E-SAFETY POLICY

ODBST Level 1 Statutory Policy:	**ALL** Schools require this policy with **no changes** allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, **except** where a school contact is required as identified in the content of the policy. LGBs will **note** adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	Safeguarding and Child Protection Policy- 2023 Keeping Children Safe in Education 2023 ODBST Staff Code of Conduct 2023 Mobile Phone Policy Social Media Policy 2023
Committee responsible:	SEC
Approved by:	SEC
Date Approved:	22 November 2023
Review Date:	Autumn term 2026

1. Aim

The ODBST aims to:

- have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors;
- identify and support groups of pupils that are potentially at greater risk of harm online than others;
- 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.
- **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;
- searching, screening and confiscation.

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.

This policy also takes into account the National Curriculum computing programmes of study.

3. Roles and responsibilities

3.1 Trustees and the Local Governing Body

The Trustees of the ODBST have overall responsibility for monitoring this policy which is delegated to Local Governing Bodies who hold the headteacher to account for its implementation.

The Local Governing Body will make sure all staff undergo online safety training as part of child protection and safeguarding training, and ensure staff understand their expectations, roles and responsibilities around filtering and monitoring.

The Local Governing Body will also make sure that all staff receive regular online safety updates (via email, e-bulletins and staff meetings), as required and at least annually, to ensure they are continually provided with the relevant skills and knowledge to effectively safeguard children.

The Local Governing Body will co-ordinate regular meetings with appropriate staff to discuss online safety, requirements for training, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The Local Governing Body should ensure children are taught how to keep themselves and others safe, including keeping safe online.

The Local Governing Body must ensure the school has appropriate filtering and monitoring systems in place on school devices and school networks and will regularly review their effectiveness. The Local Governing Body will review the DfE filtering and monitoring standards, and discuss with IT staff

and service providers what needs to be done to support the school in meeting those standards, which include:

- Identifying and assigning roles and responsibilities to manage filtering and monitoring systems;
- Reviewing filtering and monitoring provisions at least annually;
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning;
- Having effective monitoring strategies in place that meet their safeguarding needs.

All Trustees and Governors will:

- ensure they have read and understand this policy;
- agree and adhere to the terms on acceptable use of the school's and ODBST ICT systems and the internet (appendix 3);
- ensure that online safety is a running and interrelated theme while devising and implementing their whole-school approach to safeguarding and related policies and 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 Headteacher/DSL

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

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

Responsibilities include:

- ensuring that staff understand this policy and that it is being implemented consistently throughout the school;
- working with the Local Governing Body to ensure the procedures and implementation are updated and reviewed regularly;
- taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks;
- working with the ICT manager to make sure the appropriate systems and processes are in place;
- working with the ICT manager and other staff, as necessary, to address any online safety issues or incidents;
- managing all online safety issues and incidents in line with the ODBST child protection policy;
- ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy;
- ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the ODBST 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 local governing body and to the Executive Safeguarding Lead;
- undertaking annual risk assessments that consider and reflect the risks children face;
- providing regular safeguarding and child protection updates, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively.
- Regularly checking monitoring and filtering systems, ensuring concerns are recorded and appropriate action is taken if required.

This list is not intended to be exhaustive.

3.3 The ICT manager

Responsibilities include:

- putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems on school devices and school networks, which are reviewed and updated at least annually to assess effectiveness and ensure pupils 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 weekly 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;
- ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the ODBST behaviour policy.

This list is not intended to be exhaustive.

3.4 All staff and volunteers

All staff, including contractors and agency staff, 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) including implementing multifactor authentication, and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2);
- knowing that the DSL is responsible for the filtering and monitoring systems and processes, and being aware of how to report any incidents of those systems or processes failing by reporting it immediately to the heafteacher.

- following the correct procedures by discussing with the Headteacher if they need to bypass the filtering and monitoring systems for educational purposes;
- working with the Headteacher to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy;
- ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the ODBST 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.

3.5 Parents/carers

Parents/carers are expected to:

- notify a member of staff or the Headteacher of any concerns or queries regarding this policy and
- 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/carers 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

3.6 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 wider curriculum offer which will include discreet teaching about online safety as well as planned opportunities elsewhere in the curriculum.

