



## **Asterdale Primary School Online Safety Policy**

*'Together We Can...'*

*Be confident, Be excellent, Nurture, Build*

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We as a school consider our equality duties under the Equality act 2010. The general duties are to: -

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

This policy understands the principle of the Act and the work needed to ensure that those with protected characteristics are not discriminated against and are given equality of opportunity.

# Contents

	Page no
1. Policy Aims	3
2. Policy Scope	3
2.2 Links with other policies and practices	3
3. Monitoring and Review	4
4. Roles and Responsibilities	4
4.1 The leadership and management team	4
4.2 The Designated Safeguarding Lead	5
4.3 members of staff	5
4.4 Staff who manage the technical environment	5
4.5 Pupils	6
4.6 Parents	6
5. Education and Engagement Approaches	6
5.1 Education and engagement with pupils (including vulnerable pupils)	6
5.2 Training and engagement with staff	7
5.3 Awareness and engagement with parents	8
6. Reducing Online Risks	8
7. Safer Use of Technology	8
7.1 Classroom Use	8
7.2 Managing Internet Access	9
7.3 Filtering and Monitoring	9
7.4 Managing Personal Data Online	10
7.5 Security and Management of Information Systems	10
7.6 Managing the Safety of the School Website	11
7.7 Publishing Images and Videos Online	11
7.8 Managing Email	11
7.9 Educational use of Videoconferencing and/or Webcams	12
7.10 Management of Learning Platforms	13
7.11 Management of Applications (apps) used to Record Children's Progress	13
8. Use of Personal Devices and Mobile Phones	14
8.1 Expectations	14
8.2 Staff Use of Personal Devices and Mobile Phones	14
8.3 Pupils' Use of Personal Devices and Mobile Phones	15
8.4 Visitors' Use of Personal Devices and Mobile Phones	15
8.5 Officially provided mobile phones and devices	16
9. Responding to Online Safety Incidents and Concerns	16
9.1 Concerns about Pupils Welfare	16
9.2 Staff Misuse	16
10. Procedures for Responding to Specific Online Incidents or Concerns	17
10.1 Youth Produced Sexual Imagery or "Sexting"	17
10.2 Online Child Sexual Abuse and Exploitation	18
10.3 Indecent Images of Children (IIOC)	19
10.4 Cyberbullying	20
10.5 Online Hate	20
10.6 Online Radicalisation and Extremism	20
11. Useful Links for Educational Settings	21

# 1. Policy Aims

- This online safety policy has been written by Asterdale Primary School, with specialist advice and input as required.
- It takes into account the DfE statutory guidance "[Keeping Children Safe in Education](#)" and [Early Years and Foundation Stage](#) .
- The purpose of the Asterdale Primary School online safety policy is to:
  - Safeguard and protect all members of Asterdale Primary School community online.
  - Identify approaches to educate and raise awareness of online safety throughout the community.
  - Enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using technology.
  - Identify clear procedures to use when responding to online safety concerns.
- Asterdale Primary School identifies that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:
  - **Content:** being exposed to illegal, inappropriate or harmful material
  - **Contact:** being subjected to harmful online interaction with other users
  - **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

# 2. Policy Scope

- Asterdale Primary School believes that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm online.
- Asterdale Primary School identifies that the internet and associated devices, such as computers, tablets, iPads, mobile phones and games consoles, are an important part of everyday life.
- Asterdale Primary School believes that pupils should be empowered to build resilience and to develop strategies to manage and respond to risk online.
- This policy applies to all staff including the governing body, 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 pupils and parents/carers.
- This policy applies to all access to the internet and use of technology, including personal devices, or where pupils, staff or other individuals have been provided with school issued devices for use off-site, such as work laptops, tablets or mobile phones.

## **2.2 Links with other policies and practices**

- This policy links with a number of other policies, practices and action plans including:
  - Anti-bullying policy
  - Safeguarding Policy
  - Social Media Policy
  - Acceptable Use Policies (AUP)
  - Behaviour policy
  - Data Protection Policy
  - Freedom of Information policy
  - Child Protection
  - Curriculum policies, such as: Personal Social and Health Education (PSHE)

## **3. Monitoring and Review**

- a. Asterdale Primary School will review this policy at least annually.
  - i. The policy will also be revised following any national or local policy requirements, any child protection concerns or any changes to the technical infrastructure
- b. We will ensure that we regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.
- c. To ensure they have oversight of online safety, the head teacher will be informed of online safety concerns, as appropriate.
- d. The named Governor for safeguarding will report on a regular basis to the governing body on online safety incidents, including outcomes.
- e. Any issues identified will be incorporated into the school's action planning.

## **4. Roles and Responsibilities**

- a. The school has appointed John O'Leary to be the Online Safety and Designated Safeguarding Lead along with a designated governor as the Online Safety representative.
- b. Asterdale Primary School recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

### **4.1 The leadership and management team will:**

- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Ensure there are appropriate and up-to-date policies regarding online safety; including a Code of conduct and/or an Acceptable Use Policies, which covers acceptable use of technology.
- Ensure that suitable and appropriate filtering and monitoring systems are in place.
- Work with technical staff to monitor the safety and security of school systems and

networks.

- Ensure that online safety is embedded within a progressive whole school curriculum, which enables all pupils to develop an age-appropriate understanding of online safety.
- Support the Designated Safeguarding Lead by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.
- Ensure there are robust reporting channels for the school 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. Audit and evaluate online safety practice to identify strengths and areas for improvement.

#### **4.2 The Online Safety Lead along with the Designated Safeguarding Lead (DSL) will:**

- Act as a named points of contact on all online safeguarding issues and liaise with other members of staff or other agencies, as appropriate.
- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the school community, as appropriate.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training.
- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.
- Ensure that online safety is promoted to parents, carers and the wider community, through a variety of channels and approaches.
- Maintain records of online safety concerns, as well as actions taken, as part of the schools safeguarding recording mechanisms.
- Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies and procedures.
- Report online safety concerns, as appropriate, to the management team and Governing Body.
- Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with stakeholder input.
- Meet at least twice annually with the governor with a lead responsibility for online safety.

#### **4.3 It is the responsibility of all members of staff to:**

- Contribute to the development of online safety policies.
- Read and adhere to the online safety policy and Acceptable Use Policies.
- Take responsibility for the security of school systems and the data they use, or have access to.
- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery, wherever possible.

- Have an awareness of a range of online safety issues and how they may be experienced by the children in their care.
- Identify online safety concerns and take appropriate action by following the school's safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.
- Take personal responsibility for professional development in this area.

#### **4.4 It is the responsibility of staff managing the technical environment to:**

- Provide technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Implement appropriate security measures (*including password policies and encryption*) to ensure that the school's IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.
- Ensure that the schools filtering policy is applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.
- Report any filtering breaches to the DSL and leadership team, as well as, the school's Internet Service Provider or other services, as appropriate.
- Ensure that any safeguarding concerns, identified through monitoring or filtering breaches are reported to the DSL, in accordance with the school's safeguarding procedures.

#### **4.5 It is the responsibility of pupils (at a level that is appropriate to their individual age, ability and vulnerabilities) to:**

- Engage in age appropriate online safety education opportunities.
- Contribute to the development of online safety policies.
- Read and adhere to the school AUPs.
- Respect the feelings and rights of others both on and offline.
- Take responsibility for keeping themselves and others safe online.
- Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues.

#### **4.6 It is the responsibility of parents and carers to:**

- Read the school Acceptable Use Policies and encourage their children to adhere to them.
- Support the school in their online safety approaches by discussing online safety issues with their children and reinforce appropriate, safe online behaviours at home.
- Role model safe and appropriate use of technology and social media.

- Abide by the school's home-school agreement and/or Acceptable Use Policies. Identify changes in behaviour that could indicate that their child is at risk of harm online.
- Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online.
- Contribute to the development of the school online safety policies.
- Use school systems, such as Class Dojo and email, safely and appropriately.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

## 5. Education and Engagement Approaches

### 5.1 Education and engagement with pupils

The school will establish and embed a progressive online safety curriculum throughout the whole school, to raise awareness and promote safe and responsible internet use amongst pupils by:

- c. Ensuring education regarding safe and responsible use precedes internet access.
- d. Including online safety in the PSHE, SRE and Computing programmes of study, covering use both at home school and home.
- e. Reinforcing online safety messages whenever technology or the internet is in use.
- f. Educating pupils in the effective use of the internet to research; including the skills of knowledge location, retrieval and evaluation.
- g. Teaching pupils to be critically aware of the materials they read and shown how to validate information before accepting its accuracy

The school will support pupils to read and understand the Acceptable Use Policy in a way which suits their age and ability by:

- Displaying acceptable use posters in all rooms with internet access.
- Informing pupils that network and internet use will be monitored for safety and security purposes and in accordance with legislation.
- Rewarding positive use of technology by pupils.
- Implementing appropriate peer education approaches.
- Providing online safety education and training as part of the transition programme across the key stages and when moving between establishments.
- Seeking pupil voice when writing and developing school online safety policies and practices, including curriculum development and implementation.
- Using support, such as external visitors, where appropriate, to complement and support the schools internal online safety education approaches.

#### 5.1.1 Vulnerable Pupils

- Asterdale Primary School is aware that some pupils are considered to be more vulnerable online due to a range of factors. This may include, but is not limited to

children in care, children with Special Educational Needs and Disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss.

- Asterdale Primary School will ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable pupils.
- Asterdale Primary School will seek input from specialist staff as appropriate, including the SENDCO, PSHE and Computing leads.

## **5.2 Training and engagement with staff**

The school will:

- Provide and discuss the online safety policy with all members of staff as part of induction.
- Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates via online training modules and staff meetings.
  - This will cover the potential risks posed to pupils (Content, Contact and Conduct) as well as our professional practice expectations.
- Make staff aware that school systems are monitored and activity can be traced to individual users; staff will be reminded to behave professionally and in accordance with school's policies when accessing school systems and devices.
- Make staff aware that their online conduct out of school, including personal use of social media, could have an impact on their professional role and reputation within school.
- Highlight useful educational resources and tools which staff should use, according to the age and ability of the pupils.
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting pupils, colleagues or other members of the school community.

## **5.3 Awareness and engagement with parents and carers**

- Asterdale Primary School recognises that parents and carers have an essential role to play in enabling children to become safe and responsible users of the internet and associated technologies.
- The school will build a partnership approach to online safety with parents and carers by:
  - Providing information and guidance on online safety in a variety of formats. This will include offering specific online safety awareness training and highlighting online safety at other events such as parent evenings, transition events and in the school newsletter.
  - Drawing their attention to the school online safety policy and expectations in newsletters, letters, our prospectus and on our website.
  - Requesting that they read online safety information as part of joining our

school, for example, within our home school agreement.

- Requiring them to read the school Acceptable Use Policy and discuss its implications with their children.

## 6. Reducing Online Risks

- h. Asterdale Primary School recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace. We will:
  - i. Regularly review the methods used to identify, assess and minimise online risks.
  - ii. Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in school is permitted.
  - iii. Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material.
  - iv. Due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via a school computer or device.
- i. All members of the school community are made aware of the school's expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community. This is clearly outlined in the school's Acceptable Use Policy and highlighted through a variety of education and training approaches.

## 7. Safer Use of Technology

### 7.1 Classroom Use

- Asterdale Primary School uses a range of technology. This includes access to:
  - Computers, laptops, iPads and other digital devices
  - Internet which may include search engines and educational websites
  - Email
  - Digital cameras, web cams and video cameras
- All school owned devices will be used in accordance with the school's Acceptable Use Policy and with appropriate safety and security measures in place:
  - i-boss filtering & monitoring software to filter online content
- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- The school will use age appropriate search tools (Kiddle), following an informed risk assessment, to identify which tool best suits the needs of our community.
- 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.
- Supervision of pupils will be appropriate to their age and ability.
  - **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.
  - **Key Stage 2**
    - Pupils will use age-appropriate search engines and online tools.
    - Children will be directed by the teacher to online materials and resources which support the learning outcomes planned for the pupils' age and ability.

## 7.2 Managing Internet Access

- The school will maintain a written record of users who are granted access to the school's devices and systems.
- All staff, pupils and visitors will read and sign an Acceptable Use Policy before being given access to the school computer system, IT resources or internet.

## 7.3 Filtering and Monitoring

- All school owned devices will be used in accordance with the school's Acceptable Use Policy and with appropriate safety and security measures in place:
  - i-boss filtering & monitoring software to filter online content
  - i-boss filtering & monitoring software to customise content access for children and staff.

Note: A guide for education settings about establishing 'appropriate levels' of filtering and monitoring can be found at: [www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring](http://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring)

### 7.3.1 Decision Making

- Asterdale Primary School governors and leaders have ensured that the school has age and ability appropriate filtering and monitoring in place, to limit children's exposure to online risks.
- The governors and leaders are aware of the need to prevent "over blocking", as that may unreasonably restrict what children can be taught, with regards to online activities and safeguarding.
- The school's decision regarding filtering and monitoring has been informed by a risk assessment, taking into account our school's specific needs and circumstances.
- Changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the leadership team; all changes to the filtering policy are logged and

recorded.

- The leadership team will ensure that regular checks are made to ensure that the filtering and monitoring methods are effective and appropriate.
- All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard pupils; effective classroom management and regular education about safe and responsible use is essential.

### **7.3.2 Filtering**

- The school uses i-boss filtering & monitoring software which blocks sites which can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature.
  - The school filtering system blocks all sites on the [Internet Watch Foundation \(IWF\)](#) list.

#### *Dealing with Filtering breaches*

- The school has a clear procedure for reporting filtering breaches.
  - If pupils discover unsuitable sites, they will be required to show or report this immediately to a member of staff.
  - The member of staff will report the concern (including the URL of the site if possible) to the Designated Safeguarding Lead and/or technical staff.
  - The breach will be recorded on the Safeguarding and Child Protection Software for Schools (CPOMS) and escalated as appropriate.
  - Parents/carers will be informed of filtering breaches involving their child.
- Any material that the school believes is illegal will be reported immediately to the appropriate agencies, such as: IWF, Derby Police or CEOP.

### **7.3.4 Monitoring**

- The school will appropriately monitor internet use on all school owned or provided internet enabled devices. This is achieved through:
  - Physical supervision of children whilst using electronic devices online.
  - Staff access to all pupil accounts to monitor saved files.
  - External technician, computing lead, online safety lead and designated safeguarding lead having admin rights to access staff accounts should a need arise.
- The school has a clear procedure for responding to concerns identified via monitoring approaches:
  - Concerns to be reported to the designated safeguarding lead who will decide on a course of action.
  - If the concern involves the designated safeguarding lead, this should be reported to the online safety lead who will in turn report to the governor responsible for online safety.
- 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.

## **7.4 Managing Personal Data Online**

- Personal data will be recorded, processed, transferred and made available online in accordance with General Data Protection Regulations (GDPR) and Data Protection legislation.
  - Full information can be found in the data protection policy.

## **7.5 Security and Management of Information Systems**

- The school takes appropriate steps to ensure the security of our information systems, including:
  - Virus protection being updated regularly.
  - Encryption for personal data sent over the Internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems.
  - Not using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use.
  - Not downloading unapproved software to work devices or opening unfamiliar email attachments.
  - Regularly checking files held on the school's network.
  - The appropriate use of user logins and passwords to access the school network.
  - All users are expected to log off or lock their screens/devices if systems are unattended.

### **7.5.1 Password policy**

- 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.
- All pupils must use a specific login and password to access the student drive on laptops.
- We require all users to:
  - Use strong passwords for access into our system.
  - Change their passwords on request to the IT technician should they feel it has been compromised.
  - Always keep their password private; users must not share it with others or leave it where others can find it.
  - Not to login as another user at any time.

## **7.6 Managing the Safety of the School Website**

- The school will ensure that information posted on our website meets the requirements as identified by the Department for Education (DfE).
- The school will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual

property rights; privacy policies and copyright.

- Staff or pupils' personal information will not be published on our website; the contact details on the website will be the school address, email and telephone number.
- The administrator account for the school website will be secured with an appropriately strong password.
- Teachers will have a separate login and secure password to enable them to gain access to edit the school website.
- The school will post appropriate information about safeguarding, including online safety, on the school website for members of the community.

## **7.7 Publishing Images and Videos Online**

- The school will ensure that all images and videos shared online are used in accordance with the associated policies, including (but not limited to): the Image use policy, Data security, AUPs, Codes of conduct, Social media and Use of personal devices and mobile phones.

## **7.8 Managing Email**

- Members of staff are provided with e-mail accounts. Staff e-mail addresses take the form [firstinitial.surname@asterdale.odysseyct.org.uk](mailto:firstinitial.surname@asterdale.odysseyct.org.uk)
- Access to school email systems will always take place in accordance with Data protection legislation and in line with other school policies, including: Confidentiality, Acceptable Use Policies and Code of conduct.
  - The forwarding of any chain messages/emails is not permitted. Spam or junk mail will be blocked and reported to the email provider.
  - Any electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email.
  - School email addresses and other official contact details will not be used for setting up personal social media accounts.
- Members of the school community will immediately tell the designated safeguarding lead if they receive offensive communication, and this will be recorded in the school safeguarding files/records.
- Excessive social email use can interfere with teaching and learning and will be restricted; access to external personal email accounts may be blocked in school.
- The school will have a secure online system for reporting wellbeing and pastoral issues. This inbox will be managed by designated and trained staff.

### **7.8.1 Staff**

- The use of personal email addresses by staff for any official school business is not permitted.
  - All members of staff are provided with a specific school email address, to use for all official communication.

- Members of staff are encouraged to have an appropriate work life balance when responding to email, especially if communication is taking place between staff and pupils and parents.

### **7.8.2 Pupils**

- Pupils will use school provided email accounts for educational purposes.
- Pupils will sign an Acceptable Use Policy and will receive education regarding safe and appropriate email etiquette before access is permitted.

## **7.9 Educational use of Video conferencing and/or Webcams**

- Asterdale Primary School recognises that video conferencing and/or use of webcams can be a challenging activity but brings a wide range of learning benefits.
  - All video conferencing and/or webcam equipment will be switched off when not in use and will not be set to auto-answer.
  - Video conferencing 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.
  - Video conferencing contact details will not be posted publically.
  - School video conferencing equipment will not be taken off school premises without prior permission from the DSL.
  - Staff will ensure that external video conferencing opportunities and/or tools are suitably risk assessed and will ensure that accounts and systems used to access these events are safe and secure.
  - Video conferencing equipment and webcams will be kept securely and, if necessary, locked away or disabled when not in use.

### **7.9.1 Users**

- Parents and carers consent will be obtained prior to pupils taking part in videoconferencing activities.
- Pupils will ask permission from a teacher before making or answering a videoconference call or message.
- Videoconferencing will be supervised.
- 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.
- The unique log on and password details for the videoconferencing services will only be issued to members of staff and should be kept securely, to prevent unauthorised access.

### **7.9.2 Content**

- When recording a videoconference lesson, it should be made clear to all parties at the start of the conference and written permission will be obtained from all participants; the reason for the recording must be given and recorded material

will be stored securely.

- If third party materials are included, the school will check that recording is permitted 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, staff will check that the material they are delivering is appropriate for the class.

## **7.10 Management of online messaging systems**

- Asterdale Primary School also uses Class Dojo as its messaging and communication system between staff and parents.
- Leaders and staff will regularly monitor the usage of Class Dojo in all areas, ensuring communications are appropriate in content and restricted to appropriate times when outside school hours.
- Only current members of staff and parents will have access to Class Dojo for purposes of communication. When staff and/or pupils' leave the school, their account or rights to the specific school account within Class Dojo will be disabled.
- Pupils and staff will be advised about acceptable conduct and use when using Class Dojo.
- Any concerns about content on the Class Dojo will be recorded and dealt with in the following ways:
  - The user will be asked to remove any material deemed to be inappropriate or offensive.
  - If the user does not comply, the material will be removed by a member of staff.
  - Access to Class Dojo for the user may be suspended.
  - The user will need to discuss the issues with a member of leadership before reinstatement.
  - If the content is considered to be illegal, then the school will respond in line with existing child protection procedures.
- A visitor may be invited onto Class Dojo by a member of the leadership to grant rewards; in this instance, there may be an agreed focus or a limited time slot.
- 

## **7.11 Management of Applications which Record Children's Progress**

- The school uses Insight to track pupil's progress and share appropriate information with parents and carers.
- The head teacher is ultimately responsible for the security of any data or images held of children. As such, they will ensure that tracking systems are appropriately risk assessed prior to use, and that they are used in accordance with GDPR and

data protection legislation.

- To safeguard data:
  - Only school 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.
  - School devices will be appropriately encrypted if taken off site to reduce the risk of a data security breach in the event of loss or theft.
  - All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
  - Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

## **8. Use of Personal Devices and Mobile Phones**

- Asterdale Primary School recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers, but technologies need to be used safely and appropriately within school.

### **8.1 Expectations**

- All use of personal devices and mobile phones will take place in accordance with the law and other appropriate school policies, including, but not limited to: Anti-bullying Policy, Safeguarding Policy, Social Media Policy, Acceptable Use Policies (AUP), Behaviour Policy & Data Protection Policy.
- Electronic devices of any kind that are brought onto site are the responsibility of the user at all times.
  - All members of Asterdale Primary School community are advised to take steps to protect their mobile phones or devices from loss, theft or damage; the school accepts no responsibility for the loss, theft or damage of such items on school premises.
  - All members of Asterdale Primary School community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.
- Mobile phones and personal devices are not permitted to be used in specific areas within the school site such as medical rooms & toilets.
- The sending of abusive or inappropriate messages/ content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our Behaviour policy.
- All members of Asterdale Primary School community are 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 Safeguarding Policy.

## **8.2 Staff Use of Personal Devices and Mobile Phones**

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant school policy and procedures, such as: Confidentiality, Child protection, Data Protection and Acceptable use.
- Staff will be advised to:
  - Keep mobile phones and personal devices in a safe and secure place during lesson time.
  - Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
  - Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times.
  - Not use personal devices during teaching periods, unless written permission has been given by the head teacher, such as in emergency circumstances.
  - Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting pupils or parents and carers.
  - Any pre-existing relationships, which could undermine this, will be discussed with the Designated Safeguarding Lead.
- Staff will not use personal devices, such as: mobile phones, tablets or cameras:
  - To take photos or videos of pupils and will only use work-provided equipment for this purpose.
  - Directly with pupils, and will only use work-provided equipment during lessons/educational activities.
- If a member of staff breaches the school policy, 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, the police will be contacted.

## **8.3 Pupils' Use of Personal Devices and Mobile Phones**

- Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.
- Asterdale Primary School does not allow children to have mobile devices in school unless written permission has been given and the device is locked in the school office under the supervision of members of staff.
- If a pupil needs to contact his/her parents or carers, a member of staff will do this using a school telephone.
  - Parents are advised to contact their child via the school office during school

hours.

- If a pupil breaches the school policy, the phone or device will be confiscated and will be held in a secure place.
  - School staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene the school's Behaviour or Bullying policy, or could contain youth produced sexual imagery (sexting).
  - Searches of mobile phone or personal devices will only be carried out in accordance with the school's policy. See: [www.gov.uk/government/publications/searching-screening-and-confiscation](http://www.gov.uk/government/publications/searching-screening-and-confiscation))
  - Pupils' mobile phones or devices may be searched by a member of the leadership team, with the consent of the pupil or a parent/carer. Content may be deleted or requested to be deleted, if it contravenes school policies.
  - Mobile phones and devices that have been confiscated will be released to parents or carers at the discretion of the senior leadership team.
  - 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, the device will be handed over to the police for further investigation.

## **8.4 Visitors' Use of Personal Devices and Mobile Phones**

- Parents, carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with the school's Acceptable Use Policy and other associated policies, such as: Anti-bullying, Behaviour and Safeguarding.
- The school will ensure appropriate signage and information is provided to inform parents, carers and visitors of expectations of use.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the Designated Safeguarding Lead of any breaches of school policy.

## **8.5 Officially provided mobile phones and devices**

- Members of staff will be issued with a work phone number and email address, where contact with pupils or parents/ carers is required.
- School mobile phones and devices will be suitably protected via a passcode/password/pin and must only be accessed or used by members of staff.
- School mobile phones and devices will always be used in accordance with the Acceptable Use Policy and other relevant policies.

# **9. Responding to Online Safety Incidents and Concerns**

All members of the school community will be made aware of the reporting procedure

for online safety concerns, including: breaches of filtering, youth produced sexual imagery (sexting), cyberbullying and illegal content.

- j. All members of the community must respect confidentiality and the need to follow the official school procedures for reporting concerns.
  - i. Pupils, parents and staff will be informed of the school's complaints procedure and staff will be made aware of the whistleblowing procedure.
- k. The school requires staff, parents, carers and pupils to work in partnership to resolve online safety issues.
- l. After any investigations are completed, the school will debrief, identify lessons learnt and implement any policy or curriculum changes as required.
- m. If the school is unsure how to proceed with an incident or concern, the DSL will seek advice from the Education Safeguarding Team.
- n. Where there is suspicion that illegal activity has taken place, the school will contact the Education Safeguarding Team or Derby City Police using 101, or 999 if there is immediate danger or risk of harm.
- o. If an incident or concern needs to be passed beyond the school community (for example if other local schools are involved or the public may be at risk), the school will speak with Derby City Police and/or the Education Safeguarding Team first, to ensure that potential investigations are not compromised.

### **9.1 Concerns about Pupils Welfare**

- The DSL will be informed of any online safety incidents involving safeguarding or child protection concerns.
  - The DSL will record these issues in line with the school's child protection policy.
- The DSL will ensure that online safety concerns are escalated and reported to relevant agencies in line with the Derby Safeguarding Children Board thresholds and procedures.
- The school will inform parents and carers of any incidents or concerns involving their child, as and when required.

### **9.2 Staff Misuse**

- Any complaint about staff misuse will be referred to the head teacher.
- Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- Appropriate action will be taken in accordance with the Behaviour policy and Code of conduct.

## **10. Procedures for Responding to Specific Online Incidents or Concerns**

### **10.1 Youth Produced Sexual Imagery or "Sexting"**

- Asterdale Primary School recognises youth produced sexual imagery (known as "sexting") as a safeguarding issue; therefore all concerns will be

reported to and dealt with by the Designated Safeguarding Lead.

- The school will follow the advice as set out in the non-statutory UKCCIS guidance: [‘Sexting in schools and colleges: responding to incidents and safeguarding young people’](#) and [KSCB](#) guidance: “Responding to youth produced sexual imagery”.
- Asterdale Primary School will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of ‘sexting’ by implementing preventative approaches, via a range of age and ability appropriate educational methods.
- The school will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.

#### **10.1.1 Dealing with ‘Sexting’**

- If the school are made aware of an incident involving the creation or distribution of youth produced sexual imagery, the school will:
  - Act in accordance with our Safeguarding policy and the relevant Derby City Local Authority’s safeguarding procedures.
  - Immediately notify the Designated Safeguarding Lead.
  - Store the device securely.
    - If an indecent image has been taken or shared on the school network or devices, the school will take action to block access to all users and isolate the image.
  - Carry out a risk assessment which considers any vulnerability of pupil(s) involved; including carrying out relevant checks with other agencies.
  - Inform parents and carers, if appropriate, about the incident and how it is being managed.
  - Make a referral to Specialist Children’s Services and/or the Police, as appropriate.
  - Provide the necessary safeguards and support for pupils, such as offering counselling or pastoral support.
  - Implement appropriate sanctions in accordance with the school’s Behaviour policy, but taking care not to further traumatise victims where possible.
  - Consider the deletion of images in accordance with the UKCCIS: [‘Sexting in schools and colleges: responding to incidents and safeguarding young people’](#) guidance.
    - Images will only be deleted once the school has confirmed that other agencies do not need to be involved; and are sure that to do so would not place a child at risk or compromise an investigation.
  - Review the handling of any incidents to ensure that best practice was implemented; the leadership team will also review and update any management procedures, where necessary.
- The school will take action regarding youth produced sexual imagery, regardless of whether the incident took place on/off school premises, using school or personal equipment.
- The school will not:
  - View any 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 this case, the image will only be viewed by the Designated Safeguarding Lead and their justification for viewing the image will be clearly documented.
- Send, share, save or make copies of content suspected to be an indecent image of children (i.e. youth produced sexual imagery) and will not allow or request pupils to do so.

## **10.2 Online Child Sexual Abuse and Exploitation**

- Asterdale Primary School will ensure that all members of the community are aware of online child sexual abuse, including: exploitation and grooming; the consequences; possible approaches which may be employed by offenders to target children and how to respond to concerns.
- Asterdale Primary School recognises online child sexual abuse as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- The school will implement preventative approaches for online child sexual abuse via a range of age and ability appropriate education for pupils, staff and parents/carers.
- The school will ensure that all members of the community are aware of the support available regarding online child sexual abuse, both locally and nationally.
- The school will ensure that the 'Click CEOP' report button is visible and available to pupils and other members of the school community on the school website.

### **10.2. 1 Dealing with Online Child Sexual Abuse and Exploitation**

- If the school are made aware of incident involving online sexual abuse of a child, the school will:
  - Act in accordance with the school's Safeguarding policy and the relevant Derby City Local Authority's procedures.
  - Immediately notify the Designated Safeguarding Lead.
  - Store any devices involved securely.
  - Immediately inform Derby City police via 101 (or 999 if a child is at immediate risk)
  - Carry out a risk assessment which considers any vulnerabilities of pupil(s) involved (including carrying out relevant checks with other agencies).
  - Inform parents/carers about the incident and how it is being managed.
  - Make a referral to Specialist Children's Services (if required/ appropriate).
  - Provide the necessary safeguards and support for pupils, such as, offering counselling or pastoral support.
  - Review the handling of any incidents to ensure that best practice is implemented; school leadership team will review and update any management procedures, where necessary.
- The school will take action regarding online child sexual abuse, regardless of whether the incident took place on/off school premises, using school or

personal equipment.

- Where possible pupils will be involved in decision making and if appropriate, will be empowered to report concerns such as via the Click CEOP report : [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/)
- If the school is unclear whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Derby Police.
- If the school is made aware of intelligence or information which may relate to child sexual exploitation (on or offline), it will be passed through to the [Child Sexual Exploitation Team](#) (CSET) by the Designated Safeguarding Lead.
- If pupils at other schools are believed to have been targeted, the school will seek support from Derby Police and/or the Education Safeguarding Team first to ensure that potential investigations are not compromised.

### 10.3 Indecent Images of Children (IIOC)

- Asterdale Primary School will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC).
- The school will take action regarding IIOC on school equipment and/or personal equipment, even if access took place off site.
- The school will take action to prevent accidental access to IIOC by using an internet Service provider (ISP) which subscribes to the Internet Watch Foundation block list and by implementing appropriate filtering, firewalls and anti-spam software.
- If the school is unclear if a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice immediately through Derby City Police and/or the Education Safeguarding Team.
- If made aware of IIOC, the school will:
  - Act in accordance with the schools child protection and safeguarding policy and the relevant Derby City Local Authority procedures.
  - Immediately notify the school Designated Safeguard Lead.
  - Store any devices involved securely.
  - Immediately inform appropriate organisations, such as the Internet Watch Foundation (IWF), Derby City police or the LADO.
- If made aware that a member of staff or a pupil has been inadvertently exposed to indecent images of children whilst using the internet, 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.
  - Report concerns, as appropriate to parents and carers.

- If made aware that indecent images of children have been found on the school devices, 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.
  - Report concerns, as appropriate to parents and carers.
- If made aware that a member of staff is in possession of indecent images of children on school devices, the school will:
  - Ensure that the head teacher is informed.
  - Inform the Local Authority Designated Officer (LADO) and other relevant organisations in accordance with the school policy.
  - Quarantine any devices until police advice has been sought.

#### **10.4 Cyberbullying**

- Cyberbullying, along with all other forms of bullying, will not be tolerated at Asterdale Primary School.
- Full details of how the school will respond to cyberbullying are set out in the Anti-bullying policy.

#### **10.5 Online Hate**

- Online hate content, directed towards or posted by, specific members of the community will not be tolerated at Asterdale Primary School and will be responded to in line with existing school policies, including Anti-bullying and Behaviour.
- All members of the community will be advised to report online hate in accordance with relevant school policies and procedures.
- The Police will be contacted if a criminal offence is suspected.
- If the school is unclear on how to respond, or whether a criminal offence has been committed, the Designated Safeguarding Lead will obtain advice through the Education Safeguarding Team and/or Derby City Police.

#### **10.6 Online Radicalisation and Extremism**

- The school will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in school.
- If the school is concerned that a child or parent/carer may be at risk of

radicalisation online, the Designated Safeguarding Lead will be informed immediately and action will be taken in line with the Safeguarding policy.

- If the school is concerned that member of staff may be at risk of radicalisation online, the Head teacher will be informed immediately and action will be taken in line with school policy.

## 11. Useful Links for Educational Settings

### National Links and Resources

- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)
- CEOP:
  - [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
  - [www.ceop.police.uk](http://www.ceop.police.uk)
- Childnet: [www.childnet.com](http://www.childnet.com)
- Get Safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)
- Lucy Faithfull Foundation: [www.lucyfaithfull.org](http://www.lucyfaithfull.org)
- NSPCC: [www.nspcc.org.uk/online-safety](http://www.nspcc.org.uk/online-safety)
  - ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
  - Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- The Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
  - Professional Online Safety Helpline:  
[www.saferinternet.org.uk/about/helpline](http://www.saferinternet.org.uk/about/helpline)
- 360 Safe Self-Review tool for schools: [www.360safe.org.uk](http://www.360safe.org.uk)