

# E-Safety Policy



## Contents

### **Section 1 – Policy and Practice**

Core Principles

Aims

4 Key Categories of Risk

Legal Framework

Roles and Responsibilities

### **Section 2 – Safeguarding Areas**

Child-on-Child sexual abuse and harassment

Grooming

CSE/CCE

Radicalisation

Mental Health

Online hoaxes and harmful online challenges

Cyber Bullying

Cyber Crime

Handling online safety concerns

### **Section 3 – Information and Communication Systems**

Filtering and Monitoring

Cyber Security

Technology Solutions

Equipment Security and Passwords

Network Security

Monitoring and Maintenance

Examining Electronic Devices

Acceptable Use

Email Communications

Email Etiquette

Internet Access

File Storage

Photography and Images

Protecting Personal Data

Generative artificial intelligence (AI)

### **Section 4 – Digital Media**

Social Networking

Staff use of personal social media

Compliance

School social media

Parent social media use

Pupil social media use

WhatsApp and Chat forums  
Respecting intellectual property and confidential information  
Recruitment  
The School Web-Site  
Personal devices  
Data protection principles  
Safeguarding in relation to Social Media

**Section 5 - Education and Training:**

Use of technology in the classroom  
Use of smart technology  
Pupil Access  
Educating Parents  
Educating Staff  
Remote learning  
Online safety and the curriculum

**Section 7 - Conclusion**

Monitoring  
Failure to Comply

**Appendices**

1. E-Safety Acceptable Use Agreement
2. Online safety training needs – self audit for staff
3. Safeguarding and Child Protection FAQ – BCC Safeguarding and Child Protection FAQ

## Section 1 – Policy and Practice

### Core Principles

The internet and technology are an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with access to quality Information and Communication Technology (ICT) as part of their learning experience across the curriculum.

Everyone in the school community has a personal responsibility to work towards keeping themselves and others safe online. This policy applies to staff members and governors, and all users of the School's ICT systems are expected to read and understand this policy. To confirm acceptance of the policy, users will sign an agreement of acceptable use, which can be found in the appendices of this policy.

The use by staff and monitoring by the School of its electronic communications systems is likely to involve the processing of personal data and is therefore regulated by the Data Protection Act 2018, together with the Employment Practices Data Protection Code issued by the Information Commissioner. Staff are referred to the School's Data Protection Policy for further information.

If you are in doubt and require clarification on any part of this policy, please speak to a member of ELT.

The E Safety Policy has combined previous policies entitled:

- Social Media Policy
- Acceptable Use Policy
- Electronic Information and Communications Systems Policy
- Bring Your Own Device Policy
- Online Safety Policy

### Aims

The aims of this policy are to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate
- Promote the professional, ethical, lawful and productive use of the School's ICT systems and infrastructure.
- Define and identify unacceptable use of the School's ICT systems, external systems and social networking sites and specify the consequences of non-compliance.
- Deliver an effective approach to online safety, which teaches and empowers us to protect and educate the whole school community in its use of technology and data security.

### The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

Content: Being exposed to illegal, inappropriate or harmful material, for example:

- Pornography.
  - Racism.
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- Misogyny.
- Self-harm.
- Suicide.
- Discrimination.
- Radicalisation.
- Extremism.
- Misinformation.
- Disinformation, including fake news.
- Conspiracy theories.

Contact: Being subjected to harmful online interaction with other users, for example:

- Peer to peer pressure.
- Commercial advertising.
- Adults posing as children or young adults with the intention to groom or exploit children for sexual, criminal, financial or other purposes.

Conduct: Personal online behaviour that increases the likelihood of, or causes, harm, for example:

- Making, sending and receiving explicit messages.
- Consensual and non-consensual sharing of nudes and semi-nudes.
- Sharing of pornography.
- Sharing other explicit images.
- Online bullying.

Commerce: Risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

- The measures implemented to protect pupils and staff will revolve around these areas of risk.
- Our school has created this policy with the aim of ensuring appropriate and safe use of the internet and other digital technology devices by all pupils and staff.

## Legislation and Guidance

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Online Safety Act 2023
- Voyeurism (Offences) Act 2019
- Computer Misuse Act 1990, amended by the Police and Justice Act 2006
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- DfE (2025) 'Filtering and monitoring standards for schools and colleges'
- DfE (2021) 'Harmful online challenges and online hoaxes'
- DfE (2025) 'Keeping children safe in education 2025'
- DfE (2023) 'Teaching online safety in school'
- DfE (2022) 'Searching, screening and confiscation'
- DfE (2023) 'Data protection in schools'
- DfE (2023) 'Generative artificial intelligence in education'
- Department for Digital, Culture, Media and Sport and UK Council for Internet Safety (2020) 'Sharing nudes and semi-nudes: advice for education settings working with children and young people'
- Department for Science, Innovation and Technology and UK Council for Internet Safety (2024) 'Sharing nudes and semi-nudes: advice for education settings working with children and young people'
- UK Council for Child Internet Safety (2020) 'Education for a Connected World – 2020 edition'
- National Cyber Security Centre (2020) 'Small Business Guide: Cyber Security'
- Freedom of Information Act 2000
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010

This policy operates in conjunction with the following school policies:

- Cyber-Security Policy
- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- Behaviour and Pastoral Policy
- Disciplinary Policy and Procedure
- Data Protection / GDPR Policy
- Remote Education Policy
- Code of Conduct
- Allegations of Abuse Against Staff and Low Level Concerns Policy
- Confidentiality Policy

## Roles and Responsibilities:

Below lists the roles and responsibilities of the school community:

### Governing Body

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E safety is monitored by the Wellbeing Committee and Safeguarding Governor. The governing board has overall responsibility for monitoring this policy and holding the Executive Headteacher (EHT) to account for its implementation.

They will be responsible for:

- Ensuring that this policy is effective, complies with relevant laws and statutory guidance and is implemented across the school.
- Ensuring they have read and understood this policy, agree and adhere to the terms on acceptable use.
- Ensuring the Designated Safeguard Lead's (DSL) remit covers online safety.
- Reviewing this policy on an annual basis.
- Ensuring all staff undergo safeguarding and child protection training, including online safety, at induction and at regular intervals.
- Ensuring there are appropriate filtering and monitoring systems in place and the effectiveness of filtering and monitoring systems is reviewed at least annually in liaison with ICT staff and service providers.
- Ensuring that the Executive and Senior Leadership Teams (ELT, SLT) and other relevant staff have an awareness and understanding of the filtering and monitoring provisions in place, and manage them effectively and know how to escalate concerns when identified.
- Ensuring that all relevant school policies have an effective approach to planning for, and responding to, online challenges and hoaxes embedded within them.
- Ensuring their own knowledge of social media and online safety issues is up-to-date.
- Ensuring that this policy, as written, does not discriminate on any grounds, including against any of the protected characteristics, as outlined in the Equality Act 2010.
- Ensuring compliance with the DfE's 'Meeting digital and technology standards in schools and colleges', with particular regard to the filtering and monitoring standards in relation to safeguarding.

#### **Executive Headteacher**

- Ensuring that online safety is a running and interrelated theme throughout the school's policies and procedures, including in those related to the curriculum, teacher training and safeguarding.
- Supporting the DSL and Deputy DSL's by ensuring they have enough time and resources to carry out their responsibilities in relation to online safety.
- Ensuring staff receive regular, up-to-date and appropriate online safety training and information as part of their induction and safeguarding training.
- Ensuring online safety practices are audited and evaluated.
- Encouraging engagement with parents to keep them up-to-date with current online safety issues and how the school is keeping pupils safe.
- Working with the DSL and ICT technicians to conduct annual reviews of this policy.
- Working with the DSL and governing board to update this policy on an annual basis.
- Appointing an SLT digital lead in line with the Cyber-security Policy

**The Designated Safeguarding Lead will be responsible for:**

- Supporting the EHT in ensuring that staff understand this policy and that it is being implemented consistently throughout the school.
- Undertaking training so they understand the risks associated with online safety and can recognise additional risks that pupils with SEND face online.
- Liaising with relevant members of staff on online safety matters, e.g. the SENCO and ICT technicians.
- Ensuring online safety is recognised as part of the school's safeguarding responsibilities and that a co-ordinated approach is implemented.
- Ensuring safeguarding is considered in the school's approach to remote learning.
- Establishing a procedure for reporting online safety incidents and inappropriate internet use, both by pupils and staff, and ensuring all members of the school community understand this procedure.
- Maintaining detailed, secure and accurate written records of reported online safety concerns as well as the decisions and whether or not referrals have been made.
- Understanding the purpose of record keeping.
- Understanding the filtering and monitoring processes in place at the school.
- Ensuring that all safeguarding training given to staff includes an understanding of the expectations, roles and responsibilities in relation to filtering and monitoring systems at the school.
- Maintaining records of reported online safety concerns as well as the actions taken in response to concerns.
- Monitoring online safety incidents to identify trends and any gaps in the school's provision, and using this data to update the school's procedures.
- Reporting to the governing board about online safety on a termly basis via the wellbeing committee.
- Working with the EHT and ICT service to conduct half-termly light-touch reviews of this policy.
- Working with the EHT and governing board to update this policy on an annual basis.
- Dealing with concerns about social media use that are safeguarding concerns.

### **Bristol City Council, Trading with Schools ICT Service**

The ICT Service commissioned by the School is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material.
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- Conducting a full security check and monitoring the school's ICT systems on a daily basis.
- Support with day to day issues via the ICT Helpdesk.
- Providing technical support in the development and implementation of the school's online safety policies and procedures.
- Implementing appropriate security measures as directed by the EHT.
- Ensuring that the school's filtering and monitoring systems are updated as appropriate.
- Working with the DSL and EHT to conduct half-termly light-touch reviews of this policy.
- Providing technical support in the implementation of the school's social media accounts.

