

All Saints Catholic High School

Online Safety Policy

Mission: <https://www.allsaints.sheffield.sch.uk/our-ethos/>

Policy Aims

This online safety policy has been written by All Saints Catholic High School, involving staff governors, students and parents/carers building on the government's safer internet advice centre for online safety with specialist advice from the Sheffield online safety department.

It takes into account the DfE statutory guidance "Keeping Children Safe in Education" updated Sept 2020, and the Sheffield online safeguarding procedures.

The purpose of All Saints Catholic High School online safety policy is to

- Safeguard and protect all members of All Saints Catholic High 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

Links with other policies and practices

This policy links with a number of other policies, practices and action plans including:

- Anti-bullying policy
- Code of conduct
- Behaviour policy
- Safeguarding policy
- General Data Protection Regulations policy and privacy notices
- Curriculum policies
- Social Media Policy
- Email protocol

The responsibilities of the staff, DSL, Network support, students and parents

- All Saints Catholic High School recognises that all members of the community have important roles and responsibilities to play with regard to online safety. Staff will adhere to ensuring safe practice respond and appropriately to online safety concerns
- The school has appointed Mr D Stokes, as Designated Safeguarding Lead (DSL) to liaise with the online safety coordinator
- The Network support team will 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. They will ensure that the schools filtering policy is applied, updated on a regular basis as well as reporting any filtering breaches to the DSL and leadership team, as well as, the school's Internet Service Provider or other services, as appropriate
- Students will engage in age appropriate online safety education opportunities and read and adhere to the school Acceptable Use Policy (AUP) which promotes taking responsibility for keeping themselves and others safe online
- Parents or carers will sign the home school agreement in support of our partnership to work together to keep their children safe online

Management of the information systems which includes the school website, school portals and gateways, and email system

The school takes appropriate steps to ensure the security of our information systems, including:

- Ensuring that information posted on our website meets the requirements as identified by the Department for Education (DfE)
- Staff or students' personal information will not be published on our website in line with GDPR
- The School uses Microsoft Sharepoint/ Office 365 as its official learning platform. The school uses SIMS to track student progress and share appropriate information with parents and carers. The school also uses CPOMS to record, for internal purposes, incidents relating to child protection which is password protected for all users.
- Virus protection is updated regularly and system backup is frequent
- Not downloading unapproved software to work devices or opening unfamiliar email attachments.
- Regularly carrying out network health checks
- The appropriate use of user logins and passwords to access the school network
- Access to school email systems will always take place in accordance with Data protection legislation and in line with other school policies

Appropriate and safe use of the internet and devices in the classroom

- The School uses a wide range of technology. All school owned devices will be used in accordance with the school's AUP and with appropriate safety and security measures in place. See Appendix 1 and 2 for acceptable use policies
- The school will ensure that the use of internet-derived materials, by staff and students, complies with copyright law and acknowledge the source of information.
- Supervision of students will be appropriate to their age and ability.

Official and personal use of social media

The expectations regarding safe and responsible use of social media applies to all members of All Saints Catholic High School community. Staff and students will adhere to the social media policy. Safe and appropriate use of social media is taught as part of an embedded students support programme.

Personal devices and mobile phones

The School recognises that personal communication through mobile technologies is an accepted part of everyday life for students, staff and parents/carers, but technologies need to be used safely and appropriately within school. See Appendix 3 and 4 for use of personal devices in school.

Education of the school community about online safety

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 students by:

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

Internet filtering

The 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 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.

Responding to online safety incidents or 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. The school requires staff, parents, carers and students to work in partnership to resolve online safety issues. After any investigations are completed, the school will debrief, identify lessons learnt and implement any policy or curriculum changes as required. See Appendix 4 showing the flow chart for reporting online safety concerns.

Procedures for Responding to Specific Online Incidents or Concerns

Dealing with safeguarding incidents

If the school is made aware of an incident involving the following issues the school will act in accordance with the school's Safeguarding policy and Sheffield Safeguarding Team's procedures.

Youth Produced Sexual Imagery or 'Sexting'

- All Saints Catholic High 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'.
- The 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.

Online Child Sexual Abuse and Exploitation

- All Saints Catholic High 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.
- The 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 students, 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 students and other members of the school community. This is accessed via the school website and the intranet.

Indecent Images of Children (IIOC)

- All Saints Catholic High 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 Sheffield Police and/or the Education Safeguarding Team. If made aware of IIOC, the school will act in accordance with the school's safeguarding policy and the relevant Sheffield Safeguarding procedures.

Cyberbullying

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

Online Hate

Online hate content, directed towards or posted by, specific members of the community will not be tolerated at All Saints Catholic High 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 safeguarding policy and procedures.

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. Students will complete a programme delivered by the pastoral team.

Monitoring and evaluating

The effectiveness of this policy is reviewed through the systematic process of whole school review.

Review procedures

This policy will be reviewed every two years by the Curriculum and Student Welfare committee.

