

# Online Safety Policy



<b>Approved by:</b>	CEO	<b>Date:</b> 18/03/24
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<b>Last reviewed on:</b>	18 <sup>th</sup> March 2025
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<b>Next review due by:</b>	17 <sup>th</sup> March 2026
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## 1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

### The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

**Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism

**Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

**Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and

**Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

## 2. Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#) and [cyber-bullying: advice for headteachers and school staff](#)
- [\[Relationships and sex education\]](#)

It also refers to the DfE's guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so

### **3. Roles and responsibilities**

#### **3.1 Governing bodies**

The trustee board has overall responsibility for monitoring this policy and holding the Head of School to account for its implementation.

The Local Governing Board will co-ordinate regular meetings with appropriate staff to discuss online safety and monitor online safety with the designated safeguarding lead (DSL).

All trustees will:

- Ensure that they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3)
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole school or college approach to safeguarding and related policies and/or procedures
- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

#### **3.2 The Head of School**

The head of school is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

#### **3.3 The designated safeguarding lead**

Details of the school's designated safeguarding lead (DSL) and deputies are set out in our child protection and safeguarding policies as well as relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the head of school in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the head of school, VOXIT and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school child protection policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and/or external services if necessary

- Providing regular reports on online safety in school to the headteacher and/or trustees This list is not intended to be exhaustive.

### **3.4 The ICT service**

VOXIT is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure students are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a half termly basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy

This list is not intended to be exhaustive.

### **3.5 All staff and volunteers**

All staff, including contractors and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2)
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline and maintaining an attitude of 'it could happen here'

This list is not intended to be exhaustive.

### **3.6 Parents**

Parents are expected to:

- Notify a member of staff or the head of school of any concerns or queries regarding this policy

- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendices 1 and 2)

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? – [UK Safer Internet Centre](#)
- Hot topics – [Childnet International](#)
- Parent resource sheet – [Childnet International](#)

### **3.7 Visitors and members of the community**

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 3).

## **4. Educating pupils about online safety**

Pupils will be taught about online safety as part of the curriculum:

In **Key Stage 3**, pupils will be taught to:

- Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy
- Recognise inappropriate content, contact and conduct, and know how to report concerns

Pupils in **Key Stage 4** will be taught:

- To understand how changes in technology affect safety, including new ways to protect their online privacy and identity
- How to report a range of concerns
- By the **end of secondary school**, pupils will know:
  - Their rights, responsibilities and opportunities online, including that the same expectations of behaviour apply in all contexts, including online
  - About online risks, including that any material someone provides to another has the potential to be shared online and the difficulty of removing potentially compromising material placed online
  - Not to provide material to others that they would not want shared further and not to share personal material which is sent to them
  - What to do and where to get support to report material or manage issues online
  - The impact of viewing harmful content
  - That specifically sexually explicit material (e.g. pornography) presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others and negatively affect how they behave towards sexual partners

- That sharing and viewing indecent images of children (including those created by children) is a criminal offence which carries severe penalties including jail
- How information and data is generated, collected, shared and used online
- How to identify harmful behaviours online (including bullying, abuse or harassment) and how to report, or find support, if they have been affected by those behaviours
- How people can actively communicate and recognise consent from others, including sexual consent, and how and when consent can be withdrawn (in all contexts, including online)

The safe use of social media and the internet will also be covered in other subjects where relevant.

## **5. Educating parents about online safety**

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents.

The school will let parents know:

- What systems the school uses to filter and monitor online use
- What their children are being asked to do online, including the sites they will be asked to access and who from the school (if anyone) their child will be interacting with online

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff or the headteacher.

## **6. Cyber-bullying**

### **6.1 Definition**

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of 1 person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

### **6.2 Preventing and addressing cyber-bullying**

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Tutors will discuss cyber-bullying with their tutor groups.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying..

All staff and trustees receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

The school also sends information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

### **6.3 Examining electronic devices**

The head of school and any member of staff authorised to do so can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

- Poses a risk to staff or pupils, and/or
- Is identified in the school rules as a banned item for which a search can be carried out, and/or
- Is evidence in relation to an offence

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the headteacher/DSL
- Explain to the pupil why they are being searched, how the search will happen, and give them the opportunity to ask questions about it
- Seek the pupil's cooperation

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

- Cause harm, and/or

- Undermine the safe environment of the school or disrupt teaching, and/or
- Commit an offence

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL / head of school / other member of the senior leadership team to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, and/or
- The pupil and/or the parent refuses to delete the material themselves

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- **Not** view the image
- Confiscate the device and report the incident to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on [screening, searching and confiscation](#) and the UK Council for Internet Safety (UKCIS) guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on [searching, screening and confiscation](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- Our behaviour policy

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

## **7. Acceptable use of the internet in school**

All pupils, parents, staff, and trustees are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 to 3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 to 3.



