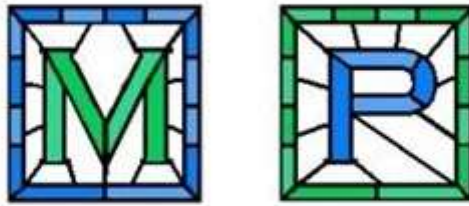


Monkfield Park



**Primary School and
Care & Learning Centre**

Online-Safety Policy and AUPs

Approved by the Governing Body in:

Summer 2024

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Background to this policy

The purpose of this policy is to describe the safeguarding measures in place for adults and children in school in relation to online safety, including:

- The policies and practice embedded in our school and followed by the whole school community
- The infrastructure and how it is set up to keep pupils safe online, including filtering, monitoring, and preventing and responding to online safety incidents
- A progressive, relevant age appropriate online safety curriculum for all pupils which (as a minimum) meets the requirements of the National Curriculum for Computing and the statutory Relationships and Health Education

Online safety in schools is primarily a safeguarding concern and not a technology one. Therefore, this policy should be viewed alongside other safeguarding policies and approaches including, but not limited to: Safeguarding and Child Protection

- Personal Social and Health Education (PSHE)
- Safer Working Practices
- Data Protection / GDPR Policy
- Anti-Bullying Policy
- School Complaints Procedure
- Whistle Blowing Policy
- [Cambridgeshire Progression in Computing Capability Materials](#)

This policy must be read alongside the staff and pupil Acceptable Use Policies (AUPs).

These AUPs outline the expectations and sanctions which apply to staff and pupil use of technology.

The development of our online safety policy involved:

- The Headteacher
- The Designated Safeguarding Lead
- The Computing Subject Leader
- Cambridgeshire Local Authority Advisor (Cambridgeshire Education ICT Service)
- The governor responsible for Safeguarding

It was presented to the governing body on and ratified on and will be formally reviewed in Summer 2027.

- This policy may also be partly reviewed and / or adapted in response to specific online safety incidents or developments in the school's use of technology. It has been shared with all staff via email, in a staff meeting, is readily available on the school network and website.
- All staff must be familiar with this policy and all staff and pupils must sign the relevant Acceptable Use Policy before being allowed to access school's systems (see appendices). As online safety is an important part of our school's approach to safeguarding, all staff have a shared responsibility to

ensure that the policy and practices are embedded. This will be monitored by the Headteacher, the Designated Safeguarding Lead and governors as appropriate.

Rationale

At Monkfield Park we believe that the use of technology in education brings great benefits. To live, learn and work successfully in an increasingly complex and information-rich society, our children must be able to use technology effectively.

The use of exciting and innovative technology tools in school and at home has been shown to support learning and promote pupil achievement. Yet at the same time, we recognise that the misuse of technology can put users of technology at risk within and outside the school.

The risks they may face can broadly be categorised into the 4 C's; **Contact, Content, Conduct, and Commerce** (*Keeping Children Safe in Education, 2023*) and may include:

- Access to harmful, illegal or otherwise unsuitable content including gaming, gambling sites, sexually explicit material and websites with extremist ideologies and images
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet, including the sharing of Self-Generated Indecent Images
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others
- Cyber-bullying
- An inability to evaluate the quality, accuracy and relevance of information on the Internet
- Plagiarism and copyright infringement
- Illegal downloading or streaming of music or video files
- Phishing or financial scams
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

While children and young people need support to keep them safe online, the risks associated with the use of technology are not restricted to just them. Online safety issues can also affect adults who work or are associated with the school and this will be referenced in more detail later in this policy.

Technologies regularly used by pupils and staff include:

Staff:

- Staff laptops / iPads / desktops - staff devices can also be used at home in accordance with the staff AUP, particularly with regard to GDPR.
- Some staff have access to MIS systems from home via a secure logon and sometimes
- Class cameras and other peripherals such as visualisers and Interactive Whiteboards
- Staff have internet access on their laptops, class desktops and iPads
- Staff laptops can be used at home in accordance with the staff AUP.

Pupils:

- Curriculum laptops / iPads and desktops in the classrooms including filtered access to the Internet and pupil level access to areas of the school network
- Cameras and peripherals including programming resources (e.g. Beebots, control equipment, KIndl Fires etc.)

