Trellech Primary School

'Nurture, Inspire, Achieve'

Online Safety Policy

This policy applies to all members of the school community (including staff, learners, volunteers, parents and carers, visitors, community users) who have access to and are users of school digital systems, both in and out of the school. It also applies to the use of personal digital technology on the school site (where allowed).

Version: 3

Date created: 30/04/2023

Reviewed: 19/11/25

Next review date: 14/1/26

Scope of the Online Safety Policy

This Online Safety Policy outlines the commitment of Trellech Primary School to safeguard members of our school community online in accordance with principles of open government and with the law. Schools should be aware of the legislative framework under which this Online Safety Policy template and guidance has been produced as outlined in the attached 'Legislation' Appendix.

This Online Safety Policy applies to all members of the school community (including staff, learners, volunteers, parents and carers, visitors, community users) who have access to and are users of school digital systems, both in and out of the school. It also applies to the use of personal digital technology on the school site (where allowed).

Trellech Primary School will deal with such incidents within this policy and associated behaviour and bullying prevention policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place out of school.

Online Safety Policy

The school Online Safety Policy sets expectations for the safe and responsible use of digital technologies for learning, administration, and communication. The policy:

- is regularly reviewed in a collaborative manner, taking account of online safety incidents and changes/trends in technology and related behaviours
- establishes guidance for staff in how they can use digital technologies responsibly, protecting themselves and the school and how they can use this understanding to help safeguard learners in the digital world
- describes how the school will help prepare learners to be safe and responsible users of online technologies
- establishes clear procedures to identify, report, respond to and record the misuse of digital technologies and online safety incidents, including external support mechanisms
- is supplemented by a series of related acceptable use agreements
- is made available to staff at induction and through normal communication channels
- is published on the school website

Policy development, monitoring and review

This Online Safety Policy has been reviewed by a working group made up of made up of:

- Headteacher – Mrs K Peacock
- Online Safety Lead – Miss J Light
- Senior leadership team
- Staff – including teachers and support staff

- Governors
- Parents and carers

Schedule for development, monitoring and review

This Online Safety Policy was reviewed and approved by the school governing body on: *19th November 2025.*
The implementation of this Online Safety Policy will be monitored by the: *Headteacher, Deputy headteacher, Online Safety Lead*
Monitoring will take place at least once per term.
The governing body will receive a report on the implementation of the Online Safety Policy generated by the monitoring group (which will include anonymous details of online safety incidents) annually.
The Online Safety Policy will be reviewed annually, or more regularly in the light of any significant new technological developments, new threats to online safety or incidents that have taken place. The next anticipated review date will be: 30/11/2026
Should serious online safety incidents take place, the following external persons/agencies should be informed:. *LA ICT manager, LA safeguarding officer, police etc*

Process for monitoring the impact of the Online Safety Policy

The school will monitor the impact of the policy using:

- logs of reported incidents
- monitoring logs of internet activity (including sites visited)
- internal monitoring data for network activity
- surveys/questionnaires of:
    - learners
    - parents and carers
    - staff

Policy and leadership

Responsibilities

In order to ensure the online safeguarding of members of our school community it is important that all members of that community work together to develop safe and responsible online behaviours, learning from each other and from good practice elsewhere, reporting inappropriate online behaviours, concerns and misuse as soon as these become apparent. While this will be a team effort,

the following sections outline the online safety roles and responsibilities 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 Governing Body receiving regular information about online safety incidents and monitoring reports. A member of the governing body will take on the role of Online Safety Governor to include:

- regular meetings with the Online Safety Lead
- regularly receiving (collated and anonymised) reports of online safety incidents
- checking that provision outlined in the Online Safety Policy (e.g. online safety education provision and staff training is taking place as intended)
- reporting at Governors' meetings
- occasional review of the filtering change control logs and the monitoring of filtering logs (where possible)

Headteacher

- The headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community
- The headteacher and (at least) another member of the senior leadership team 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
- The headteacher is responsible for ensuring that the Online Safety Lead and other relevant receive suitable training to enable them to carry out their roles and train other colleagues, as relevant.
- 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.
- The senior leadership team will receive regular monitoring reports from the Online Safety Lead

Online Safety Lead

The online safety lead:

- leads the Online Safety Group
- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school e-Safety policies / documents
- promotes an awareness of and commitment to online safety education across the school and beyond, and ensures that all staff are aware of the procedures that need to be followed in the event of an e-Safety incident taking place
- liaise with curriculum leaders to ensure that the online safety curriculum is planned and embedded

- receive reports of online safety incidents and create a log of incidents to inform future online safety developments
- provides (or identifies sources of) training and advice for staff, governors, parents, carers and learners.
- liaises with the Local Authority / relevant body
- meets regularly with e-Safety Governor to discuss current issues, review incident logs and if possible, filtering / change control logs
- attends relevant meeting of Governors
- reports regularly to Senior Leadership Team

Designated Safeguarding Person (HT)

NOTE: It is important to emphasise that these are *safeguarding* issues, not technical issues; the technology provides additional means for safeguarding issues to develop. Some schools may choose to combine the role of Safeguarding Officer and Online Safety Lead. The Designated Safeguarding Person should be trained in online safety issues and be aware of the potential for serious safeguarding issues to arise from:

- sharing of personal data
- access to illegal/inappropriate materials
- inappropriate online contact with adults/strangers
- potential or actual incidents of grooming
- online bullying.

