



Appendix to Online Safety Policy June 2021

Office use

Published: June 2021	Next review: June 2022	Statutory/non: Statutory	Lead: AP: BA
Associated documents:			
<ul style="list-style-type: none">Allegation management / WhistleblowingAnti-bullyingAcceptable Use Policies (AUP)Behaviour policy		<ul style="list-style-type: none">Code of conduct / staff behaviourComplaints policyConfidentiality and data protection policySafeguarding & Child protection policy	
Links to:			

Key Contacts

Role	Name	Contact details
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Context

At Walton, we accept that being online will play an integral part in our community's lives. However, we aim to create an environment that enables all stakeholders to work collaboratively in order to adapt to the ever-changing world of technology and inform each other of ways to use the internet safely and responsibly. We understand that internet technology helps students learn creatively and effectively in ways that were not as familiar in previous decades. To enable our students to develop a resilient and productive attitude towards this fantastic resource, our policy encourages appropriate and safe conduct and behaviour when achieving this.

Students, staff and all other users of academy related technologies will work together to agree standards and expectations relating to usage in order to promote and ensure good behaviour. These agreements and their implementation will promote positive behaviour which can transfer directly into each student's adult life and prepare them for experiences and expectations in their future life. The policy is not designed to be a list of prohibited activities, but instead a list of areas to discuss, teach and inform, in order to develop positive behaviour and knowledge leading to a safer internet usage and year on year improvement and measurable impact on e-safety.

It is intended that the positive effects of the policy will be seen online and offline; in academy and at home; and ultimately beyond the academy and into the workplace.

Introduction

Online Safety may be described as the academy's ability to protect and educate students and staff in their use of technology and to have the appropriate mechanisms to intervene and support any incident where appropriate. In our academy, all groups of students feel safe at the academy and at alternative provision placements at all times. They understand very clearly what constitutes unsafe situations and are highly aware of how to keep themselves and others safe, including in relation to e-safety.

Online Safety Policy scope

Walton's Online Safety Policy fulfils the requirements of the MAT-wide policy, and agreements apply to all students, staff, support staff, external contractors and members of the wider academy community who use, have access to or maintain the academy and academy related internet and computer systems internally and externally. The academy will make reasonable use of relevant legislation and guidelines to affect positive behaviour regarding ICT and internet usage both on and off the academy site. This will include imposing rewards and sanctions for behaviour and penalties for inappropriate behaviour – as defined as regulation of student behaviour under the Education and Inspections Act 2006. 'In Loco Parentis' provision under the Children Act 1989 also allows the academy to report and act on instances of cyber bullying, abuse, harassment, malicious communication and grossly offensive material; including reporting to the police, social media websites, and hosting providers on behalf of students.

The Online Safety Policy covers the use of:

- Academy based ICT systems and equipment
- Academy based intranet and networking
- Academy related external internet, including but not exclusively, e-learning platforms, blogs, social media websites
- External access to internal academy networking, such as webmail, network access, file-serving (document folders) and printing.
- Academy ICT equipment off-site, for example staff laptops, digital cameras, mobile phones.
- Student and staff personal ICT equipment when used in academy and which makes use of academy networking, file-serving or internet facilities.
- Mobile phones, devices and laptops when used on the academy site.
- Documents sent to external email accounts.

Reviewing and evaluating online safety and ensuring good practice

The e-safety policy appendix will be actively monitored and evaluated at least annually by the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) as academy leads for online safety. It will also be reviewed by our Governors on an annual basis. In light of any serious e-safety incidents or changes to government legislation, we will endeavour to act swiftly and make the necessary amendments.

Who does online safety affect, who is responsible for online safety and what are their roles?

The academy has 2 designated online safety leads- Kim Dolby (DSL) and Mike Hoad (DDSL), in addition to Ruth Justice (Head of Subject Computing). Collaboratively as a team of staff the co-ordination of e-safety provision across the academy and wider academy community will be decided upon. Kim Dolby is responsible for ensuring that staff training on online safety is incorporated into whole school safeguarding training, and ensuring students study online safety in (Personal, Social, Health and Relationship Education lessons (PSHRE), tutor time and Life Skills and Choices (LSC) days.

Kim Dolby and Mike Hoad are also the first port of call for staff requiring advice on e-safety matters.

Although all staff are responsible for upholding the academy's online safety policy and safer internet practice, Kim Dolby and Mike Hoad (supported by the ICT Technician Team) are responsible for monitoring internet usage by students and staff, and on academy machines, such as laptops used off-site.

Kim Dolby and Ruth Justice will ensure that best practice from National Online Safety (NOS) is shared with stakeholders via the academy website.

The ICT Technician Team:

Internal ICT support staff and technicians are responsible for maintaining the academy's networking, ICT infrastructure and hardware. They are aware of current thinking and trends in ICT security and ensure that the academy system, particularly file-sharing and access to the internet, is secure. They further ensure that all reasonable steps have been taken so that systems are not open to abuse or unauthorised external access, with particular regard to external logins and wireless networking. ICT support staff monitor and maintain internet filtering. The network manager will also liaise with external organisations such as social media sites regarding e-safety issues if they arise.

How will the academy provide online safety education?

The academy will deliver the following:

- Online safety training for all students through transition sessions
- Online safety knowledge building through PHSRE lessons
- Y7-Y9 ICT lessons will have inbuilt reference to online safety
- LSC Days and tutor time will cover online safety for KS4 and KS5
- Stay Safer Partnership Days will be delivered annually to Year 7 and Year 9 and include online safety
- National Online Safety (NOS) resources, training and best practice will be disseminated through the academy
- Online safety leads will complete L3 NOS training
- Staff will receive regular training on online safety as part of the suite of safeguarding training delivered each year. This will include an annual refresher each September.

The Reporting Process

Staff will record online safety incidents on My Concern, therefore allowing the DSL and DDSL to keep an accurate record of online safety incidents. The DSL and DDSL needs to be able to differentiate which e-safety incidents are required to be reported to the Child Exploitation and Online Protection Centre (CEOP), local Police, Local Authority Designated Officer (LADO), social services and parents/guardians; and also determine whether the information from such an incident should be restricted to nominated members of the leadership team.

Possible scenarios might include:

- Allegations against members of staff.
- Computer crime – for example hacking of academy systems.

- Allegations or evidence of 'grooming'.
- Allegations or evidence of cyber bullying in the form of threats of violence, harassment or a malicious communication.
- Acting 'in loco parentis' and liaising with websites and social media platforms such as Twitter and Facebook to remove instances of illegal material or cyber bullying. Teaching and teaching support staff.

In addition to this:

- Teaching and teaching support staff will ensure that they are aware of the current MAT Online Safety Policy, practices and associated procedures for reporting e-safety incidents.
- All teaching staff and support staff need to rigorously monitor student internet and computer usage in line with the policy. This also includes the use of personal technology such as cameras, phones and other gadgets on the academy site.
- Staff will promote best practice and their online presence should be protected with the highest possible privacy settings.
- Staff will not engage with students via private social media platforms or email addresses.
- Internet usage and suggested websites should be pre-vetted and documented in lesson planning.
- Students are made aware of how to report e-safety incidents in the academy, and how to use external reporting facilities, such as report abuse buttons.
- Students are made aware of etiquette surrounding Teams pages and accessing online lessons- this information will be shared with students and parents with the relevant academy documentation.
- Parents will support the academy by ensuring that their children access online lessons and Teams pages in the appropriate manner and in accordance with the relevant academy documentation.



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