Where the school changes the use of existing technology or introduces new technologies which may pose risks to users' safety, a risk assessment will be completed to show how the risk is being mitigated and reduced to an acceptable level.

The Online Safety Curriculum

When using online technologies, it is essential that children understand how to behave in a safe and responsible manner and also how to react when faced with inappropriate content or situations which make them feel uncomfortable. The need for a progressive, age appropriate online safety curriculum is clearly documented in the [National Curriculum for Computing \(England\)](#) and the statutory [Relationship and Health Education](#).

At Monkfield Park we believe that a comprehensive programme of online safety education is vital for developing our pupils' ability to use technologies safely. We believe that just as children learn how to swim by going to a swimming pool so they will learn safe life-long online behaviours by accessing and using a range of online services including the World Wide Web.

Our online safety curriculum is based on the Purple Mash scheme of work and the [Cambridgeshire PSHE Service Primary Personal Development Programme](#), with reference to UKCIS's [Education for a Connected World](#) and Natterhub.

This is achieved using a combination of:

- Discrete and embedded activities drawn from a selection of appropriate materials and is linked to demonstrating safe practice in our online learning platform.
- Key online safety messages are delivered and reinforced through cross curricular opportunities such as emailing, researching, blogging and communicating in appropriate online environments.
- Focus events to raise the profile of online safety for our pupils and school community
- A flexible curriculum which is able to respond to new challenges as they arise.

Continued Professional Development

Staff at Monkfield Park receive up-to-date information and training on online safety in the form of staff meetings and updates from the school's online safety and Designated Safeguarding Leads, as well as training from external providers where appropriate.

New staff receive information on the school's acceptable use policy as part of their induction, including advice on Protecting their Professional Reputation Online.

All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of online safety and know what to do in the event of misuse of technology by any member of the school community.

Mobile Phones and Use of Mobile Data in School

See separate Mobile Phone Policy 2024

Monitoring, and Averting Online Safety Incidents

Monkfield Park keeps children safe when using online technologies through a combination of online safety education, filtering and monitoring children's online activity and reporting incidents, including following Safeguarding procedures where appropriate.

The school's technology infrastructure is designed to minimise the risks associated with adult and pupil use of technology. Safeguards built into the school's infrastructure include:

- Secure, private EastNet internet connection with a direct link to the National Education Network. This is provided and maintained The ICT Service on behalf of the local authority.
- Managed firewalling running Unified threat management (UTM) that provides restrictions on download of software, apps and file types from known compromised sites.
- Enhanced web filtering provided to all EastNet sites as standard.
- Antivirus package provided as part of EastNet Connection.

This list should be amended appropriately if your school does not use EastNet to provide internet connectivity.

Staff also monitor pupils' use of technology and, specifically, their activity online. This is achieved through a combination of:

- Appropriate levels of supervision when pupils are using online technologies.
- Auto-generated alerts which flag up activity in specific safeguarding categories which may raise child protection concerns.
- Use of additional reporting tools to monitor and investigate pupil use of the Internet.

Staff use of the schools' internet can also be monitored and investigated where needed.

A system of staff and pupil passwords is in place to enable appropriate access to the school network. *(Edit and complete the following as appropriate)*

- All members of staff have individual, password protected logins to the school network / cloud service / MIS systems.
- Visitors to the school can access part of the school systems using a generic visitor login and password.
- The wireless network is encrypted to the standards advised by the Local Authority and the wireless key is kept securely by the school office.
- School staff and pupils are not permitted to connect personal devices to the school's wireless network and a guest wireless key is issued to visitors on a case by case basis.

Whilst we recognise that it is impossible to eliminate the risks associated with the use of technology, these safeguards are in place to help minimise these risks to an acceptable level.

Responding to Online Safety Incidents

It is important that all members of staff – teaching and non-teaching – are aware of how to respond if an online safety incident occurs or they suspect a child is at risk through their use of technology.