Curriculum Leads

Curriculum Leads will work with the Online Safety Lead to develop a planned and coordinated online safety education programme. This will be provided through:

- a discrete programme
- the Digital Competence Framework
- personal and social education/sex and relationships education
- assemblies and pastoral programmes
- through relevant national initiatives and opportunities e.g. Safer Internet Day and Anti-bullying week

Teaching and support staff

School staff are responsible for ensuring that:

- they have an awareness of current online safety matters/trends and of the current school Online Safety Policy and practices, and understand that online safety is a core part of safeguarding
- they have read, understood and signed the staff acceptable use agreement (AUA)

- they immediately report any suspected misuse or problem to the headteacher and online safety lead for investigation, in line with the school safeguarding procedures
- all digital communications with learners and parents/carers 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 activities
- pupils understand and follow the Online Safety Policy and acceptable use agreements
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they supervise and monitor the use of digital technologies, mobile devices, cameras, etc., in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned learners are 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

Network manager/technical staff

Our school has a managed ICT service provided by an outside contractor (LA). It is the responsibility of the school to ensure that the managed service provider carries out all the e-Safety measures that would otherwise be the responsibility of the school technical staff, as suggested below. It is also important that the managed service provider is fully aware of the school e-Safety policy and procedures.

The Network Manager is responsible for ensuring that:

- they are aware of and follow the school Online Safety Policy and Technical Security Policy in order to carry out their work effectively in line with school policy
- the school technical infrastructure is secure and is not open to misuse or malicious attack
- the school meets (as a minimum) the required online safety technical requirements as identified by the local authority or other relevant body
- users may only access the networks and devices through a properly enforced password protection policy
- they keep up-to-date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- the use of the technical and communications systems is regularly monitored in order that any misuse/attempted misuse can be reported to the Headteacher or Online Safety Lead for investigation
- the filtering policy is applied and updated on a regular basis and its implementation is not the sole responsibility of any single person
- monitoring software/systems are implemented and updated as agreed in school policies

Learners

- are responsible for using the school digital technology systems in accordance with the learner acceptable use agreement
- should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- should know what to do if they or someone they know feels vulnerable when using online technology
- will be expected to know and follow the school's Online Safety Policy and Acceptable Use Agreement
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school.

Parents and carers

Parents and carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents and carers understand these issues through: parents' evenings, newsletters, letters, website / VLE and information about national / local e-Safety campaigns / literature.

Parents and carers will be encouraged to support the school in promoting good e-Safety practice and to follow guidelines on the appropriate use of:

- social media relating to posts concerning the school
- digital and video images taken at school events
- access to parents' sections of the website and on-line student / pupil records
- their children's personal devices in the school (where this is allowed)

Community users

Community users who access school systems/ website/ learning platforms as part of the wider school provision will be expected to sign a Community User AUA before being provided with access to school systems.

Online Safety Group

The online safety Group provides a consultative group that has wide representation from the school community, with responsibility for issues regarding e-Safety and monitoring the e-Safety policy including the impact of initiatives. Members of the group will include:

- Online Safety Lead

- Designated Safeguarding Person
- Link governor
- Parents representatives
- Community representatives
- Digital leaders

Members of the Online Safety Group will assist the Online Safety Lead with:

- the production/ review/ monitoring of the school Online Safety Policy/ documents
- mapping and reviewing the online safety education provision – ensuring relevance, breadth and progression and coverage of the Digital Competence Framework
- monitoring and reviewing network/ filtering/ monitoring/ incident logs, where possible
- encouraging the contribution of learners to staff awareness, recent trends and the school online safety provision
- consulting stakeholders – including staff/ parents/ pupils about the online safety provision
- monitoring improvement actions identified through use of the 360 degree safe Cymru self-review tool

Professional Standards

There is an expectation that national professional standards will be applied to online safety as in other aspects of school life i.e.

- there is a consistent emphasis on the central importance of literacy, numeracy, digital competence and digital resilience. Learners will be supported in gaining skills across all areas of learning and every opportunity will be taken to extend learners' skills and competence
- there is a willingness to develop and apply new techniques to suit the purposes of intended learning in a structured and considered approach and to learn from the experience.
- practitioners are able to reflect on their practice, individually and collectively, against nationally agreed standards of effective practice and affirm and celebrate their successes
- policies and protocols are in place for the use of online communication technology between the staff and other members of the school and wider community, using officially sanctioned school mechanisms.

Education

Young people

Digital resilience encapsulates the need to develop knowledge, skills and strategies in order for children and young people to:

- manage their online experience safely and responsibly while protecting their digital identity
- identify and mitigate risks to stay safe from harm online
- understand the importance of using reliable sources and employing critical thinking skills to identify misinformation
- seek help when they need it
- learn from their experiences and recover when things go wrong
- thrive and benefit from the opportunities the internet offers.

"Building digital resilience within our children and young people prepares them to become well-rounded and balanced citizens that recognise the impact of their actions. Ensuring our children and young people use technology responsibly to foster a culture where mental and physical health is not adversely affected by the internet is crucial."

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in e-Safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid e-Safety risks and build their resilience.

Online safety should be a focus in all areas of the curriculum and staff should reinforce e-Safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum should be provided as part of ICT / PSE / Digital Literacy lessons or other lessons and should be regularly revisited (We have adopted the WG's SOW)
- Key online safety messages should be reinforced as part of a planned programme of assemblies and activities
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be helped to understand the need for the Pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that pupils 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.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, pupils 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 LA 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 / carers

Many parents and carers have only a limited understanding of e-Safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond. The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, website, Twitter
- Parents and Carers sessions
- High profile events / campaigns e.g. Safer Internet Day
- Reference to relevant web sites / publications, e.g. https://hwb.wales.gov.uk/, www.saferinternet.org.uk/, http://www.childnet.com/parents-and-carers

Staff / Volunteers

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal e-Safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the e-Safety training needs of all staff will be carried out regularly
- All new staff should receive e-Safety training as part of their induction programme, ensuring that they fully understand the school e-Safety policy and Acceptable Use Agreements
- The e-Safety Coordinator will receive regular updates through attendance at external training events (eg from Consortium/ LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations.
- This e-Safety policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days
- The e-Safety Coordinator will provide advice / guidance / training to individuals as required.