### **7.1. Pupils using mobile devices in school**

Pupils may bring mobile devices into school but are not permitted to use them during lessons.

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see appendices 1 and 2).

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy.

### **7.2. Staff using work devices outside school**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date by always installing the latest updates

Staff members must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 3.

Work devices must be used solely for work activities.

Random checks will be carried out by the CFO on staff mobile phones to check that they are being used appropriately

If staff have any concerns over the security of their device, they must seek advice from VOXIT/DSL

### **7.3 How the school will respond to issues of misuse**

Where a student misuses the school's ICT systems or internet, we will follow the procedures set out in our policies on behaviour and safeguarding. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff code of conduct/disciplinary policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

## **8. Training**

All new staff members will receive training, as part of their induction, safeguarding, prevent and child on child abuse. Our behaviour policy and acceptable use agreement

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
  - Abusive, harassing, and misogynistic messages
  - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
  - Sharing of abusive images and pornography, to those who don't want to receive such content
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse
- Develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

The DSL and deputy will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Trustees will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

## **9. Monitoring arrangements**

Staff should report any concerns about online safety to the DSL and should log them on the CPOMS portal as per the safeguarding policy.

This policy will be reviewed every year by the DSL in collaboration with VOXIT. At every review, the policy will be shared with the trustee board. The review (such as the one available [here](#)) will be supported by an annual risk assessment that considers

and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

## 10 . Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- [Child Protection Policy 2024.25.docx](#)
- Behaviour policy  
[Behaviour Management Policy .docx](#)
- Staff disciplinary procedures  
[Staff Capability, Discipline and Grievance Procedure - School.docx](#)
- Data protection policy and privacy notices  
[GDPR Policy.docx](#)
- Complaints procedure  
[GDPR Policy.docx](#) [Policy.doc](#)
- ICT and internet acceptable use policy  
[ICT Policy & Internet Policy.docx](#)

## Appendix 1: Facebook cheat sheet for staff

**Do not accept friend requests from pupils on social media**

### 10 rules for school staff on Facebook

1. Change your display name – use your first and middle name, use a maiden name, or put your surname backwards instead
2. Change your profile picture to something unidentifiable, or if you don't, ensure that the image is professional
3. Check your privacy settings regularly
4. Be careful about tagging other staff members in images or posts
5. Don't share anything publicly that you wouldn't be just as happy showing your pupils
6. Don't use social media sites during school hours
7. Don't make comments about your job, your colleagues, our school or your pupils online – once it's out there, it's out there
8. Don't associate yourself with the school on your profile (e.g. by setting it as your workplace, or by 'checking in' at a school event)

9. Don't link your work email address to your social media accounts. Anyone who has this address (or your personal email address/mobile number) is able to find you using this information
  10. Consider uninstalling the Facebook app from your phone. The app recognises WiFi connections and makes friend suggestions based on who else uses the same WiFi connection (such as parents or pupils)
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### Check your privacy settings

- Change the visibility of your posts and photos to **'Friends only'**, rather than 'Friends of friends'. Otherwise, pupils and their families may still be able to read your posts, see things you've shared and look at your pictures if they're friends with anybody on your contacts list
- Don't forget to check your **old posts and photos** – go to [bit.ly/2MdQXMN](https://bit.ly/2MdQXMN) to find out how to limit the visibility of previous posts
- The public may still be able to see posts you've **'liked'**, even if your profile settings are private, because this depends on the privacy settings of the original poster
- **Google your name** to see what information about you is visible to the public
- Prevent search engines from indexing your profile so that people can't **search for you by name** – go to [bit.ly/2zMdVht](https://bit.ly/2zMdVht) to find out how to do this
- Remember that **some information is always public**: your display name, profile picture, cover photo, user ID (in the URL for your profile), country, age range and gender