- Staff responses to online safety incidents must be consistent with responses to other incidents in school. This may mean that serious actions have to be taken in some circumstances.
- If an online safety incident occurs, Monkfield Park will follow its agreed procedures for responding including internal sanctions and involvement of parents (this may include the deactivation of accounts, restricted access to systems as per the school's AUPs or reporting incidents to the police and other authorities– see appendix).

In addition, the Education and Inspections Act 2006 empowers headteachers to such extent as is reasonable, to regulate the behaviour of pupils 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 which may take place outside of the school but has an impact within the school community.

- With this in mind, the Headteacher may decide to apply the sanctions and / or procedures in the relevant AUP to incidents which occur outside of schools if s/he deems it appropriate.

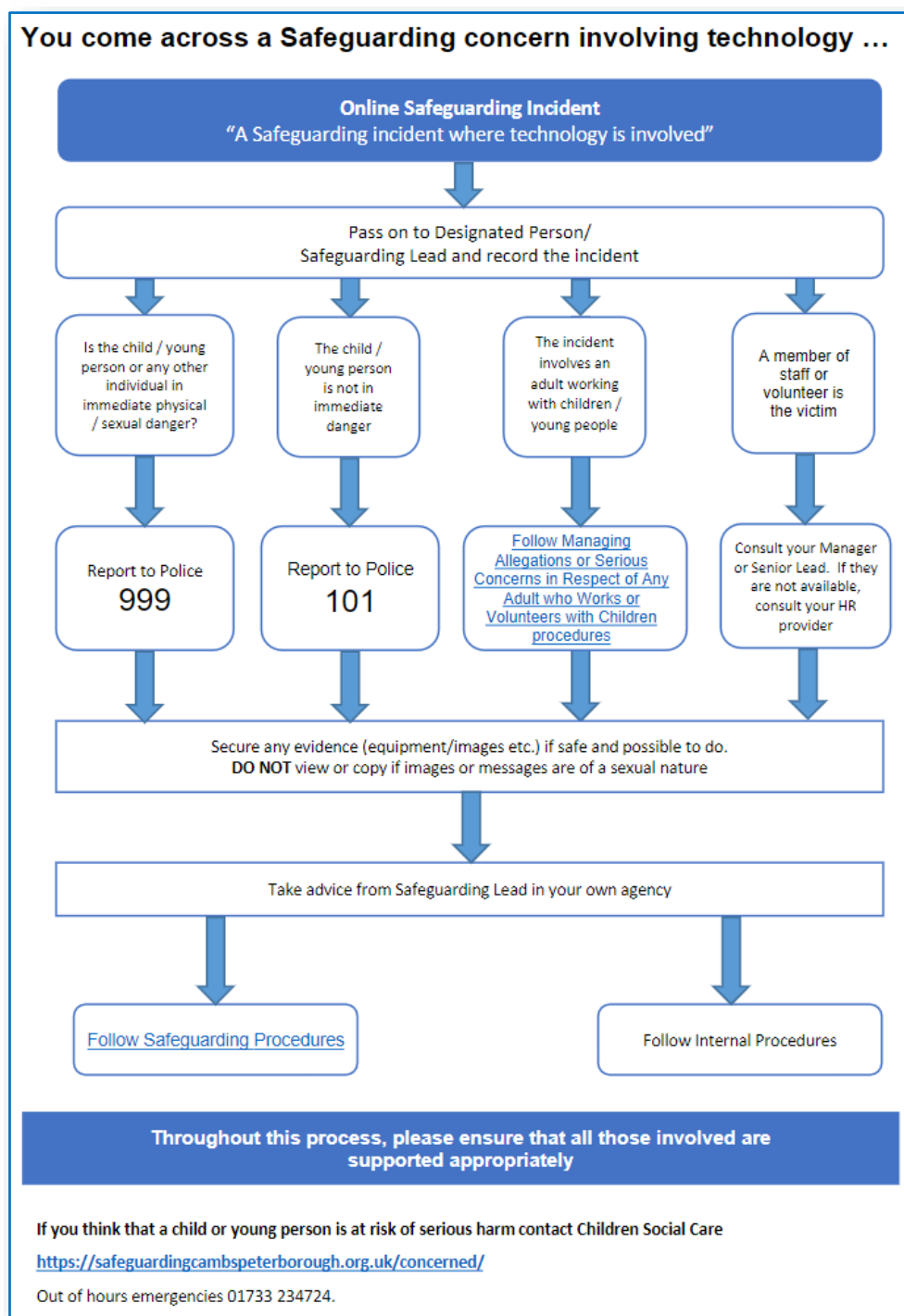
The Education Act 2011 gives school staff the powers, in some circumstances, to search personal digital devices and decide whether to delete data or files if the person thinks there is good reason to do so.