Governors

Governors should take part in e-Safety training / awareness sessions, with particular importance for those who are members of any sub-committee / group involved in technology / e-Safety / health and safety / safeguarding . This may be offered in a number of ways:

- Attendance at training provided by the Local Authority /EAS/ National Governors Association / or other relevant organisation
- Participation in school training / information sessions for staff or parents (this may include attendance at assemblies / lessons)

All governors are provided with a Hwb account in order to use the secure tools and services available e.g. Microsoft Outlook, Teams etc., as well as appropriate application training. This negates the need for governors to use personal email accounts, thereby reducing the risk to data.

Technical

Our school has a managed ICT service provided by an outside contractor. It is the responsibility of the school to ensure that the managed service provider carries out all the e-Safety measures that would otherwise be the responsibility of the school, as suggested below. It is also important that the managed service provider is fully aware of the school online safety Policy / Acceptable Use Agreements.

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements (these may be outlined in Local Authority / other relevant body policy and guidance)
- There will be regular reviews and audits of the safety and security of school technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school technical systems and devices.
- All users will be provided with a username and secure password by Mrs K Peacock, who will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password
- The "master / administrator" passwords for the school ICT system, used by the Network Manager (or other person) must also be available to the Headteacher or other nominated senior leader and kept in a secure place (eg school safe)
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored
- The school has (if possible) provided enhanced / differentiated user-level filtering (allowing different filtering levels for different ages / stages and different groups of users – staff / pupils / etc)

- learners will use child friendly/age appropriate search engines e.g. SWGfL Swiggle
- there is an appropriate and balanced approach to providing access to online content according to role and/or need
- where personal mobile devices have internet access through the school network, content is managed in ways that are consistent with school policy and practice
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.
- An agreed policy is in place that allows staff to / forbids staff from downloading executable files and installing programmes on school devices.
- An agreed policy is in place regarding the use of removable media (eg memory sticks / CDs / DVDs) by users on school devices. Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured. (see School Personal Data Policy Template in the appendix for further detail)

Monitoring

Users are made aware, through the acceptable use agreements, that monitoring takes place. The school follows the UK Safer Internet Centre Appropriate Monitoring guidance and protects users and school systems through:

- physical monitoring (adult supervision in the classroom)
- internet use is logged, regularly monitored and reviewed
- pro-active alerts inform the school of breaches to the filtering policy, allowing effective intervention.
- where possible, school technical staff regularly monitor and record the activity of users on the school technical systems

Acceptable use

Acceptable use agreements

The Online Safety Policy and appendices define acceptable use at the school. Within the appendices there are acceptable use agreements for:

- learners – differentiated by age. Learners will be introduced to the acceptable use rules at induction, the start of each school year and regularly re-enforced during lessons, assemblies and by posters/splash screens around the school
- staff /volunteer AUAs will be agreed and signed by staff and volunteers

- parent/carer AUAs inform them of the expectations of acceptable use for their children and seek permissions for digital images, the use of cloud systems etc.
- community users that access school digital technology systems will be required to sign an AUA

The acceptable use agreements will be communicated/re-enforced through:

- staff induction and handbook
- splash screens
- posters/notices around where technology is used
- communication with parents/carers
- built into education sessions
- school website
- peer support

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

User actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not access online content (including apps, games, sites) to make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Any illegal activity for example: • Child sexual abuse imagery* • Child sexual abuse/exploitation/grooming • Terrorism • Encouraging or assisting suicide • Offences relating to sexual images i.e., revenge and extreme pornography • Incitement to and threats of violence • Hate crime • Public order offences - harassment and stalking • Drug-related offences • Weapons / firearms offences					x

User actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
	• Fraud and financial crime including money laundering					
Users shall not undertake activities that are not illegal but are classed as unacceptable in school policies:	Accessing inappropriate material/activities online in a school setting including pornography, gambling, drugs. (Informed by the school's filtering practices and/or AUAs)				X	
	Promotion of any kind of discrimination				X	
	Using school systems to run a private business				X	
	Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school				X	
	Infringing copyright				X	
	Unfair usage (downloading/uploading large files that hinders others in their use of the internet)			X	X	
	Any other information which may be offensive to others or breaches the integrity of the ethos of the school or brings the school into disrepute				X	

Consideration should be given for the following activities when undertaken for non-educational purposes:	Staff and other adults				Learners			
	Not allowed	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission/awareness
Online gaming	✓				✓			
Online shopping/commerce	✓				✓			
File sharing		✓						✓
Social media		✓			✓			

Messaging/chat		✓			✓			
Entertainment streaming e.g. Netflix, Disney+			✓		✓			
Use of video broadcasting, e.g. YouTube, Twitch, TikTok			✓		✓			
Mobile phones may be brought to school		✓						✓
Use of mobile phones in social time at school		✓			✓			
Taking photos on mobile phones/cameras	✓				✓			
Use of other personal devices, e.g. tablets, gaming devices	✓				✓			
Use of personal e-mail in school, or on school network/wi-fi			✓		✓			
Use of school e-mail for personal e-mails	✓				✓			

Communication technologies

When using communication technologies, the school considers the following as good practice:

- when communicating in a professional capacity, staff should ensure that the technologies they use are officially sanctioned by the school
- any digital communication between staff and learners or parents/carers (e-mail, social media, learning platform, etc.) must be professional in tone and content. Personal e-mail addresses, text messaging or social media must not be used for these communications.
- staff should be expected to follow good practice when using personal social media regarding their own professional reputation and that of the school and its community
- users should immediately report to a nominated person – in accordance with the school policy – the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication
- relevant policies and permissions should be followed when posting information online e.g., school website and social media. Only school e-mail addresses should be used to identify members of staff and learners.

Reporting and responding

The school has in place procedures for identifying and reporting cases, or suspected cases, of online safeguarding issues/incidents and understands that because of our day-to-day contact with children, our staff are well placed to observe the outward signs of these issues.

We ensure that every member of staff and every governor knows that they have an individual responsibility for reporting and that they are aware of the need to be alert to signs of abuse and neglect, and know how to respond to a learner who may disclose such issues.

We also understand that reporting systems do not always respond to the needs of learners and that we need to identify issues and intervene early to better protect learners.

