



TWO RIVERS
HIGH SCHOOL



Online Safety Policy

Wightwick Hall School

Review date: Spring Term 2022
Curriculum & Learning Committee

Next Review: Spring Term 2023

Roles and Responsibilities

This policy applies to all members of the school (including Staff, Students, Volunteers, Parents/Carers, Governors, Visitors, and Community Users) who have access to and are users of school ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, and within the boundaries of legal, privacy and child protection policies/procedures, to regulate the behaviour of students when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other online safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data.

The following section outlines the roles and responsibilities for online safety of individuals and groups within the school

Governors

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about online safety incidents and monitoring reports. A member of the Local Governing Board has taken on the role of Online Safety Governor: Mr D. Cody.

The role of the Online Safety Governor will include:

- Regular meetings with the Online Safety Co-ordinator (Deputy Headteacher)
- Regular monitoring of Online Safety incident log and filtering through meeting with the DSL
- Reporting to Trustee meetings

Headteacher and SLT

The Headteacher is responsible for ensuring the safety (including online safety) of members of the school community, though the day-to-day responsibility for online safety will be delegated to the Online Safety Co-ordinator: Mr Adam Elshaw.

The Headteacher is also responsible for ensuring that the Online Safety Coordinator and other relevant staff receive suitable CPD to enable them to carry out their role and train other colleagues.

The Headteacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles. Monitoring takes place on a regular basis, and any concerns are reported to the relevant bodies immediately.

The Senior Leadership Team receives regular monitoring reports from the Lead and Deputy Safeguarding Officers: Miss M Morris and Mrs S Owen.

The Headteacher and other members of the SLT should be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff. [See SSCB website – ‘Responding to Incidents of misuse, and relevant Endeavour MAT HR disciplinary procedures].

Online Safety Co-ordinator

- Takes day to day responsibility for online safety issues
- Ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- Provides advice for staff
- Liaises with Endeavour MAT / relevant body
- Liaises with ICT Technician and technical support staff
- Reports to Online Safety Governor on incidents or issues
- Reports regularly to the SLT

ICT Technician

The ICT technician is responsible for ensuring:

- That the school's ICT infrastructure is secure and is not open to misuse or malicious attack
- That the school meets the online safety technical requirements outlined in the Staffordshire Security Policy and Acceptable Usage Policy, and any relevant Online Safety Guidance
- That users only access the school's network through a properly enforced password protection policy
- That he keeps up to date with online safety technical information in order to inform and update others as relevant
- That the use of the network/internet/email is regularly monitored in order that any misuse/attempted misuse can be reported to the Headteacher, Senior Leader; Online Safety Coordinator for investigation/action/sanction
- That monitoring systems are implemented and updated

Designated Person for Child Protection

Regularly monitors the system for misuse and reports any findings to the Headteacher and Online Safety Co-ordinator. They are trained in online safety issues and be aware of the potential for serious child protection issues to arise from:

- Sharing of personal data
- Access to illegal / inappropriate materials
- Inappropriate on-line contact with adults / strangers
- Potential or actual incidents of grooming
- Cyber-bullying

Teaching and Support Staff

Are responsible for ensuring that:

- They have an up-to-date awareness of online safety matters and of the current school Online Safety Policy and practices
- They have read, understood and signed the school Staff Acceptable Use Policy Agreement (AUP)
- They report any suspected misuse or problems to the Headteacher, Online Safety Co-ordinator or ICT Technician for investigation
- Digital communications with pupils (email / Virtual Learning Environment (VLE) / voice) should be on a professional level and only carried out using official school systems
- Online safety issues are embedded in all aspects of the curriculum and other school activities
- Students follow the school Online Safety and Acceptable Use Policy
- Students uphold copyright regulations and avoid plagiarism when developing their research skills
- Monitor ICT activity in lessons, extra-curricular and extended school activities
- They are aware of online safety issues related to the use of mobile phones, cameras and handheld devices and that they monitor their use and implement current school policies with regard to these devices in lessons where internet use is pre-planned. Students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Parents and Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through newsletters, letters, website / VLE and information about national / local online safety campaigns / literature.

Parents and carers will be responsible for:

- Endorsing (by signature) the Student / Pupil Acceptable Use Policy
- Accessing the school website in accordance with the relevant school Acceptable Use Policy

Community Users

Community users who access school ICT systems / website / VLE as part of the Extended School provision will be expected to sign a Community User AUP, before being provided with access to school systems.