However, there is a risk that this could conflict with guidance about dealing with incidents where a child may be at risk where it may be inadvisable to delete, save or share content. The school will always seek to resolve areas of concern in line with safeguarding procedures, and with parents where appropriate, before taking any further action.

NB: In Monkfield Park, the likelihood of these types of instances occurring are already reduced as we don't allow pupils to use personal devices in school.

Where the school suspects that an incident may constitute a Safeguarding issue, the usual Safeguarding procedures will be followed. This process is illustrated below.

Figure 1. Responding to a Safeguarding Incident where Technology is Involved



Reception Acceptable Use Policy

Rules for Responsible Internet Use

- I will use the school's technology equipment safely and carefully.
- I will only use a program my teacher has said is OK.
- I will ask my teacher before taking photos or video.
- If I see or hear something on a screen which upsets me, I will always tell an adult.

I will do my best to follow these rules because I know they are there to keep me and my friends safe. If I don't follow these rules, I know that my teacher may stop me using technology at school and talk to my parents about how I use technology.

Pupil's name:

I have read and discussed these rules with my child. I will support the school in ensuring my child follows these rules to keep themselves and others safe online.

Parent signature: _____ Date ___/___/___

KS1 Acceptable Use Policy

Rules for Responsible Internet Use

- I will use the school's ICT equipment and tools (including computers, iPads, cameras, online environments e.g. Mathletics etc.) for schoolwork and homework. If I need to use the school's computers or iPads for anything else, I will ask for permission first.
- I will only use the internet and email when an adult is nearby.
- I will not share my passwords with other people and will tell my teacher if I think someone else knows them.
- I will ask an adult before opening an email from someone I don't know.
- I will not share details about myself such as surname, phone number or home address.
- I will ask if I need to change other peoples' work on the computer.
- I will try my hardest to only send messages which don't upset other people.
- I will ask my teacher before taking photos or video.
- If I see something on a screen which upsets me, I will always tell an adult.

I will do my best to follow these rules because I know they are there to keep me and my friends safe. If I don't follow these rules, I know that my teacher may stop me using technology at school and talk to my parents about how I use technology.

Pupil's name: _____ Class: _____

Pupil's signature: _____ Date: _____

I have read and discussed these rules with my child. I will support the school in ensuring my child follows these rules to keep themselves and others safe online.

Parent signature: _____

KS2 Acceptable Use Policy

Rules for Responsible Internet Use

- I will use the school's ICT equipment and tools for schoolwork and homework. If I need to use the school's computers for anything else, I will ask for permission first.
- I will only use the Internet if a teacher or teaching assistant is in the room with me.
- I will only delete my own files unless my teacher gives me permission to delete someone else's. I will not change other people's files without their permission.
- I will keep my passwords private and tell an adult if I think someone else knows them. I know that my teacher can change my schools online passwords if needed.
- I will only open e-mail attachments from people who I know or an adult has approved. If I am unsure about an attachment or e-mail, I will ask an adult for help.
- I will not give my own personal details such as surname, phone number or home address or any other personal details that could be used to identify me, my friends or my family. If I have to use an online name I will make one up!
- I will never post photographs or video clips of people I know without permission and never include names with photographs or videos.
- I will never arrange to meet someone I have only ever previously met online. It could be dangerous.
- I will not deliberately look for, save or send anything that could be unpleasant or upsetting. If I find anything via Internet, e-mail or mobile phone that is upsetting or makes me feel uncomfortable, I will tell a teacher or responsible adult.
- I will not bring in portable media e.g a mobile phone or memory stick from outside of school unless I have been given permission.

I will do my best to follow these rules because I know they are there to keep me and my friends safe.

If I don't follow these rules, my teacher may:

- Speak to me about my behaviour.