The school will take all reasonable precautions to ensure online safety for all school users, but recognises that incidents may occur inside and outside of the school (with impact on the school) which will need intervention. The school will ensure:

- there are clear reporting routes which are understood and followed by all members of the school community which are consistent with the school safeguarding procedures, and with the whistleblowing, complaints and managing allegations policies
- all members of the school community will be made aware of the need to immediately report online safety issues/ incidents
- reports will be dealt with as soon as is practically possible once they are received
- the Designated Safeguarding Person, Online Safety Lead and other responsible staff have appropriate skills and training to deal with the various risks related to online safety
- if there is any suspicion that the incident involves child abuse images, any other illegal activity or the potential for serious harm, the incident must be escalated through the normal school safeguarding procedures and the police informed. In these circumstances any device involved should be isolated to support a potential police investigation. In addition to child abuse images such incidents would include:
    - incidents of 'grooming' behaviour
    - the sending of obscene materials to a child
    - adult material which potentially breaches the Obscene Publications Act
    - criminally racist material
    - promotion of terrorism or extremism
    - other criminal conduct, activity or materials
- As long as there is no suspected illegal activity devices may be checked using the following procedures:
- one or more senior members of staff should be involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- conduct the procedure using a designated computer that will not be used by learners and if necessary can be taken off site by the police should the need arise (should illegal activity be subsequently suspected). Use the same computer for the duration of the procedure.
- it is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the

content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see above).

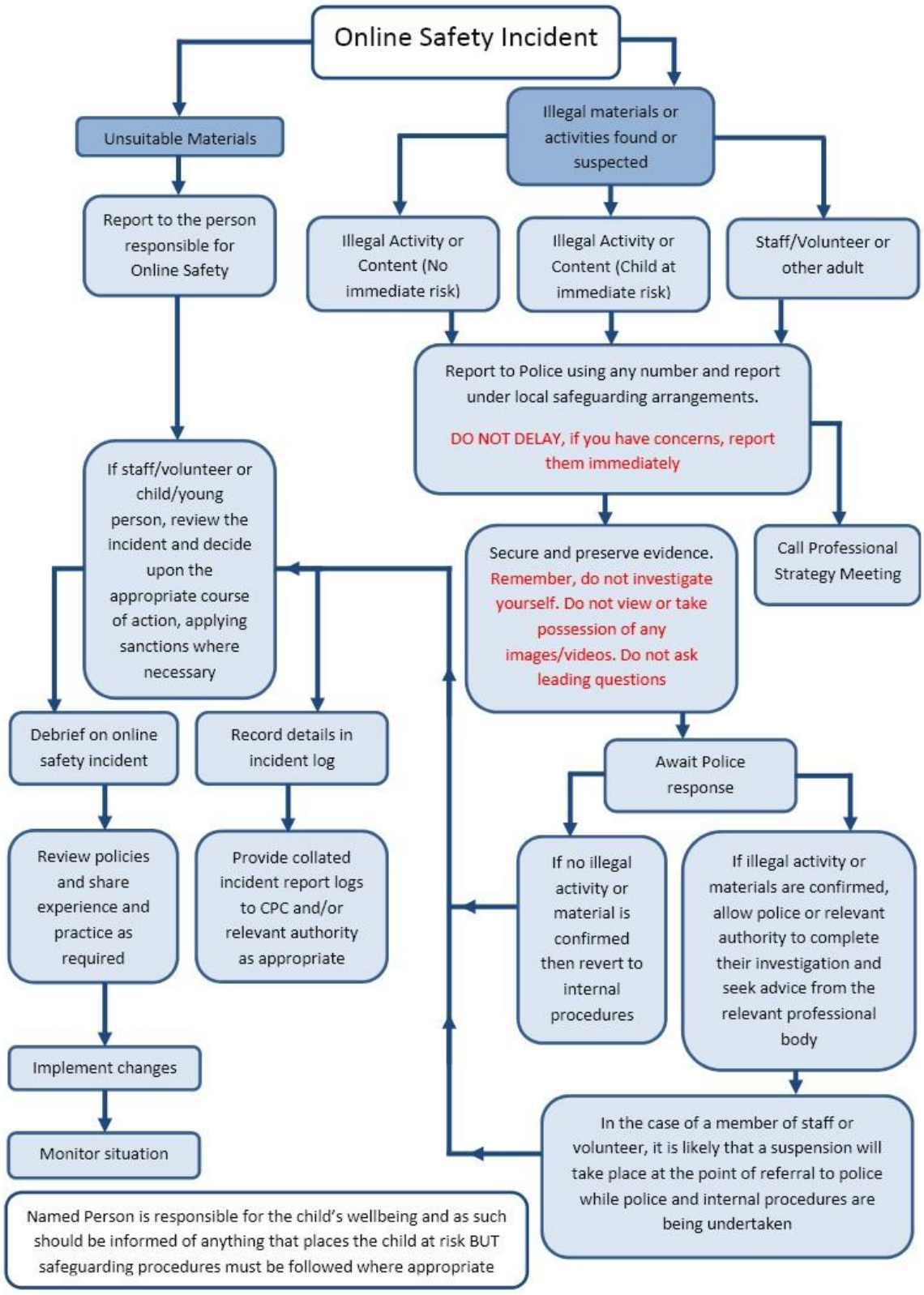
- once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
    - internal response or discipline procedures
    - involvement by local authority (as relevant)
    - police involvement and/or action
- It is important that those reporting an online safety incident have confidence that the report will be treated seriously and dealt with effectively.
- those involved in the incident will be provided with feedback about the outcome of the investigation and follow up actions
- learning from the incident (or pattern of incidents) will be provided to:
    - the Online Safety Group for consideration of updates to policies or education programmes and to review how effectively the report was dealt with
    - staff, through regular briefings
    - learners, through assemblies/lessons
    - parents/carers, through newsletters, school social media, website
    - governors, through regular safeguarding updates
    - local authority/external agencies, as relevant

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see "User Actions" above).