### **Staff**

All staff, including contractors, agency staff and volunteers are responsible for:

- Taking responsibility for the security of ICT systems and electronic data they use or have access to.
- Modelling good online behaviours.
- Maintaining a professional level of conduct in their personal use of technology.
- Having an awareness of online safety issues.
- Ensuring they are familiar with, and understand, the indicators that pupils may be unsafe online.
- Reporting concerns in line with the school's reporting procedure.
- Adhering to the principles outlined in the policy and the Acceptable Use Agreement (Appendix 1)
- Ensuring this policy is implemented fairly and consistently in the classroom.
- Reporting any social media misuse by staff, pupils or parents to the EHT immediately.
- Attending any training on E Safety offered by the school.
- Where relevant to their role, ensuring online safety is embedded in their teaching of the curriculum.

#### **Parents and/or Carers**

- Adhering to the principles outlined in this policy.
- Taking appropriate responsibility for their use of social media and the influence on their children at home.
- Promoting safe social media behaviour for both themselves and their children.
- Attending meetings held by the school regarding social media use wherever possible.

#### **Visitors and members of the community**

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (Appendix 1).

#### **Bristol City Council, Trading with Schools IT Service**

Internet access is monitored by Bristol City Council Trading with Schools IT Helpdesk, using the filtering system in place. They are responsible for blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files. This system filters out many different categories of websites, including web chat (social networks), and other potentially offensive websites. If someone tries to log on to a filtered website, they will be presented with a blue screen and be unable to proceed. Information about their computer and login username are also recorded in a central database. This database can be accessed by ELT and the I.T technician.

## Section 2 – Safeguarding Areas

### Child-on-Child sexual abuse and harassment

All staff will be aware of the indicators of abuse, neglect and exploitation and understand where the risk of such harms can occur online. Staff will understand that this can occur both in and outside of school, off and online, and will remain aware that pupils are less likely to report concerning online sexual behaviours, particularly if they are using websites that they know adults will consider to be inappropriate for their age.

The following are examples of online harmful sexual behaviour of which staff will be expected to be aware:

- Threatening, facilitating or encouraging sexual violence
- Upskirting, i.e. taking a picture underneath a person’s clothing without consent and with the intention of viewing their genitals, breasts or buttocks
- Sexualised online bullying, e.g. sexual jokes or taunts
- Unwanted and unsolicited sexual comments and messages
- Consensual or non-consensual sharing of sexualised imagery
- Abuse between young people in intimate relationships online, i.e. teenage relationship abuse

All staff will be aware of and promote a zero-tolerance approach to sexually harassing or abusive behaviour, and any attempts to pass such behaviour off as trivial or harmless. Staff will be aware that allowing such behaviour could lead to a school culture that normalises abuse and leads to pupils becoming less likely to report such conduct.

Staff will be aware that creating, possessing, and distributing indecent imagery of other children, i.e. individuals under the age of 18, is a criminal offence, even where the imagery is created, possessed, and distributed with the permission of the child depicted, or by the child themselves.

The school will be aware that interactions between the victim of online harmful sexual behaviour and the alleged perpetrator(s) are likely to occur over social media following the initial report, as well as interactions with other pupils taking “sides”, often leading to repeat harassment. The school will respond to these incidents in line with the Child-on-child Abuse Policy and this E-Safety Policy.

The school will respond to all concerns regarding online child-on-child sexual abuse and harassment, regardless of whether the incident took place on the school premises or using school-owned equipment. Concerns regarding online child-on-child abuse will be reported to the DSL, who will investigate the matter in line with the Anti Bullying Policy and the Child Protection and Safeguarding Policy.

### Grooming

Grooming is defined as the situation whereby an adult builds a relationship, trust and emotional connection with a child with the intention of manipulating, exploiting and/or abusing them.

Staff will be aware that grooming often takes place online and that pupils who are being groomed are commonly unlikely to report this behaviour for many reasons, e.g. the pupil may have been manipulated into feeling a strong bond with their groomer and may have feelings of loyalty, admiration, or love, as well as fear, distress and confusion.

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Due to the fact pupils are less likely to report grooming than other online offences, it is particularly important that staff understand the indicators of this type of abuse. The DSL will ensure that online safety training covers online abuse, the importance of looking for signs of grooming, and what the signs of online grooming are, including:

- Being secretive about how they are spending their time online.
- Having an older boyfriend or girlfriend, usually one that does not attend the school and whom their close friends have not met.
- Having money or new possessions, e.g. clothes and technological devices, that they cannot or will not explain.

### **Child sexual exploitation (CSE) and child criminal exploitation (CCE)**

Although CSE often involves physical sexual abuse or violence, online elements may be prevalent, e.g. sexual coercion and encouraging children to behave in sexually inappropriate ways through the internet. In some cases, a pupil may be groomed online to become involved in a wider network of exploitation, e.g. the production of child pornography or forced child prostitution and sexual trafficking.

CCE is a form of exploitation in which children are forced or manipulated into committing crimes for the benefit of their abuser, e.g. drug transporting, shoplifting and serious violence. While these crimes often take place in person, it is increasingly common for children to be groomed and manipulated into participating through the internet.

Where staff have any concerns about pupils with relation to CSE or CCE, they will bring these concerns to the DSL without delay, who will manage the situation in line with the Child Protection and Safeguarding Policy.

### **Radicalisation**

Radicalisation is the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. This process can occur through direct recruitment, e.g. individuals in extremist groups identifying, targeting and contacting young people with the intention of involving them in terrorist activity, or by exposure to violent ideological propaganda. Children who are targets for radicalisation are likely to be groomed by extremists online to the extent that they believe the extremist has their best interests at heart, making them more likely to adopt the same radical ideology.

Staff members will be aware of the factors which can place certain pupils at increased vulnerability to radicalisation, as outlined in the Safeguarding and Child Protection Policy. Staff will be expected to exercise vigilance towards any pupils displaying indicators that they have been, or are being, radicalised.

Where staff have a concern about a pupil relating to radicalisation, they will report this to the DSL without delay, who will handle the situation in line with the Safeguarding and Child Protection Policy.

### **Mental health**

Staff will be aware that online activity both in and outside of school can have a substantial impact on a pupil's mental state, both positively and negatively. The DSL will ensure that training is available to help ensure that staff members understand popular social media sites and terminology, the ways in which social media and the internet in general can impact mental health, and the indicators that a pupil is

suffering from challenges in their mental health. Concerns about the mental health of a pupil will be dealt with in line with the Wellbeing policy.

### Online hoaxes and harmful online challenges

For the purposes of this policy, an “online hoax” is defined as a deliberate lie designed to seem truthful, normally one that is intended to scaremonger or to distress individuals who come across it, spread on online social media platforms.

For the purposes of this policy, “harmful online challenges” refers to challenges that are targeted at young people and generally involve users recording themselves participating in an online challenge, distributing the video through social media channels and daring others to do the same. Although many online challenges are harmless, an online challenge becomes harmful when it could potentially put the participant at risk of harm, either directly as a result of partaking in the challenge itself or indirectly as a result of the distribution of the video online – the latter will usually depend on the age of the pupil and the way in which they are depicted in the video.

Where staff suspect there may be a harmful online challenge or online hoax circulating amongst pupils in the school, they will report this to the DSL immediately.

The DSL will conduct a case-by-case assessment for any harmful online content brought to their attention, establishing the scale and nature of the possible risk to pupils, and whether the risk is one that is localised to the school or the local area, or whether it extends more widely across the country. Where the harmful content is prevalent mainly in the local area, the DSL will consult with the LA about whether quick local action can prevent the hoax or challenge from spreading more widely.

Prior to deciding how to respond to a harmful online challenge or hoax, the DSL and the EHT will decide whether each proposed response is:

- In line with any advice received from a known, reliable source, e.g. the UK Safer Internet Centre, when fact-checking the risk of online challenges or hoaxes.
- Careful to avoid needlessly scaring or distressing pupils.
- Not inadvertently encouraging pupils to view the hoax or challenge where they would not have otherwise come across it, e.g. where content is explained to younger pupils but is almost exclusively being shared amongst older pupils.
- Proportional to the actual or perceived risk.
- Helpful to the pupils who are, or are perceived to be, at risk.
- Appropriate for the relevant pupils’ age and developmental stage.
- Supportive.
- In line with the Child Protection and Safeguarding Policy.

Where the DSL’s assessment finds an online challenge to be putting pupils at risk of harm, they will ensure that the challenge is directly addressed to the relevant pupils, e.g. those within a particular age range that is directly affected or individual pupils at risk where appropriate.

The DSL and EHT will only implement a school-wide approach to highlighting potential harms of a hoax or challenge when the risk of needlessly increasing pupils’ exposure to the risk is considered and mitigated as far as possible.

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## Cyber Bullying

Cyberbullying can include, but is not limited to, the following:

- Threatening, intimidating or upsetting text messages.
- Threatening or embarrassing pictures and video clips sent via mobile phone cameras.
- Silent or abusive phone calls or using the victim's phone to harass others, to make them think the victim is responsible.
- Threatening or bullying emails, possibly sent using a pseudonym or someone else's name.
- Unpleasant messages sent via instant messaging.
- Unpleasant or defamatory information posted to blogs, personal websites and social networking sites, e.g. Facebook.
- Abuse between young people in intimate relationships online i.e. teenage relationship abuse.
- Discriminatory bullying online i.e. homophobia, racism, misogyny/misandry.

The school will be aware that certain pupils can be more at risk of abuse and/or bullying online, such as LGBTQ+ pupils and pupils with SEND.

Cyberbullying against pupils or staff is not tolerated under any circumstances. Incidents of cyberbullying are dealt with quickly and effectively wherever they occur in line with the Anti-bullying Policy.

To help prevent cyber-bullying, we will endeavour to teach pupils to understand to the best of their ability what it is and what to do if they become aware of it happening to them or others. We will ensure pupils know how to report a concern to a member of staff and that concerns will be taken seriously and they will be supported throughout the process.