- Speak to my parents about my use of technology.
- Remove me from online communities or groups.
- Turn off my access for a little while.
- Not allow me access to use laptops / computers to access the internet or particular programmes.
- Take other action to keep me (and others) safe.

I am signing below to show that I understand and will try to abide by these rules

Name: _____ Class: _____

Signature: _____ Date: __/__/____

I have read and discussed these rules with my child. I will support the school in ensuring my child follows these rules to keep themselves and others safe online.

Parent signature: _____ Date __/__/____

SEN Monkfield Park Acceptable Use Policy

Screen 1 of 2

Internet Safety

    
Tell a parent or adult if you are using the Internet.

  
Don't tell anyone your password.

   
Beware of strangers you might meet online.

  
Do not give out personal information.

     
Do not send anyone a photo of you, your family or friends.

    
Tell an adult if you see anything worrying on the computer.

   
Do not chat to strangers on the internet.

    
Do not arrange to meet people you meet on the internet.

Star rating
★★★★★ 5.0
[Log in to rate an article](#)

[Log in to print](#)

Name: _____

Class: _____ Date: _____

Monkfield Park Staff Online-Safety Acceptable Use Policy

This policy covers the following aspects of online-safety in relation to all school staff:

- Use of school based equipment
- Social Networking
- Managing digital content
- Email
- Personal Mobile phones and devices
- Learning and teaching

All staff should read and sign this document to demonstrate that they agree with the statements.

Version Control

As part of the maintenance involved with ensuring your staff Acceptable Use Policy is updated, revisions will be made to the document. It is important that the document owner ensures the document contains the following information and that all revisions are stored centrally for audit purposes.

Date	
Author	ICT coordinator
Approved by governing body	
Next review date	September 2025

Use of school based equipment

When using the school's computing equipment and other information systems, I have understood and will comply with the following statements

- I will access the internet and other computing systems using an individual username and password, which I will keep secure. I will ensure that I log out after each session and never allow other users to access the internet through my username and password. I will report any suspicion, or evidence that there has been a breach of my personal security in relation to access to the internet or computing systems, to the online -safety coordinator.
- All passwords I create will be in accordance with the school online -safety Policy. I will ensure that I use a suitably complex password for access to the internet and computing systems.
- I will not share my passwords.
- I will seek consent from the online -safety coordinator/ headteacher/ Senior Information Risk Officer (SIRO) prior to the use of any new technologies (hardware, software, cloud-based services) within school.
- I will not search for, download, upload or forward any content that is illegal or that could be considered an offence by another user. If I encounter any such material I will report it immediately to the online -safety coordinator/ Headteacher/ SIRO.
- I will take a professional and proactive approach to assessing the effectiveness of the internet content-filtering platform in relation to the educational content that can be viewed by the pupils in my care.

- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the network manager / online -safety coordinator/ SIRO (as appropriate)
- I understand my personal responsibilities in relation to the [Data Protection Act](#) and the privacy and disclosure of personal and sensitive confidential information.
- I will take reasonable precautions to ensure that any devices (laptops, tablets, cameras, removable media or phones) are stored in a secure manner when taken off site (car / home/ other location). Devices will not be stored in a car overnight or left in sight when not in use, e.g. by an open window or on the back seat of a car. If equipment is lost or damaged staff may be required to pay the insurance excess (£150) or 50% of the cost of replacement equipment dependent on circumstances.
- I will not allow others in my home to view school data when accessing SIMS remotely.
- In line with GDPR I will not use a personal hard drive or USB stick to store any school data.
- I will ensure that any personal or sensitive information (including school related emails) taken off site will be situated on a school-owned device with appropriate technical controls such as encryption/ password protection deployed.
- Any information asset, which I create from other information systems, which could be deemed as personal or sensitive will be stored on the school network and access controlled in a suitable manner in accordance with the school data protection 2018 controls. (For example spread sheets/other documents created from information located within the school information management system).
- I will not download or install any software from the internet or from any other media which may compromise the school network or information situated on it without prior authorisation from the network manager/ SIRO.
- I understand that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the [Computer Misuse Act 1990](#) and breaches will be reported to the appropriate authorities. Remote systems will only be accessed by authorised members of staff using secure logons and secondary authentication methods e.g. key fobs.
- I understand that my files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others.