Appendix 1

Online safety Acceptable Use Policy – Student, parent or carer

The use of technology has an important role in the learning and teaching process. At All Saints Catholic High School we acknowledge that using the internet and other technologies have great benefits and that it is important to balance those benefits with an awareness of the potential risks. The school is committed to safeguarding and the well-being of our students.

We expect that all students;

- will take responsibility for learning about the benefits and risks of using the Internet and other technologies in school and at home
- will take responsibility for their own and each other's safe and responsible use of technology in school and at home, including judging the risks posed by the personal technology owned and used outside of school
- will ensure they respect the feelings, rights, values and intellectual property of other students in their use of technology in school and at home
- will understand that if they send emails, text messages or use social network sites to bully, intimidate or spread gossip about other students and staff then the student could be excluded
- should understand what action they should take if they feel worried, uncomfortable, and vulnerable or at risk whilst using technology in school and at home, or if they know of someone to whom this is happening
- should discuss Online safety issues with family and friends in an open and honest way
- will understand that their files, communications and Internet activity will be monitored and checked at all times
- will know that the **uploading or posting information, images or video relating to staff or students onto any social network sites is strictly prohibited. Students must not send messages, or create content, that could bring the school into disrepute.**

The decision to exclude a student will be taken in the following circumstances. The highlighted extract is taken from the All Saints Catholic High School Exclusion Policy which states:

- ***The use of electronic technology to record, without permission of a member of staff, images of buildings, students or staff at All Saints Catholic High School.***
- ***Uploading to the internet images or written content concerning All Saints Catholic High School without the permission of a member of the School's Leadership team.***
- ***Sustained acts of bullying, including 'cyber' bullying***

If you require a printed copy of the full Online safety policy please contact Mr J. Prosser, Online safety coordinator by email enquiries@allsaints.sheffield.sch.uk

For the student

As a student at All Saints, I understand what is expected of me in relation to Online safety and I accept there may be consequences if I do not use technologies appropriately.

Name (Please print)

Signature

For the Parent/ Carer

As the Parent/ Carer we agree to the terms and conditions of the Acceptable Use Policy and we will support the school in any decision that it may need to take.

Name (Please print)

Signature

Appendix 2

Online safety Acceptable Use Policy – Staff

The use of technology has an important role in the learning and teaching process. At All Saints Catholic High School we acknowledge that using the internet and other technologies have great benefits and that it is important to balance those benefits with an awareness of the potential risks. The school is committed to safeguarding and the well-being of our students and staff.

We expect that Staff will;

- take responsibility for learning about the benefits and risks of using the Internet and other technologies in school
- take responsibility for their own and each other's safe and responsible use of technology in school, including judging the risks posed by the personal use of technology owned and used outside of school
- ensure that digital media is stored only on the school managed network
- ensure they respect the feelings, rights, values and intellectual property of other staff and students in their use of technology in school
- understand that if they send emails or text messages that relate to work that they do so in a responsible and professional manner. It is prohibited for staff to communicate with students on roll via social network sites
- understand what action they should take if they feel worried, `uncomfortable, vulnerable or at risk in relation to Online safety incidents
- understand that their files, communications and Internet activity via the school network and ICT systems should only relate to their work

If you wish to see the full Online safety policy please contact Mr J. Prosser, Online safety coordinator by email j.prosser@allsaints.sheffield.sch.uk

Appendix 3	Students in Key Stage 3, 4 and 5	Staff
Personal mobile phones brought into school	Students allowed	Staff allowed
Mobile phones used in lessons	Students not allowed	Staff allowed at certain times
Mobile phones used outside of lessons	Students in KS3 &4 not allowed Students in KS5 allowed discrete use	Staff allowed (discrete)
Recording of digital media on personal equipment	Students not allowed except to record their own work under strict staff supervision	Staff not allowed
Recording of digital media on school devices	Students allowed	Staff allowed
Storage of school related digital media on personal devices	Students not allowed	Staff not allowed
Storage of school related digital media on school devices such as network drives	Students allowed	Staff allowed
Copying or transfer of digital media out of school (exceptions include key pieces of assessed work)	Students not allowed	Staff not allowed
Use of hand-held devices such as PDAs, MP3 players or personal gaming consoles	Students allowed at certain times	Staff allowed
Use of personal email addresses in school	Students not allowed	Staff allowed (discrete)
Use of school email address for personal correspondence	Students not allowed	Staff not allowed
Use of online chat rooms	Students not allowed	Staff to ensure that this activity does not engage any students
Use of instant messaging services	Students not allowed	Staff allowed
Use of blogs, Wikis and podcasts	Students allowed at certain times	Staff allowed (for professional reasons)
Use of Social networking sites	Students not allowed	
Use of video conferencing or other online video meetings	Students allowed at certain times (under high control)	Staff allowed
Any other technologies that the school wishes to consider	Students allowed at certain times (under high control)	Staff allowed

Appendix 4

Reporting Online safety incidents in school