The school will discuss cyber-bullying with pupils in the most suitable way, adapting these learning experiences to meet their individual needs. When appropriate, they will discuss why it occurs and the forms it may take.

All staff, governors and volunteers will receive training on cyber-bullying, its impact and ways to support pupils, as part of our mandatory safeguarding training.

The school also sends information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school's Anti-Bullying policy and log the incident on CPOMS. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider the pupils level of understanding, their primary need and whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

## Cyber-crime

Cyber-crime is criminal activity committed using computers and/or the internet. There are two key categories of cyber-crime:

- Cyber-enabled – these crimes can be carried out offline; however, are made easier and can be conducted at higher scales and speeds online, e.g. fraud, purchasing and selling of illegal drugs, and sexual abuse and exploitation.
- Cyber-dependent – these crimes can only be carried out online or by using a computer, e.g. making, supplying or obtaining malware, illegal hacking, and ‘booting’, which means overwhelming a network, computer or website with internet traffic to render it unavailable.

The school will factor into its approach to online safety the risk that pupils with a particular affinity or skill in technology may become involved, whether deliberately or inadvertently, in cyber-crime. Where there are any concerns about a pupil’s use of technology and their intentions with regard to using their skill and affinity towards it, the DSL will consider a referral to the Cyber Choices programme, which aims to intervene where children are at risk of committing cyber-crime and divert them to a more positive use of their skills and interests.

The DSL and EHT will ensure that pupils are taught, throughout the curriculum, how to use technology safely, responsibly and lawfully.

In addition, the school will implement a cyber awareness plan for pupils and staff to ensure that they understand the basics of cyber security and protecting themselves from cyber-crime.

The school will implement its cyber security strategy in line with the DfE’s ‘Cyber security standards for schools and colleges’. See separate Cyber Security Policy.

## Handling online safety concerns

All staff will be aware that technology is a significant component in many safeguarding and wellbeing issues affecting young people, particularly owing to the rise of social media and the increased prevalence of children using the internet.

The DSL has overall responsibility for the school’s approach to online safety, with support from deputies and the EHT where appropriate, and will ensure that there are strong processes in place to handle any concerns about pupils’ safety online. The DSL should liaise with the police or children’s social care services for support responding to harmful online sexual behaviour.

The importance of online safety is integrated across all school operations in the following ways:

- Staff and governors receive regular training and updates via the newsletter and IHASCO training
- Staff receive regular email updates regarding online safety information and any changes to online safety guidance or legislation
- Online safety is integrated into learning throughout the curriculum
- Assemblies are conducted on the topic of remaining safe online

Any disclosures made by pupils to staff members about online abuse, harassment or exploitation, whether they are the victim or disclosing on behalf of another child, will be handled in line with the Child Protection and Safeguarding Policy.

Staff will be aware that harmful online sexual behaviour can progress on a continuum, and appropriate and early intervention can prevent abusive behaviour in the future. Staff will also acknowledge that pupils displaying this type of behaviour are often victims of abuse themselves and should be suitably supported.

The victim of online harmful sexual behaviour may ask for no one to be told about the abuse. The DSL will consider whether sharing details of the abuse would put the victim in a more harmful position, or whether it is necessary in order to protect them from further harm. Ultimately the DSL will balance the victim's wishes against their duty to protect the victim and other young people. The DSL and other appropriate staff members will meet with the victim's parents to discuss the safeguarding measures that are being put in place to support their child and how the report will progress.

Confidentiality will not be promised, and information may be still shared lawfully, for example, if the DSL decides that there is a legal basis under UK GDPR such as the public task basis whereby it is in the public interest to share the information. If the decision is made to report abuse to children's social care or the police against the victim's wishes, this must be handled extremely carefully – the reasons for sharing the information should be explained to the victim and appropriate specialised support should be offered.

Concerns regarding a staff member's online behaviour are reported to the EHT, who decides on the best course of action in line with the relevant policies, including the staff disciplinary policy. If the concern is about the EHT, it is reported to the chair of governors.

Concerns regarding a pupil's online behaviour are reported to the DSL, who investigates concerns with relevant staff members, e.g. EHT and ICT technicians, and manages concerns in accordance with relevant policies depending on their nature, e.g. the Behaviour and Pastoral Policy and Child Protection and Safeguarding Policy.

Where there is a concern that illegal activity has taken place, the EHT may contact the police.

The school avoids unnecessarily criminalising pupils, e.g. calling the police, where criminal behaviour is thought to be inadvertent and as a result of ignorance or normal developmental curiosity, e.g. a pupil has taken and distributed indecent imagery of themselves. The DSL will decide in which cases this response is appropriate and will manage such cases in line with the Child Protection and Safeguarding Policy. All online safety incidents and the school's response are recorded by the DSL.

## Section 3 – Information and Communication Systems

The School's electronic communications systems and equipment are intended to promote effective communication and working practices throughout the business and are critical to the success of our provision of excellent service. This section of the policy outlines the standards the School requires all users of these systems to observe, the circumstances in which the School will monitor use of these systems and the action the School will take in respect of any breaches of these standards.

The use by staff and monitoring by the School of its electronic communications systems is likely to involve the processing of personal data and is therefore regulated by the UK General Data Protection Regulation (GDPR) and all data protection laws and guidance in force. The School has the right to monitor all aspects of its systems, including data which is stored on the School's computer systems.

All members of staff are required to comply with the provisions set out in this policy at all times to protect the School's electronic systems from unauthorized access or harm.

### Filtering and monitoring online activity

The governing board will ensure the school's ICT network has appropriate filters and monitoring systems in place and that it is meeting the DfE's 'Filtering and monitoring standards for schools and colleges'. The governing board will ensure 'over blocking' does not lead to unreasonable restrictions as to what pupils can be taught with regards to online teaching and safeguarding.

The DSL will ensure that specific roles and responsibilities are identified and assigned to manage filtering and monitoring systems and to ensure they meet the school's safeguarding needs.

The EHT and ICT technicians will determine what filtering and monitoring systems are required. The filtering and monitoring systems the school implements will be appropriate to pupils' ages, the number of pupils using the network, how often pupils access the network, and the proportionality of costs compared to the risks. ICT technicians will undertake termly checks on the filtering and monitoring systems to ensure they are effective and appropriate.

Requests regarding making changes to the filtering system will be directed to the EHT. Prior to making any changes to the filtering system, ICT technicians and the DSL will conduct an assessment. Any changes made to the system will be recorded by ICT technicians. Reports of inappropriate websites or materials will be made to an ICT technician immediately, who will investigate the matter and makes any necessary changes.

Deliberate breaches of the filtering system will be reported to the DSL and ICT technicians, who will escalate the matter appropriately. If a pupil has deliberately breached the filtering system, this will be discussed with them and relevant action taken including re-education and training. Sanctions, if appropriate, will be considered. If a member of staff has deliberately breached the filtering system, they will be disciplined in line with the Disciplinary Policy and Procedure.

If material that is believed to be illegal is accessed, inadvertently or deliberately, this material will be reported to the appropriate agency immediately, e.g. the Internet Watch Foundation (IWF), CEOP and/or the police.

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The school's network and school-owned devices will be appropriately monitored. All users of the network and school-owned devices will be informed about how and why they are monitored. Concerns identified through monitoring will be reported to the DSL who will manage the situation in line with the Child Protection and Safeguarding Policy.

## Cyber Security

The School has invested in Bristol City Council's technical cyber security measures, via Trading with Schools IT support but we also need our employees to be vigilant and act to protect the School IT systems. The School have put in place a number of systems and controls to mitigate the risk of falling victim to cyber-crime. These include technology solutions as well as controls and guidance for staff. This section of the policy should be read in conjunction with our **Cyber Security Policy**.

Schools subscribing to the TwS Internet Service benefit from the following features designed to protect schools from malicious attacks:

**Network Access Control Lists** – Network ACLs ensure schools are isolated from each other unless specifically allowed by request of a school. In the event of a Ransomware attack this will prevent malicious traffic from propagating between schools on the network.

**Jisc** – network provider Jisc have a 24/7 security operation centre which provides a combination of protection, monitoring and incident response and make use of specialist anomaly detection tools to help protect from internet based attacks.

**Netsweeper** – the filtering system prevents access to known content associated with malware and ransomware and is updated on frequent basis.

**Palo Alto PA-5250 Firewall** - The main BCC firewall sits in a redundant configuration between the schools' network and the internet and has sophisticated systems in place to identify and prevent viruses and malware reaching schools. If a school implements its own VPN system for remote access, the firewall cannot inspect incoming traffic and these features will be ineffective. Briarwood School staff use the TwS Internet Plus service to provide secure remote access.

**BitDefender Endpoint Security** - Virus protection is also purchased by the Bristol City Council Trading with Schools ICT Team and is installed by the Schools' ICT Technician who is responsible for ensuring that it is updated regularly. Laptop users also should make sure that this has been installed and contact the ICT Technician if you have a query regarding installation. Users should avoid clicking on links to unknown websites or downloading large files.

## Technology Solutions

The School have implemented the following technical measures to protect against cyber-crime:

- ✓ Firewalls
- ✓ Anti-virus software (which updates daily)
- ✓ Anti-spam software
- ✓ Auto or real-time updates on our systems and applications
- ✓ Web filtering
- ✓ Secure data backup

- ✓ Encryption
- ✓ Deleting or disabling unused/unnecessary user accounts
- ✓ Deleting or disabling unused/unnecessary software
- ✓ Using strong passwords
- ✓ Disabling auto-run features

## Equipment Security and passwords

All members of staff are responsible for the security of the equipment allocated to or used by them and must not allow it to be used by anyone other than in accordance with this policy.

A network user account will be created for all new staff, consisting of a username, password and an e-mail address. All members of staff are responsible for the security of the equipment allocated to or used by them and must not allow it to be used by anyone other than in accordance with this policy.