Illegal Incidents

If there is any suspicion that the web site concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right-hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police



School actions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour/disciplinary procedures as follows:

Responding to Learner Actions

Incidents	Refer to class teacher/tutor	Refer to Head of Department / Principal Teacher / Deputy Head	Refer to Headteacher	Refer to Police/Social Work	Refer to local authority technical support for advice/action	Inform parents/carers	Remove device/ network/internet access	Issue a warning	Further sanction, in line with behaviour policy
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on User Actions on unsuitable/inappropriate activities).		✓	✓	✓					
Attempting to access or accessing the school network, using another user's account (staff or learner) or allowing others to access school network by sharing username and passwords			✓						
Corrupting or destroying the data of other users.		✓	✓		✓				
Sending an e-mail, text or message that is regarded as offensive, harassment or of a bullying nature		✓	✓	✓		✓			✓
Unauthorised downloading or uploading of files or use of file sharing.		✓	✓	✓	✓	✓			
Accidentally accessing offensive or pornographic material and failing to report the incident.	✓	✓	✓	✓		✓	✓	✓	✓
Deliberately accessing or trying to access offensive or pornographic material.	✓	✓	✓	✓		✓	✓	✓	✓
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act.	✓	✓							
Unauthorised use of digital devices (including taking images)	✓	✓	✓				✓	✓	
Unauthorised use of online services	✓	✓	✓		✓		✓	✓	

Actions which could bring the school into disrepute or breach the integrity or the ethos of the school.	✓	✓	✓		✓		✓	✓	
Continued infringements of the above, following previous warnings or sanctions.		✓	✓						✓

Responding to Staff Actions

Incidents	Refer to line manager	Refer to Headteacher/ Principal	Refer to local authority/MAT/HR	Refer to Police	Refer to LA / Technical Support Staff for action re filtering, etc.	Issue a warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities)		✓	✓	✓				
Deliberate actions to breach data protection or network security rules.		✓	✓		✓	✓		
Deliberately accessing or trying to access offensive or pornographic material.		✓	✓		✓	✓		
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software.		✓	✓	✓	✓		✓	
Using proxy sites or other means to subvert the school's filtering system.		✓	✓		✓	✓		
Unauthorised downloading or uploading of files or file sharing.		✓	✓	✓				
Breaching copyright or licensing regulations.		✓	✓	✓	✓			
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the	✓	✓						

school network, using another person's account.								
Sending an e-mail, text or message that is regarded as offensive, harassment or of a bullying nature.		✓	✓			✓		
Using personal e-mail/social networking/messaging to carry out digital communications with learners and parents/carers	✓	✓	✓			✓	✓	✓
Inappropriate personal use of the digital technologies e.g. social media / personal e-mail.		✓	✓			✓	✓	✓
Careless use of personal data, e.g. displaying, holding or transferring data in an insecure manner.		✓	✓			✓	✓	
Actions which could compromise the staff member's professional standing.		✓	✓		✓	✓	✓	✓
Actions which could bring the school into disrepute or breach the integrity or the ethos of the school.		✓	✓				✓	✓
Failing to report incidents whether caused by deliberate or accidental actions.		✓	✓			✓		
Continued infringements of the above, following previous warnings or sanctions.		✓	✓			✓	✓	✓

Digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should

recognise the risks attached to publishing their own images on the internet, e.g. on social networking sites

- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere, that include pupils will be selected carefully and will comply with good practice guidance on the use of such images
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website/ Google/ Hwb

Online Publishing

The school communicates with parents/carers and the wider community and promotes the school through:

- Public-facing website
- Social media
- Online newsletters
- Other

The school website is managed/hosted by Juniper Education. The school ensures that good practice has been observed in the use of online publishing e.g. use of digital and video images, copyright, identification of young people, publication of school calendars and personal information – ensuring that there is no risk to members of the school community, through such publications.

Where learner work, images or videos are published, their identities are protected and full names are not published.

The website includes an online reporting process for parents and the wider community to register issues and concerns to complement the internal reporting process.

Social Media

With an increase in use of all types of social media for professional and personal purposes a policy that sets out clear guidance for staff to manage risk and behaviour online is essential. Core messages should include the protection of pupils, the school and the individual when publishing any material online. Expectations for teachers' professional conduct are set out by the Education Workforce Council (EWC), but all adults working with children and young people must understand that the nature and responsibilities of their work place them in a position of trust and that their conduct should reflect this.

All schools and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place. All staff working at any educational establishment are expected to demonstrate a professional approach and respect for pupils and their families and for colleagues and the school.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through limiting access to personal information:

- ensuring that personal information is not published
- education/training being provided including acceptable use, age restrictions, social media risks, digital and video images policy, checking of settings, data protection and reporting issues
- clear reporting guidance, including responsibilities, procedures and sanctions
- risk assessment, including legal risk
- guidance for learners, parents/carers

School staff should ensure that:

- no reference should be made in social media to pupils, parents/carers or school staff
- they do not engage in online discussion on personal matters relating to members of the school community
- personal opinions should not be attributed to the school or local authority
- security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information
- they act as positive role models in their use of social media

The school's use of social media for professional purposes will be checked regularly by the senior risk officer and e-Safety committee to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

Personal use

Personal communications are those made via personal social media accounts. In all cases, where a personal account is used which associates itself with, or impacts on, the school it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy.

Monitoring of public social media

- As part of active social media engagement, the school will pro-actively monitor the Internet for public postings about the school
- the school should effectively respond to social media comments made by others according to a defined policy or process
- when parents/carers express concerns about the school on social media we will urge them to make direct contact with the school, in private, to resolve the matter. Where this cannot be resolved, parents/carers should be informed of the school complaints procedure.

Data Protection / GDPR

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed, for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Processed in accordance with the data subject's rights, and kept no longer than is necessary
- Secure, and only transferred to others with adequate protection.