### What to do if ...

#### A pupil adds you on social media

- In the first instance, ignore and delete the request. Block the pupil from viewing your profile
- Check your privacy settings again, and consider changing your display name or profile picture
- If the pupil asks you about the friend request in person, tell them that you're not allowed to accept friend requests from pupils and that if they persist, you'll have to notify senior leadership and/or their parents. If the pupil persists, take a screenshot of their request and any accompanying messages
- Notify the senior leadership team or the headteacher about what's happening

#### A parent adds you on social media

- It is at your discretion whether to respond. Bear in mind that:
  - Responding to 1 parent's friend request or message might set an unwelcome precedent for both you and other teachers at the school
  - Pupils may then have indirect access through their parent's account to anything you post, share, comment on or are tagged in
- If you wish to decline the offer or ignore the message, consider drafting a stock response to let the parent know that you're doing so

**You're being harassed on social media, or somebody is spreading something offensive about you**

- **Do not** retaliate or respond in any way
- Save evidence of any abuse by taking screenshots and recording the time and date it occurred
- Report the material to Facebook or the relevant social network and ask them to remove it
- If the perpetrator is a current pupil or staff member, our mediation and disciplinary procedures are usually sufficient to deal with online incidents
- If the perpetrator is a parent or other external adult, a senior member of staff should invite them to a meeting to address any reasonable concerns or complaints and/or request they remove the offending comments or material
- If the comments are racist, sexist, of a sexual nature or constitute a hate crime, you or a senior leader should consider contacting the police

## Appendix 2: Acceptable use of the internet: agreement for parents and carers

Acceptable use of the internet: agreement for parents and carers	
<b>Name of parent/carers:</b>	
<b>Name of child:</b>	
<p>Online channels are an important way for parents/carers to communicate with, or about, our school.</p> <p>The school uses the following channels:</p> <ul style="list-style-type: none"><li>• Our official Facebook page</li><li>• Email/text groups for parents</li></ul> <p>Parents/carers also set up independent channels to help them stay on top of what's happening in their child's class. For example, chats (through apps such as WhatsApp).</p>	
<p>When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will:</p> <ul style="list-style-type: none"><li>• Be respectful towards members of staff, and the school, at all times</li><li>• Be respectful of other parents/carers and children</li><li>• Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure</li></ul> <p>I will not:</p> <ul style="list-style-type: none"><li>• Use private groups, the school's Facebook page, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues unless they are raised in an appropriate way</li><li>• Use private groups, the school's Facebook page, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident</li><li>• Upload or share photos or videos on social media of any child other than my own, unless I have the permission of the other children's parents/carers</li></ul>	
<b>Signed:</b>	<b>Date:</b>

## Appendix 3: Acceptable use agreement for older pupils

Acceptable use of the school's ICT facilities and internet: agreement for pupils and parents/carers	
<b>Name of pupil:</b>	
<p><b>When using the school's ICT facilities and accessing the internet in school, I will not:</b></p> <ul style="list-style-type: none"><li>• Use them for a non-educational purpose</li><li>• Use them without a teacher being present, or without a teacher's permission</li><li>• Use them to break school rules</li><li>• Access any inappropriate websites</li><li>• Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)</li><li>• Use chat rooms</li><li>• Open any attachments in emails, or follow any links in emails, without first checking with a teacher</li><li>• Use any inappropriate language when communicating online, including in emails</li><li>• Share any semi-nude or nude images, videos or livestreams, even if I have the consent of the person or people in the photo/video</li><li>• Share my password with others or log in to the school's network using someone else's details</li><li>• Bully other people</li></ul> <p>I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.</p> <p>I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.</p> <p>I will always use the school's ICT systems and internet responsibly.</p> <p>I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.</p>	
<b>Signed (pupil):</b>	<b>Date:</b>
<p><b>Parent/carer agreement:</b> I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.</p>	
<b>Signed (parent/carer):</b>	<b>Date:</b>