Passwords are unique to each user and staff are required to select a strong password that is at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol). Passwords must be regularly changed and never re-used. Passwords must not be shared with anyone. Users are provided with their own login which can be used to monitor any action taken when logged on and every user is responsible for the action taken while their username is in use. Staff are encouraged not to save passwords to website's in case of a breach.

Users will inform ICT technicians if they forget their login details. Users will not be permitted to share their login details with others and will not be allowed to log in as another user at any time. If a user is found to be sharing their login details or otherwise mistreating the password system, the EHT will be informed and will decide the necessary action to take as this forms a breach of the -E-Safety Policy and Code of Conduct. Any member of staff who discloses his or her password to another employee will be liable to disciplinary action under the School's Disciplinary Policy and Procedure. Any member of staff who logs on to a computer using another member of staff's password will be liable to disciplinary action up to and including summary dismissal for gross misconduct. Staff must make sure the device locks if left inactive for a period of time.

Staff are required to log off or lock their device when they are leaving the terminal unattended or when leaving the office to prevent unauthorised users accessing the system in their absence. SLT will do spot checks from time to time to ensure compliance with this requirement. Staff should be aware that if they fail to log off and leave their terminals unattended they will be held responsible for another user's activities on their terminal in breach of this policy, the School's Data Protection Policy and Confidentiality Policy in respect of certain information.

Members of staff who have been issued with a laptop, iPad (or other mobile device tablet), must ensure that it is kept secure at all times, especially when travelling. Passwords must be used to secure access to data kept on such equipment to ensure that confidential data is protected in the event that the device is lost or stolen. Staff should also observe basic safety rules when using such equipment e.g. ensuring that they do not use or display such equipment in isolated or dangerous areas. Staff should also be fully aware that if using equipment in public places documents can be easily read by others.

Users must report any security breach or suspected breach of their network, email or relevant accounts to ELT. Users must also report any mistakes as soon as possible. If your concern relates to a data protection breach you must follow our Data Breach Policy.

School ICT systems' capacity and security will be reviewed regularly and security strategies will be periodically discussed with the TwS ICT team.

## Network Security

All members of staff will have their own unique usernames and private passwords to access the school's systems.

Members of staff should not delete, destroy or modify any of the School's existing systems, programmes, information or data which could have the effect of harming or exposing to risk or harm the School, its staff, students, or any other party. Users are not permitted to make any physical alteration, either internally or externally, to the School network or hardware.

If software is installed without permission, it may cause extensive damage to the ICT systems and users could be held personally liable for any costs incurred in rectifying the damage.

All Software requests should be made to SLT. Please note that this includes instant messaging programs, screen savers, photos, video clips, games, music files and opening any documents or communications from unknown origins.

Users must not turn off or attempt to alter any security measures (antivirus software, firewalls, web filtering, encryption, automatic updates etc.) that have installed on their computer, phone or network or the School IT systems.

Users should only access areas of the Schools computer systems to which they have authorised access. Staff without authorisation should only be allowed to use terminals under supervision.

Where consent is given all files and data should always be virus checked before they are downloaded onto the School's systems. If in doubt, the employee should seek advice from SLT.

No device or equipment should be attached to our systems without the prior approval of SLT. This includes, but is not limited to, any PDA or telephone, iPad (or other mobile device tablet), USB device, i-pod, digital camera, MP3 player, infra red connection device or any other device.

Staff should not attempt to gain access to restricted areas of the network or to any password-protected information unless they are specifically authorised to do so.

We use a range of online programmes which store personal information in order to support and safeguard our pupils, including our assessment system Onwards and Upwards, Behaviour Watch (behaviour), Motional (wellbeing), Arbor (MIS) and CPOMS (safeguarding). Other school information that relies on our "Microsoft 365" accounts, including email, calendar, OneDrive files, Microsoft Teams and OneNote information can also be accessed remotely. All these and any other cloud based system must only be accessed on a device provided by school that has full password security or a mobile device that has full security in place and is not used by anyone else. These systems must NEVER be accessed on a public machine.

SeeSaw is an online system used to communicate with Parents and them with us. SeeSaw is extremely secure and fully GDPR compliant, with a full set of privacy features. Content posted to SeeSaw is monitored by SLT. Only content related to a specific pupil can be posted to their timeline and staff need

to be aware that they are tagging the correct child when posting. Whilst messages can also be sent on SeeSaw, all guidelines related to emails apply to content on SeeSaw too – content must be appropriate, professional and courteous and fully respectful of the child and their family.

Technical security features, such as anti-virus software, will be kept up-to-date and managed by ICT technicians. Firewalls will be switched on at all times. ICT technicians will review the firewalls regularly to ensure they are running correctly, and to carry out any required updates.

Staff and pupils will be advised not to download unapproved software or open unfamiliar email attachments, and will be expected to report all malware and virus attacks to ICT technicians.

The SLT digital lead will be responsible for implementing appropriate network security measures in liaison with the DPO and DSL. Full details of the school's network security measures can be found in the Cyber-security Policy.

## Monitoring and Maintenance

The School may exercise its right to monitor the use of its ICT systems. Individual laptops/desktop computers or ICT equipment may be removed at any time, without prior warning, for regular maintenance, reallocation or any other operational reason. Maintenance includes, but is not limited to, new software installations, software updates, reconfiguration of settings and computer re-imaging.

This includes websites accessed, the interception of e-mail and the viewing of data stored, where it believes unauthorised use of the School's ICT system is, or may be taking place, or the system is, or may be being used for criminal purposes. Any inappropriate material found will be deleted. Monitoring software is installed to ensure that use of the network is regularly checked by SLT to ensure there are no pastoral or behaviour concerns or issues of a safeguarding or prevent nature.

Staff must ensure they keep operating systems up to date by always installing the latest updates.

On the termination of employment for any reason, staff are required to provide a full handover detailing the drives, folders and files where their work can be located and accessed. The School reserves the right to require employees to hand over all School data held in a useable format.

Other reasons for monitoring the ICT systems include the need to:

- ensure operational effectiveness of the services provided;
- maintain the systems;
- prevent a breach of the law, this policy, or any other school policy;
- investigate a suspected breach of the law, this policy, or any other school policy.

The School reserves the right to disconnect devices or disable services without notification.

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

## Examining Electronic Devices

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

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- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the SLT to decide whether they should:

- Delete that material
- Retain it as evidence
- Report it to the police

Staff may also confiscate devices for evidence to hand to the police, if a pupil discloses that they are being abused and that this abuse includes an online element.

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on screening, searching and confiscation
- UKCIS guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

## Acceptable Use

Briarwood School provides a range of ICT resources which are available to staff members and governors. In order to ensure the safety of staff, governors and pupils, it is important that all staff members and governors follow the guidelines detailed in this section of the policy. All equipment that constitutes the School's ICT systems is the sole property of the School.

All staff will be provided with E-Safety and Cyber Security training at induction and refresher training as appropriate; all staff will sign the acceptable use policy which can be located in appendix a of this policy.

## Email Communications

Each staff member is provided with a "bristol-schools.uk" email address provided by Bristol City Council and accessed using Office 365 at <https://mail.office365.com/>

Prior to being authorised to use the email system, staff and pupils must agree to and sign the Acceptable Use Agreement.

Any emails that are sent from a school account to an email ending in bristol.gov.uk, bristol-schools.uk, gsi.gov.uk / gsx.gov.uk / gse.gov.uk/ gcsx.gov.uk are automatically encrypted. Any email that contains sensitive or personal information will only be sent using secure and encrypted email.

All School related communication must be sent via the School email address.

Where possible staff should access their e-mails at least once every working day. Staff should endeavour to respond to e-mails marked 'high priority' as soon as is reasonably practicable.

The School recognises that it is not always possible to control incoming mail. Any material which would be considered as inappropriate or unprofessional, sexually explicit or offensive should be deleted at once.

Staff who receive an e-mail which has been wrongly delivered should inform the sender asap. If the e-mail contains confidential information or inappropriate material (as described above) it should not be disclosed or forwarded to another member of staff or used in any way. SLT should be informed as soon as reasonably practicable.

The School monitors all e-mails passing through its systems for viruses. Staff should be cautious when opening e-mails from unknown external sources or where for any reason an e-mail appears suspicious (such as ending in '.exe'). SLT should be informed immediately if a suspected virus is received. The School reserves the right to block access to attachments to e-mail for the purpose of effective use of the system and compliance with this policy. The School also reserves the right not to transmit any e-mail message.

Staff members and pupils will be required to block spam and junk mail, and report the matter to ICT technicians. The school's monitoring system can detect inappropriate links, malware and profanity within emails – staff will be made aware of this. Chain letters, spam and all other emails from unknown sources will be deleted without being opened.

E safety training will include explaining to staff what a phishing email and other malicious emails might look like and will include information on the following:

- How to determine whether an email address is legitimate
- The types of address a phishing email could use
- The importance of asking "does the email urge you to act immediately?"
- The importance of checking the spelling and grammar of an email

Any cyber-attacks initiated through emails will be managed in line with the Cyber Response Recovery plan. See Cyber Security Policy.

## Email Etiquette

The School's e-mail facility is intended to promote effective communication within the business, access to the School's e-mail facility is provided for work purposes only.

Staff are strictly prohibited from using the School's email facility for personal emails at any time unless previously agreed by ELT. Staff should always consider if e-mail is the appropriate medium for a particular communication. The School encourages all members of staff to make direct contact with individuals rather than communicate by e-mail wherever possible to maintain and enhance good working relationships.

Members of staff are strictly forbidden from sending abusive, obscene, discriminatory, racist, harassing, derogatory or defamatory messages. If such messages are received, they should not be forwarded and should be reported to a member of SLT immediately. If you feel that you have been harassed or bullied, or are offended by material sent to you by a colleague via e-mail, you should inform SLT who will seek to resolve the matter. If an informal procedure is not appropriate, staff may pursue the matter formally under the School's grievance procedure.

All members of staff should remember that e-mails can be the subject of legal action for example in claims for breach of contract, confidentiality, defamation, discrimination, harassment etc against both the member of staff who sent the email and the School. Staff should take care with the content of e-mail messages, as incorrect or improper statements can give rise to both personal and professional liability. E-mail messages may of course be disclosed in legal proceedings in the same way as paper documents. Deletion from a user's inbox or archives does not mean that an e-mail is obliterated and all e-mail messages should be treated as potentially retrievable, either from the main server or using specialist software. This should be borne in mind when considering whether e-mail is an appropriate forum of communication and of the content and language used. The sending of emails is subject to the following rules:

- Language must not include swear words, or be offensive or abusive.
- Emails or attachments of a pornographic, illegal, violent, sexist or racist nature are not permitted.
- Sending of attachments which contain copyright material to which the School does not have distribution rights is not permitted.
- The use of personal email addresses by staff for any official school business is not permitted, unless in agreement with ELT.
- The forwarding of any chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- Sending or forwarding chain junk mail, cartoons or gossip is prohibited.
- Any electronic communication which contains any content which could be subject to data protection legislation (e.g. sensitive or personal information) will only be sent using a secure method including email encryption.
- Password protection on sensitive documents. The sender must ensure that the password is sent separately to the intended recipient (i.e. in a separate email or over the phone).
- Emails should not contain children's full names in the subject line and preferably, not in the main body of the text either. Initials should be used wherever possible.
- Access to the school email system will always take place in accordance to data protection legislation and in line with other school policies e.g. confidentiality.
- Members of the school community must immediately tell a member of SLT if they receive offensive communication.
- Staff will be encouraged to develop an appropriate work life balance when responding to email.
- Contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding e-mails to those who do not have a real need to receive them.
- School email addresses and other official contact details will not be used for setting up personal social media accounts.
- Emails must not contain personal opinions about other individuals, e.g. other staff members, children or parents. Descriptions of individuals must be kept in a professional and factual manner.
- Selling or advertising using the email systems or other form of broadcast messages about lost property, sponsorship or charitable appeals is prohibited.
- Agree to terms, enter into contractual commitments or make representations by e-mail. A name at the end of an e-mail is deemed a signature.
- Downloading e-mail, text, music and other content on the internet which is subject to copyright protection is prohibited, unless it is clear that the owner of such works allows this.
- Staff should not send messages from another worker's computer or under an assumed name.
- Staff should not send confidential messages via e-mail or the internet, or by other means of external communication which are known not to be secure. Sensitive emails should be encrypted.

## Internet Access

Pupils, staff and other members of the school community will only be granted access to the school's internet network once they have read and signed the Acceptable Use Agreement. A record will be kept of users who have signed this agreement on SchoolBus.

All members of the school community will be encouraged to use the school's internet network, instead of 3G, 4G and 5G networks, as the network has appropriate filtering and monitoring to ensure individuals are using the internet appropriately.

When a website is visited, devices such as cookies, tags or web beacons may be employed to enable the site owner to identify and monitor visitors. If the website is an inappropriate one such a marker could be a source of embarrassment to the School, especially if a member of staff has accessed, downloaded, stored or forwarded inappropriate material from the website. Staff may even be committing a criminal offence if, for example, the material is pornographic in nature.

Staff must not therefore access from the School's system any web page or any files (whether documents, images or other) downloaded from the web which could be regarded as illegal, offensive, in bad taste or immoral. While content may be legal in the UK it may be in sufficient bad taste to fall within this prohibition.

If any person within the School (whether intending to view the page or not) might be offended by the contents of a page, or might be a source of embarrassment if made public, then viewing it may be a breach of this policy.

Staff should not under any circumstances use School systems to participate in any internet chat room, post messages on any internet message board or set up or log text or information even in their own time.

Remember also that text, music and other content on the internet are copyright works. Staff should not download or e-mail such content to others unless certain that the owner of such works allows this.

The School's website may be found at <https://www.briarwoodschool.org.uk/>

This website is intended to convey our core values and excellence in the educational sector. All members of staff are encouraged to give feedback concerning the site and new ideas and inclusions are welcome. All such input should be submitted to the EHT.

Staff should be aware that any personal use of the systems may be monitored and, where breaches of this policy are found, action may be taken under our Disciplinary Policy and Procedure.

YouTube is allowed on handhelds and Chromebooks but this is only added if need be to groups or individual devices; access should be requested via the EHT.

Misuse of the internet may, in certain circumstances, constitute a criminal offence. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, accessing, transmitting or downloading any of the following material, or using any of the following facilities, will amount to gross misconduct

## File Storage

Staff members have their own area on the network, as well as access to shared network drives. Any school related work should be stored on one of these network drives. Personal files are not permitted to be saved. Staff are responsible for ensuring they have rights for the storage of any file in their area, for example copyright music files.

No confidential, or school data which is subject to the Data Protection Act should be transferred off site unless it is sent by secure email. No school data is to be stored on a home computer.

The school's filing system can be accessed remotely using the School cloud or "GlobalProtect". For instructions on how to set this up please contact the ICT Technician.

USB sticks are prohibited and are not to be used.

## Photography and Images

The School encourages the use of cameras such as iPads/iPods and other video equipment to support learning and assessment; however staff should be aware of the following guidelines:

- Photos should only have the pupil's name if they are on display in school only. Photos for the website or press must only include the child's first name and we must have agreement from parents/carers prior to use.
- The use of personal digital cameras in school is not permitted, including those which are integrated into mobile phones, iPads or similar.
- All photos should be downloaded to the School network as soon as possible.
- The use of mobile phones for taking photos of pupils is not permitted.

## Protecting Personal Data

Personal data of all stakeholders will be recorded, processed, transferred and made available according to the UK General Data Protection Act, 2018 (please see Data Protection Policy for more information).

## Generative artificial intelligence (AI)

The school will take steps to prepare pupils for changing and emerging technologies, e.g. generative AI and how to use them safely and appropriately with consideration given to pupils' age.

The school will ensure its IT system includes appropriate filtering and monitoring systems to limit pupil's ability to access or create harmful or inappropriate content through generative AI.

The school will ensure that pupils are not accessing or creating harmful or inappropriate content, including through generative AI.

The school will take steps to ensure that personal and sensitive data is not entered into generative AI tools and that it is not identifiable.

The school will make use of any guidance and support that enables it to have a safe, secure and reliable foundation in place before using more powerful technology such as generative AI.

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## Section 4 – Digital and Social Media

### Social Networking

Briarwood School understands that social media is a growing part of life outside of school. We have a responsibility to safeguard our pupils against potential dangers when accessing the internet at school, and to educate our pupils about how to protect themselves online when outside of school.

We are committed to:

- Encouraging the responsible use of social media by all staff, parents and pupils in support of the school's mission, values and objectives.
- Protecting our pupils from the dangers of social media.
- Preventing and avoiding damage to the reputation of the school through irresponsible use of social media.
- Protecting our staff from cyberbullying and potentially career damaging behaviour.
- Arranging online safety meetings for parents.

This section of the policy deals with the use of all forms of social media including Facebook, Instagram, LinkedIn, Twitter, TikTok all other social networking sites, and all other internet postings, including blogs. It applies to the use of social media for both work and personal purposes, whether during work hours or otherwise, regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to members of staff.

### Staff use of personal social media

Staff will not be prohibited from having personal social media accounts; however, it is important that staff protect their professional reputation by ensuring they use personal social media accounts in an appropriate manner.

Staff are allowed to use social networking sites at their discretion only in their own time and on their own ICT equipment. This should not be accessed via the school's Wi-Fi. Bristol City Council Trading with Schools IT Helpdesk will block/filter access to open social networking sites across school devices.

Staff should be aware that what they write on social networking sites is generally in the public domain. Staff are personally responsible for what they communicate in social media. Staff should remember that what they publish might be available to be read by the masses (including the School itself, future employers and social acquaintances) for a long time. Staff should keep this in mind before they post content. Staff should also avoid social media communications that might be misconstrued in a way that could damage the School's reputation, even indirectly. Staff should never state they work for Briarwood School or Bristol City Council on any forum.

Personal use of social media is never permitted during working time or via our computers, networks and other IT resources and communications systems. Staff should not use a work email address to sign up to any social media and any personal social media page should not make ANY reference to their employment at Briarwood School. Staff must ensure that their profile and any content posted are consistent with the professional image they are required to present to colleagues, pupils and parents

Staff will be required to adhere to the following guidelines when using personal social media accounts:

- Staff will not 'friend', 'follow' or otherwise contact pupils through their personal social media accounts. If pupils attempt to 'friend' or 'follow' a staff member, they will report this to the EHT.
- Staff will not 'friend' or 'follow' parents on their personal accounts.
- Staff members will ensure the necessary privacy controls are applied to personal accounts..
- Staff will not post any content online that is damaging to the school, its staff or pupils.
- Staff members will not post any information which could identify a pupil, class or the school – this includes any images, videos and personal information.
- Staff members will not post anonymously or under an alias to evade the guidance given in this policy.
- Staff will not post comments about the school, pupils, parents, staff or other members of the school community.

If a member of Staff is uncertain or concerned about the appropriateness of any statement or posting, they should refrain from making the communication until discussed with their Line Manager. If a member of Staff sees content in social media that disparages or reflects poorly on the School, it's staff, pupils, parents, service providers or stakeholders, they are required to report this in the first instance to SLT without delay. All staff are responsible for protecting the School's reputation.

## Compliance

Social media should never be used in a way that breaches any of our other policies. If an internet post would breach any of our policies in another forum, it will also breach them in an online forum. For example, employees are prohibited from using social media to:

- Breach our E Safety policy
- Breach our obligations with respect to the rules of relevant regulatory bodies;
- Breach any obligations they may have relating to confidentiality;
- Breach our Disciplinary Rules;
- Defame or disparage the School, its Staff, its pupils or parents, its affiliates, partners, suppliers, vendors or other stakeholders;
- Harass or bully other Staff in any way or breach our Code of Conduct or Staff Wellbeing policies
- Unlawfully discriminate against other Staff or third parties
- Breach our Data protection policy (for example, never disclose personal information about a colleague or children online);
- Breach any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements).

Breaches of this policy by members of staff will be taken seriously, and in the event of illegal, defamatory or discriminatory content, could lead to prosecution, disciplinary action or dismissal. Members of staff will be aware that if their out-of-work activity brings the school into disrepute, disciplinary action will be taken.

Attempts to bully, coerce or manipulate members of the school community via social media by members of staff will be dealt with as a disciplinary matter.

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## School Social Media

A school-based social media account will be entirely separate from any personal social media accounts held by staff members and will be linked to an official school email account.

When setting up a school social media account, consideration will be given to the following:

The EHT will be responsible for authorising members of staff and any other individual to have admin access to school social media accounts. Only people authorised by the EHT will be allowed to post on the school's accounts.

Passwords for the school's social media accounts are stored securely and passwords are only shared with people authorised by the EHT.

All posts made to school social media accounts will not breach copyright, data protection or freedom of information legislation.

The school's social media accounts will comply with the platform's rules. The EHT will ensure anyone with authorisation to post on the school's social media accounts are provided with training on the platform and the rules around what can be posted.

If your duties require you to speak on behalf of the School in a social media environment, you must follow the protocol outlined below.

The EHT may require you to undergo training before you use social media on behalf of the School and impose certain requirements and restrictions with regard to your activities.

Likewise, if you are contacted for comments about the School for publication anywhere, including in any social media outlet, you must direct the inquiry to the EHT and must not respond without advanced written approval.

Where any post is going to be made on the School's own social media the following steps must be taken:

- No personally identifiable information about children, staff or parents is to go on the school Social Media page. This includes names or identifiable photographs (unless previously agreed by parents and ELT). These forums are for school news only.
- Ensure that there is no identifying information relating to a child/children in the post - for example any certificates in photos are blank/without names or the child's name cannot be seen on the piece of work.
- Our main communication with parents, especially regarding pupil achievement, is through SeeSaw, however general information about classes or the school can be posted on Social Media. The school newsletter should not be shared directly to social media but a link to the newsletter on the school website can be posted.
- The proposed post must be presented to SLT for confirmation that the post can 'go live' before it is posted on any social media site.

Staff will ensure that their posts meet the following criteria:

- The post does not risk bringing the school into disrepute

- The post only expresses neutral opinions and does not include any personal views
- The post uses appropriate and school-friendly language
- The post is sensitive towards those who will read it, and uses particularly neutral and sensitive language when discussing something that may be controversial to some
- The post does not contain any wording or content that could be construed as offensive
- The post does not take a side in any political debate or express political opinions
- The post does not contain any illegal or unlawful content

### Parent social media use

Parents are able to comment on or respond to information shared via social media sites; however, parents should do so in a way which does not damage the reputation of the school.

Parents will be asked not to share any photos or personal details of pupils when commenting on school social media sites, nor post comments concerning other pupils or staff members.

Any parents that are seen to be breaching the guidance in this policy will be required to attend a meeting with the EHT, and may have their ability to interact with the social media websites removed.

Breaches of this policy will be taken seriously, and in the event of illegal, defamatory or discriminatory content could lead to prosecution.

### Pupil social media use

Pupils will not access social media during school time. Pupils will not be permitted to use the school's WiFi network to access any social media platforms.

Pupils should not attempt to 'friend', 'follow' or otherwise contact members of staff through their personal social media accounts. Where a pupil attempts to 'friend' or 'follow' a staff member on their personal account, it will be reported to the DSL and discussed with the pupil.

Pupils are advised not to sign up to any social media platforms that have an age restriction above the pupil's age.

If inappropriate content is accessed online on school premises, this will be reported to the DSL and I.T technician immediately.

### WhatsApp and Chat forums

Members of staff are able to use WhatsApp on their own devices for personal communication however, staff should not communicate internally with other staff members for School business using their personal WhatsApp accounts and should not share School related information. If staff are found to have shared personal or sensitive information via chat forums they will be dealt with in line with disciplinary policy and procedures.

WhatsApp is not permitted for use on School issued devices or personal devices for School business.

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## Respecting intellectual property and confidential information

Staff should not do anything to jeopardise School confidential information and intellectual property through the use of social media.

In addition, Staff should avoid misappropriating or infringing the intellectual property of other School's, organisations, companies and individuals, which can create liability for the School, as well as the individual author.

Staff must not use the School's logos, brand names, slogans or other trademarks, or post any of our confidential or proprietary information without express prior written permission from the EHT.

To protect yourself and the School against liability for copyright infringement, where appropriate, reference sources of particular information you post or upload and cite them accurately. If you have any questions about whether a particular post or upload might violate anyone's copyright or trademark, ask the EHT in the first instance before making the communication.

## Recruitment

The School will use internet searches to perform pre-employment checks on candidates in the course of recruitment. The school will act in accordance with its data protection and equal opportunities obligations.

## The School Web-Site

The contact details on the web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The EH's PA will take overall editorial responsibility and ensure that content is accurate and appropriate. Photographs that include pupils will be selected carefully. The school has a list of those parents who have given permission for their child's photo to be displayed on the website. This is updated annually.

Pupils' full names will not be used anywhere on the web site, and no names will be given alongside photographs in keeping with UKGDPR and our Data Protection policy.

## Personal Devices

Staff members will use personal devices in line with the school's Data Protection policy, E Safety Policy and Cyber-security Policy. Personal devices include, but are not limited to, laptops or mobile devices. Mobile devices within the context of this policy includes any mobile phone, tablet, or other device which is capable of connecting with the internet or mobile networks or taking image or sound recordings.

When accessing personal data, it is the user's responsibility to ensure they keep data secure on their device. This includes preventing theft and loss of data (for example through password protection, multi-factor authentication and cloud back up), keeping information confidential (for example by ensuring access to emails or sensitive information is password protected) and maintaining that information.

The safety of the user's own device is the responsibility of the user. The School does not accept responsibility for any loss or damage to the user's device when used on the School's premises. It is up to the user to ensure they have their own protection on their own device (such as insurance).

Personal devices are permitted in school, with the following restrictions:

- They are not to be used when members of staff are directly supervising or working with children. Whilst members of staff are working in the classroom they should be securely stored in a bag/cupboard/locker.
- Members of staff bringing personal devices into school will ensure that there is not any inappropriate or illegal content on their device.
- All phone contact with parents regarding school issues will be through the Schools phones, unless previously agreed by ELT.
- Personal mobile numbers should not be given to parents at the School unless previously agreed by ELT
- Staff must not act in any way against the School's Acceptable Use section of this policy and other safeguarding and data related policies

No personal equipment should be connected to or used with the School's ICT systems or WiFi.

When out of School, staff should access work systems on their mobile device using secure remote access via The Cloud and use multi-factor authentication.

Technical support is not provided by the School on the user's own devices.

The use of camera, microphone and/or video capabilities are prohibited whilst in School or undertaking school related business. You must not use your device to take pictures/video/recordings of other individuals including staff without their advance written permission to do so.

If information is particularly sensitive, users should ensure data is either appropriately secured or deleted from the device (including from any local copies which may have been stored on the device).

In the event of any loss or theft of personal data, this must be reported immediately as a data breach in accordance with the School's Data Breach policy.

The School may require access to a device when investigating policy breaches (for example, to investigate cyber bullying).

## Data protection principles

The school will obtain consent from pupils and parents, which will confirm whether or not consent is given for posting images and videos of a pupil on social media platforms. Consent provided for the use of images and videos only applies to school accounts – staff, pupils and parents are not permitted to post any imagery or videos on personal accounts. Where a pupil is assessed by the school to have the competence to understand what they are consenting to, the school will obtain consent directly from that pupil; otherwise, consent is obtained from whoever holds parental responsibility for the pupil.

A record of consent is maintained throughout the academic year, which details the pupils for whom consent has been provided. The PA to the EH will be responsible for ensuring this consent record remains up-to-date.

Parents and pupils are able to withdraw or amend their consent at any time. To do so, parents and pupils must inform the school in writing. Where parents or pupils withdraw or amend their consent, it will not affect the processing of any images or videos prior to when consent was withdrawn or amended. Processing will cease in line with parents' and pupils' requirements following this. Wherever it is reasonably practicable to do so, the school will take measures to remove any posts before consent was withdrawn or amended, such as removing an image from a social media site.

Consent can be provided for certain principles only, for example only images of a pupil are permitted to be posted, and not videos. This will be made explicitly clear on the consent form provided. The school will only post images and videos of pupils for whom consent has been received.

Only school-owned devices will be used to take images and videos of the school community. Only appropriate images and videos of pupils will be posted in which they are suitably dressed, e.g. it would not be suitable to display an image of a pupil in swimwear unless demonstrating the use of the hydro pool for example.

When posting on social media, the school will use group or class images or videos with general labels, e.g. 'sports day'.

When posting images and videos of pupils, the school will apply data minimisation techniques, such as pseudonymisation (blurring a photograph), to reduce the risk of a pupil being identified. The school will not post pupils' personal details on social media platforms and pupils' full names will never be used alongside any videos or images in which they are present.

## Safeguarding in relation to Social Media

Any disclosures made by pupils to staff about online abuse, harassment or exploitation, whether they are the victim or disclosing on behalf of another child, will be handled in line with the Child Protection and Safeguarding Policy.

Concerns regarding a staff member's online behaviour will be reported to the EHT who will decide on the best course of action in line with the relevant policies, e.g. the Staff Code of Conduct, Allegations of Abuse Against Staff and Low-Level Concerns Policy, and Disciplinary Policy and Procedures. If the concern is about the EHT, it will be reported to the chair of governors.

Concerns regarding a pupil's online behaviour will be reported to the DSL, who will investigate any concerns with relevant staff members, e.g. the EHT and ICT technicians, and manage concerns in accordance with relevant policies depending on their nature, e.g. the Behaviour and Pastoral Policy and Child Protection and Safeguarding Policy.

Where there is a concern that illegal activity has taken place, the EHT may contact the police. The school will avoid unnecessarily criminalising pupils, e.g. calling the police, where criminal behaviour is thought to be inadvertent and as a result of ignorance or normal developmental curiosity, e.g. a pupil has taken and distributed indecent imagery of themselves. The DSL will decide in which cases this response is appropriate and will manage such cases in line with the Child Protection and Safeguarding Policy.

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As part of the usual communication with parents, the school will reinforce the importance of pupils being safe online and inform parents what systems the school uses to filter and monitor online use. The school will also make it clear to parents what their children are being asked to do online for school, including what platforms they will be asked to access and who from the school, if anyone, they will be interacting with online.

## Section 5 - Education and Training

### Use of technology in the classroom

A wide range of technology will be used during lessons, including the following:

- Laptops
- Interactive white boards
- Tablets
- Emails
- Cameras
- Iphones
- AAC devices

Prior to using any websites, tools, apps or other online platforms in the classroom, or recommending that pupils use these platforms at home, the class teacher will review and evaluate the resource. Class teachers will ensure that any internet-derived materials are used in line with copyright law.

Pupils will be supervised when using online materials during lesson time – this supervision is suitable to their age and ability.

### Use of smart technology

While the school recognises that the use of smart technology can have educational benefits, there are also a variety of associated risks which the school will ensure it manages.

Staff will use all smart technology and personal technology in line with this policy alongside the Data Protection policy.

Inappropriate use of smart technology may include:

- Using mobile and smart technology to sexually harass, bully, troll or intimidate peers.
- Sharing indecent images, both consensually and non-consensually.
- Viewing and sharing pornography and other harmful content.

Pupils will not be permitted to use personal smart devices or any other personal technology whilst in school or on school business.

The school will hold assemblies, where appropriate, and lessons in line with our safety curriculum which address any specific concerns related to the misuse of smart technology and outline the importance of using smart technology in an appropriate manner.

The school will seek to ensure that it is kept up to date with the latest devices, platforms, apps, trends and related threats.

The school will consider the 4Cs (content, contact, conduct and commerce) when educating pupils about the risks involved with the inappropriate use of smart technology and enforcing the appropriate disciplinary measures.

## Pupil Access

Any students using computers can use the generic “pupil” log in, password: briarwood (Under Pupil Access). This was created to give access to a Pupil folder on Schoolcloud which can in turn be put onto iPads.

Teachers should teach pupils about emailing using their school email address only. Pupils will be supported using e-mail and all staff should immediately tell the designated safeguarding lead if they or a pupil receive offensive e-mail or text. All pupil e-mails will be treated as public.

Pupils are prohibited from having mobile phones or other electronic equipment in school unless specified by SLT or for therapy reasons, for example, a communication device.

All users must be polite and considerate online and report any issues that are likely to cause offence to others.

Internet access is monitored by Bristol City Council Trading with Schools IT Helpdesk, using the filtering system in place.

Photos and videos of children can be taken whilst they are completing work, for assessment and celebration. These must be taken on school devices (iPods or iPads). The images should be uploaded to the dedicated space and subsequently deleted from the device.

The school will take all reasonable precautions to ensure that users access only appropriate material. However, it is recognised that it is not possible to guarantee that unsuitable material will never appear on a school computer.

Where appropriate, apps used directly by pupils will need to meet the requirements of the Information Commissioner Office Children Code for age appropriate design.

Prior to any new apps being installed a Data Protection Impact Assessment (DPIA) will be undertaken. Please liaise with the School’s Compliance Officer, Alicia Leonard prior to installing any new apps.

## Educating Parents

The school will raise parents’ awareness of internet safety in letters or other communications home, and via our website. This policy will also be shared with parents via our website. Additionally, there is also E-Safety information, including a presentation, available on our website to support parents.

Online safety will be covered during parent sessions and coffee mornings, and concerns or queries about this policy can be raised with any member of staff who can pass this on to SLT.

Parents will be made aware of the various ways in which their children may be at risk online, including, but not limited to:

- Child sexual abuse, including grooming.
  - Exposure to radicalising content.
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- Sharing of indecent imagery of pupils, e.g. sexting.
- Cyberbullying.
- Exposure to age-inappropriate content, e.g. pornography.
- Exposure to harmful content, e.g. content that encourages self-destructive behaviour.

Parents will be informed of the ways in which they can prevent their child from accessing harmful content at home, e.g. by implementing parental controls to block age-inappropriate content.

## Educating Staff

The DSL will ensure that all safeguarding training given to staff includes elements of online safety, including how the internet can facilitate abuse and exploitation, and understanding the expectations, roles and responsibilities relating to filtering and monitoring systems. All staff will be made aware that pupils are at risk of abuse, by their peers and by adults, online as well as in person, and that, often, abuse will take place concurrently via online channels and in daily life.

Staff training will include a specific focus on harmful online narratives such as misinformation, disinformation, and conspiracy theories, helping staff to recognise the signs of influence or vulnerability among pupils.

Training will equip staff with the knowledge and confidence to identify signs of online harm, respond appropriately to disclosures or concerns, and support pupils in developing critical thinking skills and safe online behaviours.

Staff will also be guided on how to embed online safety themes across the wider curriculum, promoting a consistent, whole-school approach to digital safeguarding.

All new staff members will receive training, as part of their induction, on E-Safety and Cyber Security including cyber-bullying and the risks of online radicalisation. All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings). Staff will also undertake mandatory annual cyber security training.

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
  - Abusive, harassing, and misogynistic messages
  - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
  - Sharing of abusive images and pornography, to those who don't want to receive such content
  - Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff develop better awareness to assist in spotting the signs and symptoms of online abuse, develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh the risks up and develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term.

The Designated Safeguarding Leads will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

More information about safeguarding training is set out in our child protection and safeguarding policy.

The DSL alongside ELT will ensure regular training in order to keep up to date with the latest recommendations, including updating any policies due to changes in legislature.

All staff must read and sign the E-Safety Acceptable Use Agreement (Appendix 1) before using any school ICT resource.

### Remote learning

All remote learning will be delivered in line with the school's Remote Education Policy. This policy specifically sets out how online safety will be considered when delivering remote education.

### Online safety and the curriculum

At Briarwood, our bespoke curriculum is highly adapted for our pupils in terms of ensuring it is meaningful to them whilst ensuring we are meeting their statutory curriculum needs.

Relationships are taught predominantly within our Myself curriculum. The safe use of social media and the internet will also be covered where relevant in an age and stage appropriated manner. Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children and victims of abuse.

Pupils are taught about a range of E-Safety issues including social networking and gaming online sites and what information should not be shared on such sites as part of the myself/PSHE curriculum. The purpose of this is to acknowledge (although not condone) the reality that some pupils may already have access to social networking sites by this age.

When appropriate, some of our more able pupils are able to use assessment app SeeSaw to send messages to each other's SeeSaw Accounts in a secure environment.

Briarwood School also have a reactive curriculum where lessons can be adapted or taught in isolation if an issue has arisen linked to E Safety in order to support pupils in real time with emerging threats or needs.

Online safety is embedded throughout the curriculum; however, it is particularly addressed in our Myself Curriculum encompassing RSE and Relationships and Health Education. Online safety teaching is always appropriate to pupils' ages and developmental stages. Pupils are taught the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app they are using.

The underpinning knowledge and behaviours pupils learn through the curriculum include the following:

- How to evaluate what they see online
- How to recognise techniques used for persuasion
- Acceptable and unacceptable online behaviour
- How to identify online risks
- How and when to seek support
- Knowledge and behaviours that are covered in the government's online media literacy strategy

The school's approach to teaching online safety in the curriculum will reflect the ever-evolving nature of online risks, ensuring pupils develop the knowledge and resilience to navigate digital spaces safely and responsibly. Online safety education will address four key categories of risk: content, contact, conduct, and commerce.

### **Content Risks**

Pupils will be taught how to critically evaluate online content and identify material that is illegal, inappropriate, or harmful. The curriculum will include discussions around harmful content such as pornography, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, extremism, misinformation, disinformation (including fake news), and conspiracy theories. Lessons will equip pupils with the skills to question sources, verify information, and understand the dangers of engaging with such content.

### **Contact Risks**

The school will educate pupils about the potential dangers of interacting with others online. Pupils will explore topics such as peer pressure, commercial exploitation, and grooming tactics used by adults who pose as children or young adults. They will learn how to recognise unsafe interactions, use privacy settings effectively, and report any concerning behaviour or messages to trusted adults and platforms.

### **Conduct Risks**

Pupils will be guided on how their own online behaviour can impact both themselves and others. The curriculum will address the risks associated with creating, sharing, or receiving explicit images, including both consensual and non-consensual exchanges of nudes and semi-nudes. Online bullying, including the use of social media and messaging platforms to harass or intimidate others, will also be a key focus. Pupils will be taught responsible digital conduct and the legal and emotional consequences of harmful behaviour.

### **Commerce Risks**

The curriculum will also include education on online commercial risks. Pupils will be informed about the dangers of online gambling, exposure to inappropriate advertising, and financial scams such as phishing. They will learn how to recognise fraudulent schemes, protect their personal and financial information, and seek help when confronted with suspicious online activity.

The DSL will be involved with the development of the school's online safety curriculum. Pupils will be consulted on the online safety curriculum, where appropriate, due to their unique knowledge of the kinds of websites they and their peers frequent and the kinds of behaviours in which they engage online.

Relevant members of staff, e.g. the SENCO and designated teacher for LAC, will work together to ensure the curriculum is tailored so that pupils who may be more vulnerable to online harms, e.g. pupils with SEND and LAC, receive the information and support they need.

The school will also endeavour to take a more personalised or contextualised approach to teaching about online safety for more susceptible children, and in response to instances of harmful online behaviour from pupils.

Class teachers will review external resources prior to using them for the online safety curriculum, to ensure they are appropriate for the cohort of pupils.

External visitors may be invited into school to help with the delivery of certain aspects of the online safety curriculum. The headteacher and DSL will decide when it is appropriate to invite external groups into school and ensure the visitors selected are appropriate.

Before conducting a lesson or activity on online safety, the class teacher and DSL will consider the topic that is being covered and the potential that pupils in the class have suffered or may be suffering from online abuse or harm in this way. The DSL will advise the staff member on how to best support any pupil who may be especially impacted by a lesson or activity. Lessons and activities will be planned carefully so they do not draw attention to a pupil who is being or has been abused or harmed online, to avoid publicising the abuse.

During an online safety lesson or activity, the class teacher will ensure a safe environment is maintained in which pupils feel comfortable to say what they feel and ask questions, and are not worried about getting into trouble or being judged.

If a staff member is concerned about anything pupils raise during online safety lessons and activities, they will make a report in line with the Child Protection and Safeguarding Policy.

If a pupil makes a disclosure to a member of staff regarding online abuse following a lesson or activity, the staff member will follow the reporting procedure outlined in the Child Protection and Safeguarding Policy.

## Section 8 - Conclusion and Monitoring

The school recognises that the online world is constantly changing; therefore, the DSL, ICT technicians and the EHT will conduct half-termly light-touch reviews of this policy to evaluate its effectiveness. The governing board, EHT and DSL will review this policy in full on an annual basis and following any online safety incidents. At every review, the policy will be shared with the governing board. The review will be supported by an annual risk assessment that considers and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly. Any changes made to this policy are communicated to all members of the school community.

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found on CPOMS.

## Failure to Comply with the Policy

Access to the internet and digital communication media have the potential to greatly enhance learning and engagement with parents, and our school is committed to extending these opportunities whilst maintaining the highest standards of safety. However, it is everyone in the school's personal responsibility to work towards keeping themselves and others safe online.

Any failure to comply with the policy may result in disciplinary action. Depending upon the severity of the offence, a breach of this policy may be considered gross misconduct leading to summary dismissal. Disciplinary action may be taken regardless of whether the breach is committed during working hours and regardless of whether the School's equipment or facilities are used for the purpose of committing the breach.

Any member of staff suspected of committing a breach will be required to co-operate with our investigation, which may involve handing over relevant passwords and login details. Staff may be required to remove internet postings which are deemed to constitute a breach. Failure to comply with such a request may in itself result in disciplinary action.

Any unauthorised use of the School's ICT systems, Cloud-based ICT systems, the internet, e-mail and/or social networking site accounts, which ELT considers may amount to a criminal offence or is unlawful shall, without notice to the user concerned, be reported to the police or other relevant authority.

The School reserves the right to audit and/or suspend a user's network, e-mail and/or application account(s) pending an enquiry, without notice to the user concerned.

Misuse or abuse of our telephone or e-mail system or inappropriate use of the internet in breach of this policy will be dealt with in accordance with the School's Disciplinary Policy and Procedure. Access is granted to the web, telephones and to other electronic systems, for legitimate work purposes only.

Due to the complex medical and sensory needs of our pupils, any misuse of the schools ICT systems will be investigated by SLT and a realistic, appropriate response will be taken in line with our behaviour and safeguarding policies. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Complaints of a safeguarding nature must be dealt with in accordance with schools safeguarding procedures.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the Code of Conduct and staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident. The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

## Appendices

1. E-Safety Acceptable Use Agreement
2. Online safety training needs – self audit for staff
3. Safeguarding and Child Protection FAQ – BCC

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## APPENDIX 1

### E-Safety Acceptable Use Agreement - Staff

Staff must never share their individual login password with anyone as these can be used to monitor action taken when logged on. Every user is individually responsible at all times for the action taken while their user name is in use.

To ensure data security, any portable device taken off the premises must be password protected. USB sticks are prohibited. Any personal mobile phones used to receive school emails must have full security protection.

The school's file system can be accessed remotely using the "Schoolcloud" webpage or "GlobalProtect". Our assessment system "Onwards and Upwards" is also a web based system, as is personal information stored in "Choose It Maker 3". Other school information that relies on our "Microsoft 365" accounts, including email, calendar, OneDrive files, Microsoft Teams and OneNote information can also be accessed remotely. All these and any other cloud based system must only be accessed on a device provided by school that has full password security or a mobile device that has full security in place and is not used by anyone else. These systems must NEVER be accessed on a public machine.

Personal devices cannot access the school's WiFi at any time, unless previously agreed by ELT.

The school and the Bristol City Council Trading with Schools IT Helpdesk are responsible for authorising any user of its internet or e-mail facilities, monitoring and policing their use.

Any member of staff who commits a serious offence in the use of the school's internet service will be subject to the school's disciplinary procedures.

Any user, adult or pupil, who breaks the law in respect of using the school's internet service, will be reported to the police.

Staff or administrative users will protect the school from computer virus attack or technical disruption by not downloading from the Internet any programs or executable files.

Never provide details or information of your own, or any other person or pupil that could relate to Briarwood School to internet sites including .i.e. Facebook, twitter, etc.

Staff are allowed to use social networking sites (or web blogs /forums/ chat rooms) at their discretion ONLY in their own time and on their own ICT equipment; they should not access this via the school wifi. Staff should not contact with other pupils, parents or carers on these sites except with specific permission from the EHT. Staff are also expected to be aware of what they write online is generally in the public domain. Staff should never post any details whatsoever, including first names or photos, of pupils or parents/ carers of the school.

Members of staff are able to use WhatsApp on their own devices for personal communication however, staff should not communicate internally with other staff members for School business using their personal WhatsApp accounts, sharing School related information which could include categories of personal data.

If staff are found to have shared personal or sensitive information via chat forums they will be dealt with in line with disciplinary policy.

WhatsApp is not permitted for use on School issued devices or personal devices for School business.

If you see any unacceptable site or material as a result of an innocent internet query, unsolicited pop-up window or in any other way, report it immediately to SLT and the ICT Technician. Action can then be taken i.e. contacting Trading with Schools to block the site or material.

Staff or approved adult school users should at all times abide by the copyright laws in respect of documents and materials downloaded from the internet.

Staff using a school laptop or other device off the school site, at home or elsewhere, will still have to abide by the school's E-Safety Policy. Colleagues will be aware that the misuse of such devices for activity not agreed by the school may be breaking the law under the Computer Misuse Act 1990. School devices are monitored at all times, even when not on the school network.

Always check that a pupil's parents/carers have given permission before submitting photos to the school website or any other area.

Staff will at all times work to maximise the safety of pupils within their care in their use of the internet. YouTube and Google need to be closely monitored when in use.

Colleagues will be aware of the ethos, standards, equalities and ethnic mix of the school and will not access any internet material, or work with the internet, in any way that infringes or offends these.

The E-Safety Policy for all school staff and approved adult users of the school will be posted on the school website and/or made available in the office and on the network in the Policies folder. By signing this agreement you are acknowledging you are aware of this policy and will adhere to its guidance.

Name : .....

Signature: .....

Date: .....

## APPENDIX 2

Online safety training needs –audit for staff  
 (please note this will form part of a wider Safeguarding audit)

Question	Yes/No
Do you know the name of the person who has lead responsibility for online safety in school?	
Are you aware of the ways pupils can abuse their peers online?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	
Have you undertaken the mandatory cyber security training? <a href="https://www.ncsc.gov.uk/information/cyber-security-training-schools">https://www.ncsc.gov.uk/information/cyber-security-training-schools</a>	

## APPENDIX 3 - Safeguarding and Child Protection FAQ

In order to reassure schools regarding the web filtering that is in place in relation to Child Protection issues and PREVENT strategy risk assessments we have gathered a list of questions we have been asked on this page along with answers that can be used. The list below refers to the filtering solution Netsweeper installed by Bristol City Council.

**Q: Do firewalls and filtering systems prevent staff/pupils/visitors from accessing extremist websites and material?**

**A: Yes.** Our Netsweeper web filtering system prevents this. The list of categories that are blocked for everyone and also those that are blocked for all by default are listed in this document. All school web filtering is initially set up as per the “default”, and then customised to schools’ individual requirements.

**Q: Does the system provide alerts to serious and/or repeated breaches or attempted breaches of the policy?**

**A: Our filtering system provides various reports that can be configured to school’s requirements.** Schools should contact the Schools IT Helpdesk with their reporting requirements so we can set these reports up. Please ensure you provide: frequency the report should be sent, email address(es) of recipients. Samples can be provided upon request.

**Q: Do we have a category block report?**

**A: Yes.** Netsweeper provides the ability to see a list of denied categories accessed by a user along with a broken down list of sites per category.

**Q: Do we use the police assessed list of unlawful terrorist content produced on behalf of the home office? And are we applying this list to our blocked sites list?**

**A:** Netsweeper works very closely with a number of government, law enforcement and third sector agencies in the UK and internationally, to provide us with intelligence about such types of content. This includes the UK police assessed list of terrorist content produced on behalf of the Home Office.

**Q: Are we using the IWF CAIC list and blocking all sites on here too?**

**A: Yes** we are using the IWF CAIC list and blocking those sites.

**Q: What is the official response from Netsweeper regarding the statutory guidance from the DFE entitled “Keeping Children Safe in Education”?**

**A:** The official response from Netsweeper (dated May 2023) can be found at:  
<https://saferinternet.org.uk/guide-and-resource/teachers-and-school-staff/appropriate-filtering-and-monitoring/filtering-provider-responses>