Our school has ensured that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for
- data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay
- All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing" (see Privacy Notice section in the appendix)
- It has a Data Protection Policy

- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)
- Responsible persons are appointed / identified - Senior Information Risk Officer (SIRO) and Information Asset Owners (IAOs)
- Risk assessments are carried out
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties
- As a maintained school, has a Freedom of Information Policy which sets out how it will deal with FOI requests
- provides protection training for all staff at induction and appropriate refresher training thereafter. Staff undertaking particular data protection functions, such as handling requests under the individual's rights, will receive training appropriate for their function as well as the core training provided to all staff

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data
- Transfer data using encryption and secure password protected devices.

When personal data is stored on any portable computer system, memory stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected (many memory sticks / cards and other mobile devices cannot be password protected)
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

Appendices

A1 Learner Acceptable Use Agreement – Foundation Phase

A2 Learner Acceptable Use Agreement – KS2

A3 Staff Acceptable Use Agreement

A4 Online Safety Group Terms of Reference Template

A5 Responding to Incidents of Misuse – Flow chart

Acceptable Use Agreement

Online Safety rules - Foundation Phase

Please discuss these online safety rules with your child to make sure they understand, then sign below and return to school.

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers/ tablets
- I will only use activities that a teacher or adult has told or allowed me to use
- I will take care of computers/tablets and other equipment
- I will try to learn my passwords and know how to keep them safe
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer/tablet

---

Child's name: ..... Date: .....

Child's signature: ..... Date: .....

Parent/ carer signature: ..... Date: .....

Acceptable Use Agreement

Online Safety rules – KS2

This agreement is intended to ensure that learners will have good access to devices and the internet, and to develop them as responsible users with s secure understanding of good online behaviours so that they can stay safe while using digital technologies for educational, personal and recreational use.

Acceptable Use

When I use devices, I must behave responsibly to help keep me and other users safe online and to look after the devices.

For my own personal safety:

- I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in school unless I follow these rules and use them responsibly
- I will only visit internet sites that adults have told me are safe to visit
- I will keep my username and password safe and secure and not share it with anyone else
- I will be aware of "stranger danger" when I am online, and will not share personal information about myself or others when online
- I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online

I will look after the devices I use, so that the school and everyone there can be safe:

- I will handle all the devices carefully and only use them if I have permission
- I will not try to alter the settings on any devices or install any software or programmes
- I will tell an adult if a device is damaged or if anything else goes wrong
- I will only use the devices to do things that I am allowed to do, including when using Hwb and other learning platforms outside of school

I will think about how my behaviour online might affect other people:

- When online, I will act as I expect others to act toward me.
- I will not copy anyone else's work or files without their permission.
- I will be polite and responsible when I communicate with others and I appreciate that others may have different opinions to me.
- I will not take or share images of anyone without their permission

I know that there are other rules that I need to follow:

- I will not bring my own personal devices (mobile phones/USB devices etc.) into school without permission
- I will not access social media in school
- When I am using the internet to find information, I should take care to check that the information is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me
- I should have permission if I use the original work of others in my own work

I understand that I am responsible for my actions, both in and out of school:

- I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well
- I understand that if I do not follow these rules, I may be subject to disciplinary action. This could include of access to school devices and internet, parents/carers contacted and, in the event of illegal activities, involvement of the police

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I am out of school and involved in any online behaviour that might affect the school or other members of the school.

Child's name: ..... Date: .....

Child's signature: ..... Date: .....

Parent/ carer signature: ..... Date: .....

Staff Acceptable Use Agreement

This acceptable use policy is intended to ensure that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use, and that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that learners receive opportunities to gain from the use of digital technology. I will, where possible, educate the children and young people in my care in the safe use of digital technology and embed online safety in my work with children and young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, e-mail, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of the school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school
- I will update my password immediately after I have viewed via the Digital Champion's Dashboard.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

- I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in the school in accordance with school policies
- I will only communicate with learners and parents/carers using official school systems. Any such communication will be professional in tone and manner
- I will not engage in any online activity that may compromise my professional responsibilities.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal mobile devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses
- I will not open any hyperlinks in e-mails or any attachments to e-mails, unless the source is known and trusted, or if I have any concerns about the validity of the e-mail (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist or extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies
- I will not disable or cause any damage to school equipment, or the equipment belonging to others
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school/LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage
- I understand that data protection policy requires that any staff or learner data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority

- I will immediately report any damage or faults involving equipment or software, however this may have happened

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos)

I understand that I am responsible for my actions in and out of the school:

- I understand that this acceptable use policy applies not only to my work and use of school digital technology equipment in the school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the local authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of the school) and my own devices (in the school and when carrying out communications related to the school) within these guidelines.

Staff/Volunteer Signature: .....

Staff/Volunteer Name: .....

Date: .....

A4 Online Safety Group Terms of Reference Template

Online Safety Group Terms of Reference

1. Purpose

To provide a consultative group that has wide representation from the [school] community, with responsibility for issues regarding online safety and the monitoring of the Online Safety Policy, including the impact of initiatives.

2. Membership

2.1. The Online Safety Group will seek to include representation from all stakeholders. The composition of the group should include

- SLT member/s
- Child Protection/Safeguarding officer
- Teaching staff member
- Support staff member
- Online safety lead (not ICT coordinator by default)
- Governor
- Parent/Carer
- ICT Technical Support staff (where possible)
- Community users (where appropriate)
- *Learner representation* – for advice and feedback. *Learner voice is essential in the make-up of the Online Safety Group, but learners would only be expected to take part in committee meetings where deemed relevant.*

2.2. Other people may be invited to attend the meetings at the request of the chairperson on behalf of the Online Safety Group to provide advice and assistance where necessary.

2.3. Group members must declare a conflict of interest if any incidents being discussed directly involve themselves or members of their families.

2.4. Group members must be aware that many issues discussed by this group could be of a sensitive or confidential nature.