## Appendix 4: Acceptable use agreement for younger pupils

Acceptable use of the school's ICT facilities and internet: agreement for pupils and parents/carers	
Name of pupil:	
<p><b>When I use the school's ICT facilities (like computers and equipment) and go on the internet in school, I will not:</b></p> <ul style="list-style-type: none"><li>• Use them without asking a teacher first, or without a teacher in the room with me</li><li>• Use them to break school rules</li><li>• Go on any inappropriate websites</li><li>• Go on Facebook or other social networking sites (unless my teacher said I could as part of a lesson)</li><li>• Use chat rooms</li><li>• Open any attachments in emails, or click any links in emails, without checking with a teacher first</li><li>• Use mean or rude language when talking to other people online or in emails</li><li>• Send any photos, videos or livestreams of people (including me) who aren't wearing all of their clothes</li><li>• Share my password with others or log in using someone else's name or password</li><li>• Bully other people</li></ul> <p>I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I'm following the rules.</p> <p>I will tell a teacher or a member of staff I know immediately if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.</p> <p>I will always be responsible when I use the school's ICT systems and internet.</p> <p>I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.</p>	
Signed (pupil):	Date:
<p><b>Parent/carer agreement:</b> I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.</p>	
Signed (parent/carer):	Date:



## Appendix 5: Acceptable use agreement for staff, trustees, volunteers and visitors

Acceptable use of the school's ICT facilities and the internet: agreement for staff, governors, volunteers and visitors	
Name of staff member/trustee/volunteer/visitor:	
<p>When using the school's ICT facilities and accessing the internet in school, or outside school on a work device, I will not:</p> <ul style="list-style-type: none"><li>• Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)</li><li>• Use them in any way which could harm the school's reputation</li><li>• Access social networking sites or chat rooms</li><li>• Use any improper language when communicating online, including in emails or other messaging services</li><li>• Install any unauthorised software, or connect unauthorised hardware or devices to the school's network</li><li>• Share my password with others or log in to the school's network using someone else's details</li><li>• Share confidential information about the school, its pupils or staff, or other members of the community</li><li>• Access, modify or share data I'm not authorised to access, modify or share</li><li>• Promote private businesses, unless that business is directly related to the school</li></ul>	
<p>I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.</p> <p>I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.</p> <p>I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.</p> <p>I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.</p>	
Signed (staff member/trustee/volunteer/visitor):	Date:

## Appendix 6: Glossary of cyber security terminology

These key terms will help you to understand the common forms of cyber attack and the measures the school will put in place. They're from the National Cyber Security Centre (NCSC) [glossary](#).

TERM	DEFINITION
<b>Antivirus</b>	Software designed to detect, stop and remove malicious software and viruses.
<b>Breach</b>	When your data, systems or networks are accessed or changed in a non-authorised way.
<b>Cloud</b>	Where you can store and access your resources (including data and software) via the internet, instead of locally on physical devices.
<b>Cyber attack</b>	An attempt to access, damage or disrupt your computer systems, networks or devices maliciously.
<b>Cyber incident</b>	Where the security of your system or service has been breached.
<b>Cyber security</b>	The protection of your devices, services and networks (and the information they contain) from theft or damage.
<b>Download attack</b>	Where malicious software or a virus is downloaded unintentionally onto a device without the user's knowledge or consent.
<b>Firewall</b>	Hardware or software that uses a defined rule set to constrain network traffic – this is to prevent unauthorised access to or from a network.
<b>Hacker</b>	Someone with some computer skills who uses them to break into computers, systems and networks.
<b>Malware</b>	Malicious software. This includes viruses, trojans or any code or content that can adversely impact individuals or organisations.
<b>Patching</b>	Updating firmware or software to improve security and/or enhance functionality.
<b>Pentest</b>	Short for penetration test. This is an authorised test of a computer network or system to look for security weaknesses.

TERM	DEFINITION
<b>Pharming</b>	An attack on your computer network that means users are redirected to a wrong or illegitimate website even if they type in the right website address.
<b>Phishing</b>	Untargeted, mass emails sent to many people asking for sensitive information (such as bank details) or encouraging them to visit a fake website.
<b>Ransomware</b>	Malicious software that stops you from using your data or systems until you make a payment.
<b>Social engineering</b>	Manipulating people into giving information or carrying out specific actions that an attacker can use.
<b>Spear-phishing</b>	A more targeted form of phishing where an email is designed to look like it's from a person the recipient knows and/or trusts.
<b>Trojan</b>	A type of malware/virus designed to look like legitimate software that can be used to hack a victim's computer.
<b>Two-factor/multi-factor authentication</b>	Using 2 or more different components to verify a user's identity.
<b>Virus</b>	Programmes designed to self-replicate and infect legitimate software programs or systems.
<b>Virtual private network (VPN)</b>	An encrypted network which allows remote users to connect securely.
<b>Whaling</b>	Highly- targeted phishing attacks (where emails are made to look legitimate) aimed at senior people in an organisation.