Social Networking

- I must not talk about my professional role in any capacity when using personal social media such as Facebook, Twitter and YouTube or any other online publishing websites.
- I must not use social media tools to communicate with current or former pupils under the age of 18.
- I will not use any social media tools to communicate with parents in a professional capacity and I will take all reasonable steps to ensure any online communication will not damage the schools reputation.
- I will set and maintain my profile on social networking sites to appropriate privacy levels and allow access to known friends only.
- Staff must not access social networking sites for personal use during school hours.
- If I experience any derogatory or slanderous comments relating to the school, colleagues or my professional status, I will take screenshots for evidence and escalate to the online-safety coordinator.

Managing digital content

- I will demonstrate professional, safe and responsible behaviour when creating, using and storing digital images, video and sound within school.
- I will only use school equipment to create digital images, video and sound. Digital images, video and sound will not be taken without the permission of participants; images and video will be of appropriate activities and participants will be in appropriate dress. No resources will be published online without the permission of the staff and pupils involved as detailed in the online -safety Policy/ Home School Agreement (or any other relevant policy).
- Under no circumstances will I use any personally-owned equipment for video, sound or images without prior consent from a member of the Senior Leadership Team.

- When searching for images, video or sound clips, I will ensure that I or any pupils in my care are not in breach of any [copyright licencing](#).
- I will ensure that any images, videos or sound clips of pupils are stored on the school network and never transferred to personally-owned equipment.
- I will ensure that any images taken on school-owned devices will be transferred to the school network (storage area/server) and deleted as soon as possible from the memory card.
- I will model safe and responsible behaviour in the creation and publishing of online content within the school learning platform and any other websites. In addition to this I will encourage colleagues and pupils to adopt similar safe behaviour in their personal use of blogs, wikis and online publishing sites.

Email

- I will use my school email address for all correspondence with staff, parents or other agencies and I understand that any use of the school email system will be monitored and checked. I will under no circumstances use my private email account for any school-related business.
- Communication between staff and pupils or members of the wider school community should be professional and related to school matters only.
- I will take all reasonable precautions to ensure that any posts via electronic communication by myself will not damage the reputation of my school.
- I will seek permission if I need to synchronise any school email account with a personally-owned handheld device and ensure that the device has a pin code to access.
- I will take care in opening any attachments sent by email. I will only open emails and associated attachments from trusted senders.
- Emails sent to external organisations will be written carefully and if necessary authorised before sending to protect myself. As and when I feel it necessary, I will carbon copy (cc) the head teacher, line manager or another suitable member of staff into the email.
- I will ensure that I manage my email account, delete unwanted emails and file those I need to keep in subject folders.
- I will access my school email account on a regular basis to ensure that I respond in a timely manner to communications that require my attention.

Personal Mobile phones and devices

- I will ensure that my mobile phone and any other personally-owned device is switched off or switched to 'silent' mode and out of sight during the school day.
- Bluetooth, AirDrop and other wireless communication channels should be 'hidden' or switched off and mobile phones or devices will not be used during teaching periods unless permission has been granted by a member of the Senior Leadership Team in emergency circumstances.
- I will not contact any parents or pupils on my personally-owned device.
- I will not use any personally-owned mobile device to take images, video or sound recordings of children or their work.
- I will use my mobile/device in line with the school mobile phone, cameras and technological device policy.

Learning and teaching

- In line with every child's legal entitlement I will ensure I teach an age appropriate online -safety curriculum.
- I will support and promote the school online-safety policy at all times. I will model safe and responsible behaviour in pupils when using technology to support learning and teaching.
- I will ensure that I am aware of my individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.

- I understand the importance of respecting and acknowledging copyright of materials found on the internet and will strive to model best practice in the creation of my own resources at all times.

Agreement

I have read and understood the implications and my personal responsibilities in relation to the use of computing equipment which is detailed within this policy.

I understand that if I fail to comply with this Acceptable Use Policy agreement, I could be subject to disciplinary action.

Name :
Role in School:
Signed
Date:
Accepted by: Abigail Sheldon
Date: