.
- The school will ensure that the Click CEOP report button is visible and available to pupils and other members of the school community, for example including the CEOP report button the school website homepage and on intranet systems.

### Responding to concerns regarding Indecent Images of Children (IIOC)

- Sedgefield Hardwick will ensure that all members of the community are made aware of the criminal nature of Indecent Images of Children (IIOC) including the possible consequences.
- The school will take action regarding of Indecent Images of Children (IIOC) regardless of the use of school/setting equipment or personal equipment, both on and off the premises.
- The school will take action to prevent access accidental access to of Indecent Images of Children (IIOC) for example using an internet Service provider (ISP) which subscribes to the Internet Watch Foundation block list, implementing appropriate web filtering, implementing firewalls and anti-spam software.
- If the school is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Kent Police.
- If the school/setting is made aware of Indecent Images of Children (IIOC) then the school will:
  - Act in accordance with the schools child protection and safeguarding policy and the relevant Kent Safeguarding Child Boards procedures.
  - Immediately notify the school Designated Safeguard Lead.
  - Store any devices involved securely.
  - Immediately inform appropriate organisations e.g. the Internet Watch Foundation (IWF), Kent police via 101 (using 999 if a child is at immediate risk) and/or the LADO (if there is an allegation against a member of staff).
- If the school are made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children whilst using the internet then the school will:
  - Ensure that the Designated Safeguard Lead is informed.
  - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via [www.iwf.org.uk](http://www.iwf.org.uk) .
  - Ensure that any copies that exist of the image, for example in emails, are deleted.
- If the school are made aware that indecent images of children have been found on the schools electronic devices then the school will:
  - Ensure that the Designated Safeguard Lead is informed.
  - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via [www.iwf.org.uk](http://www.iwf.org.uk) .
  - Ensure that any copies that exist of the image, for example in emails, are deleted.

- Inform the police via 101 (999 if there is an immediate risk of harm) and children's social services (as appropriate).
- Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only.
- If the school are made aware that a member of staff is found in possession of indecent images of children on their electronic device provided by the school, then the school will:
  - Ensure that the Designated Safeguard Lead is informed or another member of staff in accordance with the school whistleblowing procedure.
  - Contact the police regarding the images and quarantine any devices involved until police advice has been sought.
  - Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with the schools managing allegations policy.
  - Follow the appropriate school policies regarding conduct.

### Responding to concerns regarding radicalisation and extremism online

- The school will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in schools and that suitable filtering is in place which takes into account the needs of pupils.
- When concerns are noted by staff that a child may be at risk of radicalisation online then the Designated Safeguarding Lead (DSL) will be informed immediately and action will be taken in line with the safeguarding policy.
- Online hate content directed towards or posted by specific members of the community will be responded to in line with existing school policies, including anti-bullying, behaviour etc. If the school is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately via the Education Safeguarding Team via First Contact

### Responding to concerns regarding cyberbullying

- Cyberbullying, along with all other forms of bullying, of any member of Sedgefield Hardwick community will not be tolerated. Full details are set out in the school policies regarding anti-bullying and behaviour.
- All incidents of online bullying reported will be recorded.
- There are clear procedures in place to investigate incidents or allegations and support anyone in the school community affected by online bullying.
- If the school is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately from Durham Police.
- Pupils, staff and parents/carers will be advised to keep a record of cyberbullying as evidence.
- The school will take steps to identify the bully where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- Pupils, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the schools online safety ethos.

- Sanctions for those involved in online or cyberbullying may include:
  - Those involved will be asked to remove any material deemed to be inappropriate or offensive.
  - A service provider may be contacted to remove content if those involved refuse to or are unable to delete content.
  - Internet access may be suspended at school for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance to the schools anti-bullying, behaviour policy or Acceptable Use Policy.
  - Parent/carers of pupils involved in online bullying will be informed.
  - The Police will be contacted if a criminal offence is suspected.

### Responding to concerns regarding online hate

- Online hate at Sedgefield Hardwick will not be tolerated. Further details are set out in the school policies regarding anti-bullying and behaviour.
- All incidents of online hate reported to the school will be recorded.
- All members of the community will be advised to report online hate in accordance with relevant school policies and procedures e.g. anti-bullying, behaviour etc.
- The Police will be contacted if a criminal offence is suspected. If the school is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately from Durham Police.

**Permissible Use**

	Staff & Adults					Pupils			
	Allowed	Allowed for selected staff	Allowed when children are not present	Allowed only in the Staff Room	Not Allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not Allowed
Devices can be handed in for secure storage									
Devices may be carried around the school									
Devices may be turned on in school									
Devices may be used in lessons									
Devices may be used in social time									
Cameras may be used on devices									
Devices may use the school wireless network									
Devices may be used to access social media									
Use of school systems for personal use ( e.g. E-mail, Shopping)									

Acceptable User Actions ( Children and Adults )

<i>User Actions</i>		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Illegal and Unacceptable
<i>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:</i>	<i>Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978</i>					X
	<i>Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.</i>					X
	<i>Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008</i>					X
	<i>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</i>					X
	<i>Pornography</i>				X	
	<i>Promotion of any type of discrimination</i>				X	
	<i>Threatening behaviour</i>				X	
	<i>Promotion of extremism or terrorism</i>				X	
	<i>Using school systems to run a business</i>				X	
	<i>Bypassing filtering systems</i>				X	
	<i>Infringing Copyright</i>				X	
	<i>Revealing or publishing personal data or network access information</i>				X	
	<i>Creating or propagating viruses or harmful files</i>				X	
	<i>Deliberately downloading files to limit internet usage by others</i>				X	
	<i>Online Gaming ( Non-Educational)</i>					
	<i>Online Gaming ( Educational )</i>					

	<i>Gambling</i>					
	<i>Shopping</i>					
	<i>File Sharing</i>					
	<i>Access to Social Media</i>					
	<i>Video Broadcasting e.g. uploading to YouTube</i>					
	<i>Use of YouTube ( or other video site ) (educational)</i>					
	<i>Use of YouTube ( or other video site ) (Non-educational)</i>					





## Appendix B

### Questions to support DSLs responding to concerns relating to youth produced sexual imagery

The following statements may DSLs to consider how best to respond to concerns relating to youth produced sexual imagery:

#### Child/Young person involved

- What is the age of the child(ren) involved?
  - If under 13 then a consultation/referral to Children's Social Care should be considered.
  - If an adult (over 18) is involved then police involvement will be required. Contact 101 or 999 if there is risk of immediate harm.
- Is the child able to understand the implications of taking/sharing sexual imagery?
- Is the school or other agencies aware of any vulnerability for the children(s) involved? E.g. special education needs, emotional needs, children in care, youth offending?
- Are there any other risks or concerns known by the school or other agencies which may influence decisions or judgements about the safety and wellbeing of the child(ren) involved? E.g. family situation, children at risk of sexual exploitation?
- Has the child(ren) involved been considered under KSCB 2.2.2 "children who display harmful behaviours" or the KSCB CSE toolkit?

#### Context

- Is there any contextual information to help inform decision making?
  - Is there indication of coercion, threats or blackmail?
  - What was the intent for taking/sharing the imagery? E.g. was it a "joke" or are the children involved in a "relationship"?
    - If so is the relationship age appropriate? For primary schools a referral to social care regarding under age sexual activity is likely to be required.
  - Is this behaviour age appropriate experimentation, natural curiosity or is it possible exploitation?
- How were the school made aware of the concern?
  - Did a child disclose about receiving, sending or sharing imagery themselves or was the concern raised by another pupil or member of the school community? If so then how will the school safeguard the pupil concerned given that this is likely to be distressing to discuss.
- Are there other children/pupils involved?
  - If so, who are they and are there any safeguarding concerns for them?
  - What are their views/perceptions on the issue?
- What apps, services or devices are involved (if appropriate)?
- Is the imagery on a school device or a personal device? Is the device secured?
  - **NB: Schools and settings must NOT print/copy etc. imagery suspected to be indecent – the device should be secured until advice can be obtained.**

## The Imagery

- What does the school know about the imagery? (Be aware it is unlikely to be necessary for staff to view the imagery)
  - Is the imagery potentially indecent (illegal) or is it “inappropriate”?
  - Does it contain nudity or sexual acts?
- Does the child(ren) know who has accessed the imagery?
  - Was it sent to a known peer (e.g. boyfriend or girlfriend) or an unknown adult?
- How widely has the imagery been shared? E.g. just to one other child privately, shared online publically or sent to an unknown number of children/adults?

## Action

- Does the child need immediate support and or protection?
  - What is the specific impact on the child?
  - What can the school put in place to support them?
- Is the imagery available online?
  - If so, have appropriate reports been made to service providers etc.?
- Are other schools/settings involved?
  - Does the relevant Designated Safeguarding Lead need to be identified and contacted?
- Is this a first incident or has the child(ren) been involved in youth produced sexual imagery concerns before?
  - If so, what action was taken? **NB repeated issues will increase concerns for offending behaviour and vulnerability therefore an appropriate referral will be required.**
- Are the school child protection and safeguarding policies and practices being followed?
  - Is a member of the child protection team on hand and is their advice and support available?
- How will the school inform parents?
  - With older pupils it is likely that DSLs will work with the young person to support them to inform parents
- Can the school manage this issue internally or are other agencies required?
  - Issues concerning adults, coercion or blackmail, violent/extreme imagery, repeated concerns, vulnerable pupils or risk of significant harm will always need involvement with other agencies.

## **Appendix C**

### **Notes on the Legal Framework**

Many young people and indeed some staff and adults use the Internet regularly without being aware that some of the activities they take part in are potentially illegal.

This section is designed to inform users of potential legal issues relevant to the use of electronic communications. It must not replace professional advice and schools and settings should always consult with their Area Safeguarding Adviser or the Education Safeguarding Adviser (Online Protection) from the Education Safeguarding Team, Legal representation, Local Authority Designated Officer or Kent Police if they are concerned that an offence may have been committed.

Please note that the law around this area is constantly updating due to the rapidly changing nature of the internet and this list is not exhaustive.

### **Human Rights Act 1998**

This does not deal with any particular issue specifically or any discrete subject area within the law. It is a “higher law” which affects all other laws. Within an education context, human rights for schools and settings to be aware of include:

- The right to a fair trial
- The right to respect for private and family life, home and correspondence
- Freedom of thought, conscience and religion
- Freedom of expression
- Freedom of assembly
- Prohibition of discrimination
- The right to education

These rights are not absolute. Schools and settings are obliged to respect these rights and freedoms, balancing them against rights, duties and obligations, which may arise from other relevant legislation.

### **Data protection and Computer Misuse**

#### **Trade Marks Act 1994**

This provides protection for Registered Trade Marks, which can be any symbol (words, shapes or images) that are associated with a particular set of goods or services. Registered Trade Marks must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

#### **Copyright, Design and Patents Act 1988**

Copyright is the right to prevent others from copying or using his or her “work” without permission. The material to which copyright may attach (known in the business as “work”) must be the author’s own creation and the result of some skill and judgement. It comes about when an individual expresses an idea in a tangible form. Works such as text, music, sound, film, video and programs all qualify for copyright protection. The author of the work is usually the copyright owner, but if it was created during the course of employment it belongs to the employer.

It is an infringement of copyright to copy all or a substantial part of anyone’s work without obtaining the author’s permission. Usually a licence associated with the work will allow a user to copy or use it for limited purposes. It is

advisable always to read the terms of a licence before you copy or use someone else's material. It is also illegal to adapt or use software without a licence or in ways prohibited by the terms of the software licence. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way as to impugn their reputation.

### **Data Protection Act 1998**

The Act requires anyone who handles personal information to notify the Information Commissioner's Office of the type of processing it administers, and must comply with important data protection principles when treating personal data relating to any living individual. The Act also grants individuals rights of access to their personal data, compensation and prevention of processing.

### **Freedom of Information Act 2000**

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, organisations have to follow a number of set procedures.

### **The Computer Misuse Act 1990 (sections 1 - 3)**

Regardless of an individual's motivation, the Act makes it a criminal offence to:

- gain access to computer files or software without permission (for example using someone else's password to access files);
- gain unauthorised access, as above, in order to commit a further criminal act (such as fraud); or
- impair the operation of a computer or program (for example caused by viruses or denial of service attacks).

UK citizens or residents may be extradited to another country if they are suspected of committing any of the above offences.

### **The Protection of Freedoms Act 2012**

This act requires schools to seek permission from a parent / carer to use Biometric systems.

### **Regulation of Investigatory Powers Act 2000**

The Regulation of Investigatory Powers Act 2000 (RIPA) regulates the interception of communications and makes it an offence to intercept or monitor communications without the consent of the parties involved in the communication. The RIP was enacted to comply with the Human Rights Act 1998.

The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, however, permit a degree of monitoring and record keeping, for example, to ensure communications are relevant to school activity or to investigate or detect unauthorised use of the network. Nevertheless, any monitoring is subject to informed consent, which means steps must have been taken to ensure that everyone who may use the system is informed that communications may be monitored.

Covert monitoring without informing users that surveillance is taking place risks breaching data protection and privacy legislation.

## **Obscene and Offensive Content including Hate and Harassment**

### **Obscene Publications Act 1959 and 1964**

Publishing an “obscene” article is a criminal offence and this includes electronic transmission. For the purposes of the Act an article is deemed to be obscene if its effect is to deprave and corrupt persons who are likely, having regard to all relevant circumstances, to read, see or hear the content. This offence can result in imprisonment for up to 5 years.

### **Telecommunications Act 1984**

It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

### **Malicious Communications Act 1988 (section 1)**

This legislation makes it a criminal offence to send an electronic message that conveys indecent, grossly offensive, threatening material or information that is false; or is of an indecent or grossly offensive nature if the purpose was to cause a recipient to suffer distress or anxiety. This offence can result in imprisonment for up to 2 years.

### **Protection from Harassment Act 1997**

This Act is relevant for incidents that have happened repeatedly (i.e. on more than two occasions). The Protection from Harassment Act 1997 makes it a criminal and civil offence to pursue a course of conduct which causes alarm and distress, which includes the publication of words, which he/she knows or ought to know amounts to harassment of the other. A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

The victim can also bring a civil claim for damages and an injunction against the abuser, although in reality this is a remedy that is only used by individuals with the financial means to litigate, and only possible if the abuser can be identified, which is not always straightforward.

### **Communications Act 2003 (section 127)**

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

### **Public Order Act 1986 (sections 17 — 29)**

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence.

### **Criminal Justice Act 2003**

Section 146 of the Criminal Justice Act 2003 came into effect in April 2005, empowering courts to impose tougher sentences for offences motivated or aggravated by the victim's sexual orientation in England and Wales.

### **Racial and Religious Hatred Act 2006**

This Act makes it a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

### **The Protection of Freedoms Act 2012 (2A and 4A) and Serious Crimes Act 2015 (section 76) - Stalking and Harassment**

The Protection of Freedoms Act 2012 was updated in 2015 and two sections were added regarding online stalking and harassment, section 2A and 4A. Section 2A makes it an offence for a perpetrator to pursue a course of conduct (2 or more incidents) described as "stalking behaviour" which amounts to harassment. Stalking behaviours include following, contacting/attempts to contact, publishing statements or material about the victim, monitoring the victim (including online), loitering in a public or private place, interfering with property, watching or spying. The Serious Crime Act 2015 Section 76 also created a new offence of controlling or coercive behaviour in intimate or familial relationships which will include online behaviour.

### **Criminal Justice and Courts Bill 2015 (section 33) - Revenge Pornography**

Section 33 makes it an offence to share private, sexual materials, either photos or videos, of another person without their consent and with the purpose of causing embarrassment or distress, often referred to as "revenge porn". The offence applies both online and offline and to images which are shared electronically or in a more traditional way so includes the uploading of images on the internet, sharing by text and e-mail, or showing someone a physical or electronic image. This offence can result in imprisonment for up to 2 years.

Sending images of this kind may, depending on the circumstances, also be an offence under the Communications Act 2003 or the Malicious Communications Act 1988. Repeated behaviour may be an offence under the Protection from Harassment Act 1997. This law and the term "revenge porn" only applies to images or videos of those aged 18 or over. For more information access: [www.revengepornhelpline.org.uk](http://www.revengepornhelpline.org.uk)

### **Libel and Privacy Law**

These matters will be dealt with under civil rather than criminal law.

Libel is defined as 'defamation by written or printed words, pictures, or in any form other than by spoken words or gestures' and as such could the author could be held accountable under Defamation law which was created to protect individuals or organisations from unwarranted, mistaken or untruthful attacks on their reputation. Defamation is a civil "common law" tort in respect of which the Defamation Acts of 1952 and 1996 provide certain defences. It applies to any published material that damages the reputation of an individual or an organisation, and it includes material published on the internet.

A civil action for defamation can be brought by an individual or a company, but not by a public authority. Where defamatory material is posted on a website, the person affected can inform the host of its contents and ask the host to remove it. Once the host knows that the material is there and that it may be defamatory, it can no longer rely on the defence of innocent dissemination in the Defamation Act 1996. This means that the person affected could (if the material has been published in the jurisdiction, i.e. in England and Wales) obtain a court order (an

injunction) to require removal of the material, and could sue either the host or the person who posted the material for defamation.

If social media is used to publish private and confidential information (for example breaches of data protection act) about an individual, then this could give rise to a potential privacy claim and it is possible for individuals to seek an injunction and damages.

## **Education Law**

### **Education and Inspections Act 2006**

Section 89 of the states that every school must have measures to encourage good behaviour and prevent all forms of bullying amongst pupils. These measures should be part of the school's behaviour policy which must be communicated to all pupils, school staff and parents. This act (89.5) gives headteachers the ability to ensure that pupils behave when they are not on school premises or under the lawful control of school staff.

### **The Education Act 2011**

Section 13 makes it an offence to publish the name of a teacher who is subject to an allegation until such a time as that they are charged with an offence. All members of the community need to be aware of the importance of not publishing named allegations against teachers online as this can lead to prosecution. Schools should contact the LADO team for advice.

Within Part 2 of the Education Act 2011 (Discipline) there have been changes to the powers afforded to schools by statute to search pupils in order to maintain discipline and ensure safety. This act gave permission for Headteachers (and nominated staff) to search for electronic devices. It also provides powers to search for data on those devices and to delete data. The DfE advice on these sections of the Education Act 2011 can be found in the document: "Screening, searching and confiscation – Advice for head teachers, staff and governing bodies"  
[www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screening-searching-and-confiscation](http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screening-searching-and-confiscation))

### **The School Information Regulations 2012**

This act requires schools to publish certain information on its website: <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

## **Sexual Offences**

### **Sexual Offences Act 2003**

There are many offences under the Sexual Offence Act 2003 which can be related to or involve the misuse of technology. This includes (but is not limited to) the following points.

**Section 15 - Meeting a child following sexual grooming.** The offence of grooming is committed if someone over 18 has communicated with a child under 16, at least twice (including by phone or using the Internet) and meets them or travels to meet with them anywhere in the world with the intention of committing a sexual offence. This offence can result in imprisonment for up to 10 years.

Causing or inciting a child under 16 to watch or take part in a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. Any sexual intercourse with a child under the age of 13 commits the offence of rape.

- **Section 8. Causing or inciting a child under 13 to engage in sexual activity** (Can result in imprisonment for up to 14 years)
- **Section 9. Sexual Activity with a child** (Can result in imprisonment for up to 14 years)
- **Section 10. Causing or inciting a child (13 to 16) to engage in sexual activity** (Can result in imprisonment for up to 14 years)
- **Section 11. Engaging in sexual activity in the presence of a child** (Can result in imprisonment for up to 14 years)
- **Section 12. Causing a child to watch a sexual act** (Can result in imprisonment for up to 10 years)
- **Section 13. Child sex offences committed by children (offender is under 18)** (Can result in imprisonment for up to 5 years)

### **Section 16 - Abuse of position of trust: sexual activity with a child.**

It is an offence for a person in a position of trust to engage in sexual activity with any person under 18 with whom they know as a result of being in their professional role. It is also an offence cause or incite a child with whom they are in a position of trust to engage in sexual activity, to engage in sexual activity in the presence of a child with whom they are in a position of trust, or cause a child with whom they are in a position of trust to watch a sexual act. Typically, teachers, social workers, health professionals, connexions staff etc. fall in this category of trust and this can result in imprisonment for up to 5 years.

### **Indecent Images of Children**

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom under two pieces of legislation; **Criminal Justice Act 1988**, section 160 and **Protection of Children Act 1978**, section 1.1.a. Indecent images of children are images of children (under 18 years) depicting sexual posing, performing sexual acts on themselves or others, animals or sadomasochism.

A child for these purposes is considered to be anyone under the age of 18. An image of a child also covers pseudo-photographs (digitally collated or otherwise). This offence can include images taken by and distributed by the child themselves (often referred to as "Sexting", see section 9.1). Viewing an indecent image of a child on your computer or phone means that you have made a digital image and printing/forwarding/sharing/publishing can be considered to be distribution. A person convicted of such an offence may face up to 10 years in prison.

### **Criminal Justice and Immigration Act 2008**

Section 63 makes it an offence to possess "extreme pornographic images". 63 (6) identifies that such images must be considered to be "grossly offensive, disgusting or otherwise obscene". Section 63 (7) includes images of "threats to a person life or injury to anus, breasts or genitals, sexual acts with a corpse or animal whether alive or dead" must also be "explicit and realistic". Penalties for possession of extreme pornographic images can be up to 3 years imprisonment.

### **The Serious Crime Act 2015**

Part 5 (Protection of Children) section 67 makes it a criminal offence for an adult (person aged over 18) to send a child (under 16) sexualised communications or sends communications intended to elicit a sexual communications.

The offence is committed whether or not the child communicates with the adult. Penalties for sexual communication with a child can be up to 2 years imprisonment.

Section 69 makes it an offence to be in possession of paedophile manuals, information or guides (physically or electronically) which provide advice or guidance on sexually abusing children. Penalties for possession of such content can be up to 3 years imprisonment.

This law also removed references in existing legislation to terms such as child prostitution and child pornography and identified that this should be viewed to be child sexual exploitation.

## **Appendix D**

### **Online Safety Contacts and References**

#### **Durham Support and Guidance**

**Durham LA Safeguarding team**

**EDA with responsibility for online safety**

[Paul.Hodgkinson@durham.gov.uk](mailto:Paul.Hodgkinson@durham.gov.uk)

03000 265841

[Pauline.Stewart@durham.gov.uk](mailto:Pauline.Stewart@durham.gov.uk)

**Durham Police:**

In an emergency (a life is in danger or a crime in progress) dial 999. For other non-urgent enquiries contact Durham Police via 101

**Information and advice on CSE**

<http://www.eraseabuse.org/>

**Durham Local Safeguarding Children Board (LSCB):** <http://www.durham-lscb.org.uk/>

**ICTSS - ICT Support for Durham Schools** 03000 261100

**Action Fraud:** [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

**BBC WebWise:** [www.bbc.co.uk/webwise](http://www.bbc.co.uk/webwise)