2.5. When individual members feel uncomfortable about what is being discussed they should be allowed to leave the meeting with steps being made by the other members to allow for these sensitivities.

3. Chairperson

The Online Safety Group should select a suitable chairperson from within the group. Their responsibilities include:

- Scheduling meetings and notifying group members;
- Inviting other people to attend meetings when required by the group;
- Guiding the meeting according to the agenda and time available;

- Ensuring all discussion items end with a decision, action or definite outcome;
- Making sure that notes are taken at the meetings and that those with any action points are distributed as necessary

4. Duration of Meetings

Meetings shall be held half termly for a period of 30mins/ 1 hour(s). A special or extraordinary meeting may be called when and if deemed necessary.

5. Functions

These are to assist the Online Safety Lead (or other relevant person) with the following:

- To keep up to date with new developments in the area of online safety.
- To (at least) annually review and develop the Online Safety Policy in line with new technologies and incidents.
- To monitor the delivery and impact of the Online Safety Policy.
- To monitor the log of reported online safety incidents (anonymous) to inform future areas of teaching/learning/training.
- To co-ordinate consultation with the whole school community to ensure stakeholders are up to date with information, training and/or developments in the area of online safety. This could be carried out through [add/delete as relevant]:
    - staff meetings
    - learner forums (for advice and feedback)
    - governors meetings
    - surveys/questionnaires for learners, parents/carers and staff
    - parents evenings
    - website/VLE/newsletters
    - online safety events
    - Safer Internet Day (SID) which is held on the second Tuesday in February every year
    - other methods
- To ensure that monitoring is carried out of internet sites used across the school.
- To monitor filtering/change control logs (e.g. requests for blocking/unblocking sites).
- To monitor the safe use of data across the school.
- To monitor incidents involving online bullying for staff and pupils.

6. Amendments

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all group members, by agreement of the majority.

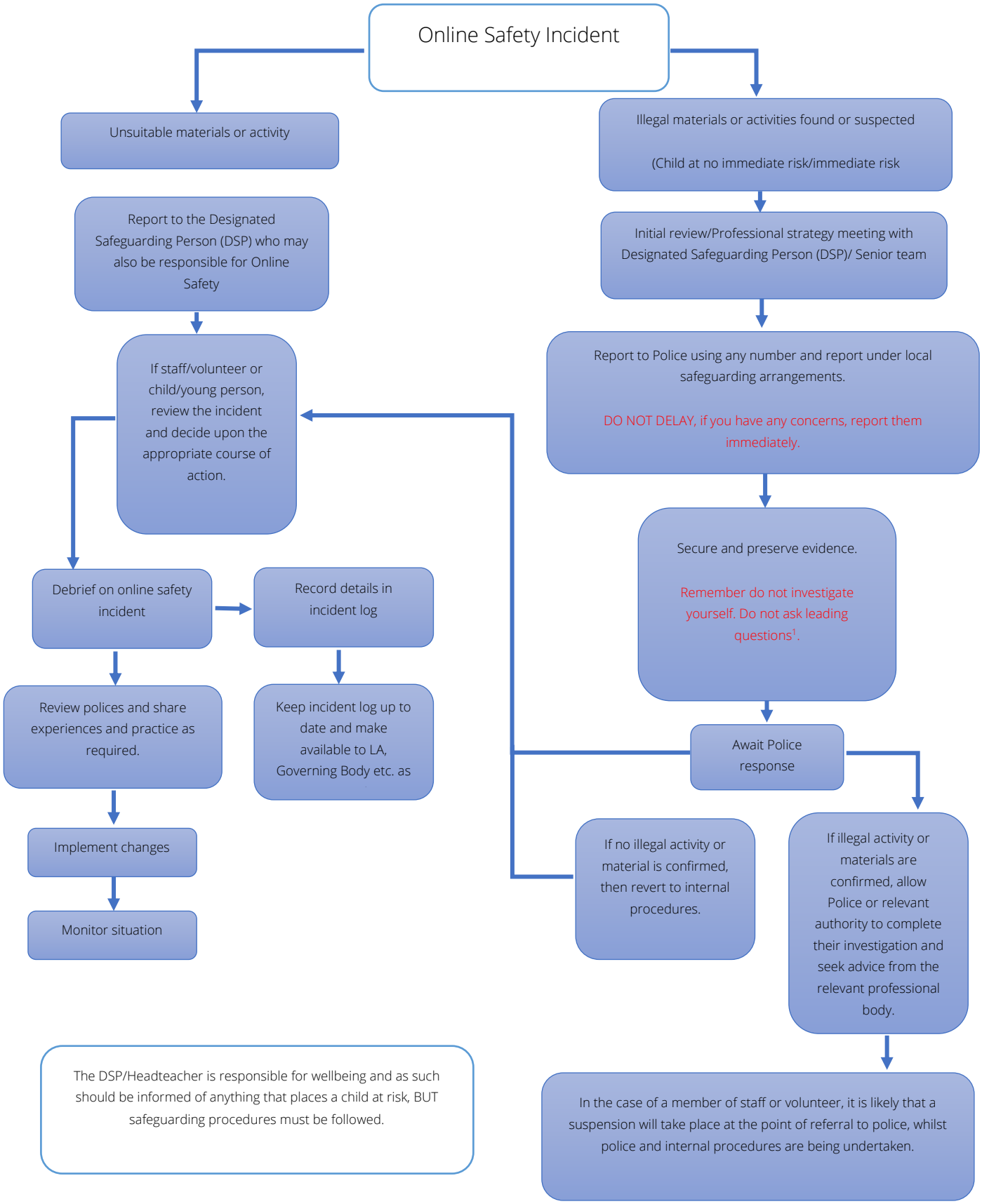
The above Terms of Reference for Trellech Primary School have been agreed

Signed by (SLT): .....

Date: .....

Date for review: .....