In **Key Stage (KS) 1**, pupils will be taught to:

- use technology safely and respectfully, keeping personal information private;
- identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

Pupils in **Key Stage (KS) 2** will be taught to:

- use technology safely, respectfully and responsibly;
- recognise acceptable and unacceptable behaviour;
- identify a range of ways to report concerns about content and contact.

By the **end of primary school**, pupils will know:

- that people sometimes behave differently online, including by pretending to be someone they are not;
- that the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online, including when we are anonymous;
- the rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them;
- how to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met;
- how information and data is shared and used online;
- what sorts of boundaries are appropriate in friendships with peers and others (including in a digital context);
- how to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know.

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

5. Educating parents/carers about online safety

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

Online safety will also be covered during parents' evenings.

The school will let parents/carers 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/carers 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 ODBST behaviour policy.

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, all schools will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. All schools 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.

All schools will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social and health (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) 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/carers so 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 ODBST 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 Headteacher, and any member of staff authorised to do so by the Headteacher, as set out in the ODBST behaviour policy, 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.
- 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 co-operation.

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 Headteacher 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/carer 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 Headteacher immediately, who will decide what to do next. The Headteacher 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;
- the ODBST 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.

6.4 Artificial intelligence (AI)

Generative artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard.

The ODBST recognises that AI has many uses to help pupils learn but may also have the potential to be used to bully others. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real.

The ODBST will treat any use of AI to bully pupils in line with our anti-bullying and our behaviour policy.

Staff should be aware of the risks of using AI tools whilst they are still being developed and Senior Leaders at school should carry out a risk assessment where new AI tools are being used by the school or ODBST.

7. Acceptable use of the internet in school

All pupils, parents/carers, staff, volunteers and governors 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, volunteers, governors and visitors (where relevant) to ensure they comply with the above and restrict access through filtering systems where appropriate.

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

8. Pupils using mobile devices in school

Pupils who walk home alone in Years 5 and 6 may bring mobile devices into school but are expected to switch them off and hand them in to their class teacher on arrival. Mobile phones will only be permitted elsewhere in school on exceptional grounds, for example the use of a mobile phone to support diabetes tracking.

Any mobile devices brought to 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 ODBST behaviour policy, which may result in the confiscation of their device.

9. Staff using work devices outside school or using personal devices for work related activity

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 that would violate the school's terms of acceptable use, as set out in appendix 3.

Work devices must be used solely for work activities.

If staff have any concerns over the security of their device, they must seek advice from the ICT manager.

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our ODBST behaviour policy. 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 disciplinary procedures and staff code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

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

11. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues, including cyber-bullying and the risks of online radicalisation.

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 team 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.

Governors 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.

12. Monitoring arrangements

All staff should log behaviour and safeguarding issues related to online safety on CPOMS.

This policy will be reviewed every year by the ODBST Executive Safeguarding Lead.

There should be an online safety review undertaken at school level annually and the review 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. The review and risk assessment should be shared with the local governing body and the ODBST Executive Safeguarding Lead.

13. Filtering and Monitoring Systems

All data that is created and stored on our computers, shared drives and emails is the property of the Trust and there is no official provision for individual data privacy, however wherever possible we will avoid opening personal emails in line with our statutory obligations.

The Trust has the right to monitor activity on its systems by both pupils and staff, including Internet and email use, in order to ensure system security, effective operation, provide safeguarding and to protect against misuse. It also has the right to monitor activity that will provide an accurate picture of the websites that pupils are accessing, including the duration of this access, to support with a detailed understanding of their remote learning attendance and engagement.

IT system logging will take place on all devices provided by the Trust as well as the browser of any other non - ODBST device that is logged onto our systems.

Individuals that use non-ODBST devices are responsible for ensuring that their devices are suitable for use and that other third party monitoring isn't taking place while they are logged onto ODBST systems.

Where reasonable suspicion exists of misuse or breach of this or any other policy, an investigation will take place.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 2018, the General Data Protection Regulation (GDPR), the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

Appendix 1: EYFS and KS1 suggested acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS	
Name of pupil:	

When I use the school's ICT systems (like computers) and get onto the internet in school I will:
• Ask a teacher or adult if I can do so before using them
• Only use websites that a teacher or adult has told me or allowed me to use
• Tell my teacher immediately if:
  ○ I select a website by mistake
  ○ I receive messages from people I don't know
  ○ I find anything that may upset or harm me or my friends
• Use school computers for school work only
• Be kind to others and not upset or be rude to them
• Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
• Only use the username and password I have been given
• Try my hardest to remember my username and password
• Never share my password with anyone, including my friends
• Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
• Save my work on the school network
• Check with my teacher before I print anything
• Log off or shut down a computer when I have finished using it
I agree that the school will monitor my activity on school devices and that there will be consequences if I don't follow the rules.	

Signed (pupil):	**Date:**
Parent/carer agreement: 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 will make sure my child understands these. I understand that these rules and processes still apply if my child takes a school device home and that their activity will continue to be monitored.	
Signed (parent/carer):	**Date:**

Appendix 2: KS2 suggested acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS	
Name of pupil:	
I will read and follow the rules in the acceptable use agreement policy. **When I use the school's ICT systems (like computers) and get onto the internet in school I will:** • Always use the school's ICT systems and the internet responsibly and for educational purposes only • Only use them when a teacher is present, or with a teacher's permission • Keep my usernames and passwords safe and not share these with others • Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer • Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others • Always log off or shut down a computer when I've finished working on it **I will not:** • Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity • Open any attachments in emails, or follow any links in emails, without first checking with a teacher • Use any inappropriate language when communicating online, including in emails • Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate • Log in to the school's network using someone else's details • Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision **If I bring a personal mobile phone or other personal electronic device into school:** • I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission • I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online **I agree that the school will monitor my activity on school devices, both online and offline and that there will be consequences if I don't follow the rules.**	
Signed (pupil):	**Date:**

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS	
Parent/carer's agreement: 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. I understand that these rules still apply if my child takes a school device home and that their activity will continue to be monitored by the school.	
Signed (parent/carer):	**Date:**

Appendix 3: acceptable use agreement (staff, governors, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS
Name of staff member/governor/volunteer/visitor:
When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not: • 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) • Use them in any way which could harm the school's reputation • Access social networking sites or chat rooms • Use any improper language when communicating online, including in emails or other messaging services • Install any unauthorised software, or connect unauthorised hardware or devices to the school's network • Share my password with others or log in to the school's network using someone else's details • Take photographs of pupils without checking with teachers first • Share confidential information about the school, its pupils or staff, or other members of the community • Access, modify or share data I'm not authorised to access, modify or share • Promote private businesses, unless that business is directly related to the school

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, GOVERNORS, VOLUNTEERS AND VISITORS	
I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. I agree that the school will monitor all activity on school devices and my access to school systems when done so on a personal device. I accept that my Headteacher will be informed if my activity is flagged on the monitoring software. If my activity is flagged up on the weekend, I understand that my headteacher will: Option 1 – Receive the report immediately and assess this activity inline with our acceptable use policy and code of conduct. If my activity is found to be unacceptable, the headteacher will take appropriate action. Option 2 – Receive the report first thing on Monday morning. They will then assess this activity inline with our acceptable use policy and code of conduct. If my activity is found to be unacceptable, the headteacher will take appropriate action. 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. I will enable Muti Factor Authentication for my work devices and personal devices if being used for the purpose of work inline with policy and procedures set out by the ODBST and our insurers. 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. I will always use the school's ICT systems and internet responsibly and ensure that pupils in my care do so too.	
Signed (staff member/governor/volunteer/visitor):	**Date:**

Appendix 4: online safety training needs – self-audit for staff

ONLINE SAFETY TRAINING NEEDS AUDIT	
Name of staff member/volunteer:	**Date**:
Question	**Yes/No (add comments if necessary)**
Do you know the name of the person who has lead responsibility for online safety in school?	
Are you aware of the ways pupils can abuse their peers online?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents/carers?	
Are you familiar with the filtering and monitoring systems on the school's devices and networks?	
Do you know how to set up multi-factor authentication or need guidance?	
Do you understand your role and responsibilities in relation to filtering and monitoring?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	