E-Safety and Acceptable Use of the Internet Policy

Applies to:	
Author (s)	JMP
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Committee Responsible	Education Committee
References (including legal and others eg ISBA)	
ISI Reg:	
Other related polices and documents	

Contents

Introduction

Leicester High aims to make full use of all tools available to support the growth and development of students and staff. This includes the use of technology, including the internet. We are also committed to working in partnership with parents to ensure students are safe and are supported outside of the School building.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in the School's activities.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

Summaries of the key legislation and guidance are available on:

- online abuse [https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse]
- bullying [https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying]
- child protection. [https://learning.nspcc.org.uk/child-protection-system]

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times

We recognise that:

- the online world provides everyone with many opportunities; however it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using [name of organisation]'s network and devices
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

Filtering and Monitoring

Leicester High School for Girls aims to provide a safe environment to learn and work, including when online. Filtering and monitoring are important parts of the school's safeguarding arrangements and it is vital that all staff understand the expectations, applicable roles and responsibilities in relation to filtering and monitoring.

Staff, pupils, parents and visitors should be aware that the school's filtering and monitoring systems apply to all users, all school owned devices and any device connected to the school's WiFi networks. Deliberate access, or an attempt to access, prohibited or inappropriate content, or attempting to circumvent the filtering and monitoring systems will be dealt with under the Staff Code of Conduct or the Behaviour Policy, as appropriate.

The IT team will routinely check that the filtering and monitoring systems are operating effectively – these checks must be recorded along with any appropriate action. The DSL team receive live email alerts, including a screenshot, when certain key words are typed and act accordingly.

The school's filtering system blocks internet access to harmful sites and inappropriate content. The filtering system will block access to child sexual abuse material, unlawful terrorist content, adult content as well as, but not limited to, anything deemed unsuitable for school by the DSL or

Leadership teams. If there is a good educational reason why a particular website, application, or form of content should not be blocked a pupil should contact the relevant member of teaching staff, who will then contact the DSL team for their consideration.

The school will monitor the activity of all users across all of the school's devices or any device connected to the school's WiFi networks allowing individuals to be identified. In line with the school's Data Protection Policy and Privacy Notice, the IT Staff will monitor the logs daily. Any incidents should be acted upon and recorded. If there is a safeguarding concern, this should be reported to the DSL immediately. Teaching staff should notify their Head of Department and the DSL if they are teaching material which might generate unusual internet traffic activity.

Staff:

If any member of staff has any concern about the effectiveness of the filtering and monitoring system, they must report the matter to the DSL immediately in line with the Safeguarding and Child Protection Policy; particularly if they have received a disclosure of access to, or witnessed someone accessing, harmful or inappropriate content. If any member of staff accidentally accesses prohibited or otherwise inappropriate content, they should proactively report the matter to the DSL.

While the filtering and monitoring system has been designed not to unreasonably impact on teaching and learning, no filtering and monitoring system can be 100% effective. Teaching staff should notify the head of their department and the DSL if they believe that appropriate teaching materials are being blocked.

Pupils:

Pupils must report any accidental access to materials of [a violent or sexual nature or that are otherwise inappropriate to the DSL or appropriate teacher. Deliberate access to any inappropriate materials by a pupil will be dealt with under the school's Behaviour Policy. Pupils should be aware that all internet usage via the school's systems [and its Wi-Fi network] is monitored.

Certain websites are automatically blocked by the school's filtering system. If this causes problems for schoolwork / research purposes, pupils should contact a member of the IT staff for assistance.

Find out more about:

- safeguarding children who come from Black, Asian and minoritised ethnic communities [https://learning.nspcc.org.uk/safeguarding-child-protection/children-from-black-asian-minoritised-ethnic-communities]
- safeguarding d/Deaf and disabled children and young people [https://learning.nspcc.org.uk/safeguarding-child-protection/deaf-and-disabled-children]
- safeguarding LGBTQ+ children and young people [https://learning.nspcc.org.uk/safeguarding-child-protection/lgbtq-children-young-people]
- safeguarding children with special educational needs and disabilities (SEND) [https://learning.nspcc.org.uk/safeguarding-child-protection-schools/safeguarding-children-with-special-educational-needs-and-disabilities-send]

We will seek to keep children and young people safe by:

- appointing an online safety coordinator in the School [Deputy Head in the Senior School and Head of Juniors in the Junior School]
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents or carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child or young person
- reviewing and updating the security of our information systems regularly
- ensuring that usernames, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.
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If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term. Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- child protection
- procedures for responding to concerns about a child or young person's wellbeing
- dealing with allegations of abuse made against a child or young person
- managing allegations against staff and volunteers
- code of conduct for staff and volunteers
- anti-bullying policy and procedures
- staff code of conduct, including information about the use of technology

Online Safety Agreement

Leicester High understands the importance of children being able to use the internet for education and personal development. This includes social media platforms, games and apps. We aim to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

This agreement is part of our overarching code of behaviour for children and young people and staff and volunteers. It also fits with our overarching online safety policy.

More information about online safety is available from https://www.nspcc.org.uk/keeping-children-safe/online-safety

If you have any questions or concerns please speak to your child's Form Tutor.

Young person's agreement

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my Form Tutor.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not reveal my passwords to anyone.
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/or Form Tutor and am accompanied by a trusted adult.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to my Form Tutor.

I understand that my internet use at Leicester High School will be monitored and logged and can be made available to staff. I understand that these rules are designed to keep me safe and that if I choose not to follow them, Leicester High School may contact my parents/carers.