A5 Responding to Incidents of Misuse – Flow Chart



C2 Record of reviewing devices/internet sites (responding to incidents of misuse)

Group	
Date	
Reason for investigation	

Details of first reviewing person

Name	
Position	
Signature	

Details of second reviewing person

Name	
Position	
Signature	

Name and location of computer used for review (for websites)

Website(s) address/device	Reason for concern

Conclusion and action proposed or taken

C5 Summary of Legislation

Schools/colleges should be aware of the legislative framework under which this online safety policy template and guidance has been produced. It is important to note that in general terms an action that is illegal if committed offline is also illegal if committed online.

It is recommended that legal advice is sought in the advent of an online safety issue or situation.

Computer Misuse Act 1990

This Act makes it an offence to:

- erase or amend data or programs without authority;
- obtain unauthorised access to a computer;
- "eavesdrop" on a computer;
- make unauthorised use of computer time or facilities;

- maliciously corrupt or erase data or programs;
- deny access to authorised users.

Data Protection Act 2018

Controls how personal information is used by organisations, businesses or the government. The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

There is stronger legal protection for more sensitive information, such as:

- race
- ethnic background
- political opinions
- religious beliefs
- trade union membership
- genetics
- biometrics (where used for identification)
- health
- sex life or orientation

Your rights

Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

You also have rights when an organisation is using your personal data for:

- automated decision-making processes (without human involvement)
- profiling, for example to predict your behaviour or interests

Freedom of Information Act 2000

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they have to follow a number of set procedures.

Communications Act 2003

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

Malicious Communications Act 1988

It is an offence to send an indecent, grossly offensive, or threatening letter, electronic communication or other article to another person. It is also an offence to send information which is false and known or believed to be false by the sender.

Regulation of Investigatory Powers Act 2000

It is an offence for any person to intentionally and without lawful authority intercept any communication. Where the system controller has given express consent monitoring or keeping a record of any form of electronic communications is permitted, in order to:

- establish the facts
- ascertain compliance with regulatory or self-regulatory practices or procedures
- demonstrate standards, which are or ought to be achieved by persons using the system
- investigate or detect unauthorised use of the communications system
- prevent or detect crime or in the interests of national security
- ensure the effective operation of the system
- monitoring but not recording is also permissible in order to
- ascertain whether the communication is business or personal
- protect or support help line staff

Trade Marks Act 1994

This provides protection for Registered Trade Marks, which can be any symbol (words, shapes or images) that are associated with a particular set of goods or services. Registered Trade Marks must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

Copyright, Designs and Patents Act 1988

It is an offence to copy all, or a substantial part of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a

way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, and sounds, moving images, TV broadcasts and other media (e.g. You Tube).

Criminal Justice & Public Order Act 1994/Public Order Act 1986

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they:

- use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- display any writing, sign or other visible representation, which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

Racial and Religious Hatred Act 2006/Public Order Act 1986

This Act makes it a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

Protection from Harrassment Act 1997

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other. A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

Protection of Children Act 1978

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is a anyone under the age of 18. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence is liable to imprisonment for a term of not more than 10 years, or to a fine or to both.

Sexual Offences Act 2003

A grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence. Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. (Typically, teachers, social workers, health professionals, connexions staff fall in this category of trust). Any sexual intercourse with a child under the age of 13 commits the offence of rape.

Public Order Act 1986

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence.

Obscene Publications Act 1959 and 1964

Publishing an “obscene” article is a criminal offence. Publishing includes electronic transmission.

Human Rights Act 1998

This does not deal with any particular issue specifically or any discrete subject area within the law. It is a type of "higher law", affecting all other laws. In the school context, human rights to be aware of include:

- the right to a fair trial
- the right to respect for private and family life, home and correspondence
- freedom of thought, conscience and religion
- freedom of expression
- freedom of assembly
- prohibition of discrimination
- the right to education
- the right not to be subjected to inhuman or degrading treatment or punishment

The school is obliged to respect these rights and freedoms, but should balance them against those rights, duties and obligations, which arise from other relevant legislation.

The Protection of Freedoms Act 2012

Requires schools/colleges to seek permission from a parent/carer to use Biometric systems

The Counter-Terrorism and Security Act 2015

Places a responsibility on schools to participate in work to prevent people from being drawn into terrorism, and challenge extremist ideas that support or are shared by terrorist groups.

C6 Links to other organisations or documents

These may help those who are developing or reviewing an online safety policy.

Welsh Government

- National Online Safety Plan for children and young people in Wales – July 2018
- Welsh Government - Respect and Resilience - Community Cohesion - Guidance and associated tool to support the development of community cohesion and prevent extremism in schools and other educational settings in Wales.

UK Safer Internet Centre

- Safer Internet Centre

- South West Grid for Learning
- Childnet
- Professionals Online Safety Helpline
- Internet Watch Foundation

CEOP

- http://ceop.police.uk/
- ThinkUKnow

Others

- INSAFE - http://www.saferinternet.org/ww/en/pub/insafe/index.htm
- UK Council for Child Internet Safety (UKCCIS) - www.education.gov.uk/ukccis
- Netsmartz - http://www.netsmartz.org/

Cyberbullying

- Welsh Government – Anti Bullying Guidance
- Scottish Anti-Bullying Service, Respectme - http://www.respectme.org.uk/
- Scottish Government - Better relationships, better learning, better behaviour
- Anti-Bullying Network - http://www.antibullying.net/cyberbullying1.htm
- Cyberbullying.org - http://www.cyberbullying.org/
- Enable – EU funded anti-bullying project - http://enable.eun.org/

Sexting

- UKCCIS - Sexting in schools and colleges (available in English and Welsh)
- UKSIC – Responding to and managing sexting incidents

Social Networking

- Digizen – Social Networking
- Connectsafely Parents Guide to Facebook
- UKSIC – Social Media Guides

Curriculum

- Welsh Government – Digital Competence Framework
- DCF Professional Learning Needs Tool
- SWGfL Online Safety Resource (accessed through Hwb)
- UKCCIS – Education for a Connected World- Framework
- Teach Today – www.teachtoday.eu/
- Insafe - Education Resources