Online Safety Policy

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Contents

Aims

Leamington LAMP aims to:

- Have robust processes in place to ensure the online safety of students, staff, & volunteers

- Deliver an effective approach to online safety, which empowers us to protect and educate the Leamington LAMP community in its use of technology

- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

Legislation and guidance

This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on preventing and tackling bullying and searching, screening and confiscation. It also refers to the Department's guidance on protecting children from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

Roles and responsibilities

- The Directors

The Directors are responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout LAMP.

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep students safe from potentially harmful and inappropriate content and contact online while at Lamp, including terrorist and extremist material

- Ensuring that LAMP'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 of LAMP's ICT systems on a monthly basis

- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files

- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy

- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

- The designated safeguarding lead (DSL)

Details of LAMP's lead (DSL) and deputies are set out in our child protection and safeguarding policy.

The DSL takes lead responsibility for online safety at LAMP, in particular:

- Supporting the Directors in ensuring that staff understand this policy and that it is being implemented consistently throughout LAMP

- Working with the Senior Leadership Team and other staff, as necessary, to address any online safety issues or incidents

- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy

- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the managing behaviour policy

- Updating and delivering staff training on online safety

- Liaising with other agencies and/or external services if necessary

- Providing regular reports on online safety at LAMP to the SLT

This list is not intended to be exhaustive.

- All staff and volunteers

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

- Maintaining an understanding of this policy

- Implementing this policy consistently

- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet, and ensuring that students follow the school's terms on acceptable use

- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy

- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the managing behaviour policy

This list is not intended to be exhaustive.

- Parents

Parents are expected to:

- Notify a member of staff or the directors of any concerns or queries regarding this policy

- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues?, UK Safer Internet Centre: https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues

- Hot topics, Childnet International: http://www.childnet.com/parents-and-carers/hot-topics

- Parent factsheet, Childnet International: http://www.childnet.com/ufiles/parents-factsheet-09-17.pdf

- 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).

Educating students about online safety

Students will be taught about online safety as part of the PSHE curriculum.

The safe use of social media and the internet will also be covered in other subjects where relevant.

-Preventing radicalism

The internet provides students with access to a wide-range of content, some of which is harmful. Extremists use the internet, including social media, to share their messages. The filtering system used at LAMP blocks inappropriate content, including extremist content. Where staff, students or visitors find unblocked extremist content they must report it to a senior member of staff, it must also be reported to a DSL.

Educating parents about online safety

LAMP will raise parents' awareness of internet safety in letters or other communications home, and in information via our website . This policy will also be shared with parents on the website.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the Directors and/or the DSL.

Concerns or queries about this policy can be raised with any member of staff.

Cyber-bullying

-Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

- Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that students understand what it is and what to do if they become aware of it happening to them or others. We will ensure that they know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

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

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

All staff and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support students, as part of safeguarding training.

LAMP also puts information on cyber-bullying on their website so parents 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, LAMP will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among students, LAMP will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider 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.

- Examining electronic devices

LAMP staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on students' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

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:

- 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 senior leadership team to decide whether they should:

- Delete that material, or

- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of students will be carried out in line with the DfE's latest guidance on [screening, searching and confiscation](#).

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

Acceptable use of the internet at LAMP

All students, parents, staff and volunteers are expected to sign an agreement regarding the acceptable use of LAMP's ICT systems and the internet. Visitors will be expected to read and agree to the terms on acceptable use, if, relevant.

Use of LAMP's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by students, staff, volunteers and visitors (where relevant) to ensure they comply with the above.

Students are encouraged to access internet resources as part of their education at LAMP. They are required to upload their work to our e-portfolio system at the end of each session.

-Secure Storage of Student Work

All student work is safely stored using Weebly For Education. Students are issued with a password, which can be accessed by the Education Manager. The URLs for all student work are password protected, and this password is only given to assessors and moderators for educational use.

Students using mobile devices at LAMP

Students may bring mobile devices into school, but are discouraged from using them during:

- Lessons
- Clubs after the LAMP day, or any other activities organised by LAMP

Any use of mobile devices at LAMP by students must be in line with the acceptable use agreement (appendix 2).

Any breach of the acceptable use agreement by a student may trigger disciplinary action, which may result in the confiscation of their device.

Staff using work devices outside LAMP

Staff members using a work device outside LAMP must not install any unauthorised software on the device and must not use the device in any way which would violate LAMP's terms of acceptable use.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

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

Work devices must be used solely for work activities.

How LAMP will respond to issues of misuse

Where a student misuses the school's ICT systems or internet, we will follow the procedures set out in the managing behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

LAMP will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

Training

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

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

The DSL and deputies 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.

Volunteers will receive appropriate training and updates, if applicable.

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

Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 4.

This policy will be reviewed annually by the Directors.

Links with other policies

- Child protection and safeguarding policy
- Managing Behaviour policy
- Staff code of conduct
- Data protection policy
- Acceptable use of Leamington LAMPs' ICT systems

Acceptable use of Leamington LAMP's ICT systems and the internet: agreement for staff, volunteers and visitors

Name of staff member/volunteer/visitor:

When using Leamington LAMP's ICT systems and accessing the internet at LAMP or outside LAMP on a work device, I will not:

- Access, or attempt to access, inappropriate material, including but not limited to material of a violent, criminal or pornographic nature

- Use them in any way which could harm LAMP's reputation

- Access social networking sites or chat rooms

- Use any improper language when communicating online, including in emails or other messaging services

- Install any unauthorised software

- Share my password with others or log in LAMP's network using someone else's details

I will only use Leamington LAMP's ICT systems and access the internet at LAMP or outside LAMP on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that LAMP may monitor the websites I visit.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside LAMP, and keep all data securely stored in accordance with this policy and Leamington LAMP's online safety policy.

I will let the designated safeguarding lead (DSL) know if a student informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use LAMP's ICT systems and internet responsibly, and ensure that students in my care do so too.

Signed (staff member/volunteer/visitor):	**Date:**

Acceptable use of Leamington LAMP's ICT systems and internet: agreement for students and parents/carers

Name of student:

When using the school's ICT systems and accessing the internet at Leamington LAMP, I will not:

- Use them for a non-educational purpose

- Use them without a teacher's permission

- Access any inappropriate websites

- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)

- Use chat rooms

- Open any attachments in emails, or follow any links in emails, without first checking with a teacher

- Use any inappropriate language when communicating online, including in emails

- Share my password with others or log into the LAMP network using someone else's details

- Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer

- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, clubs or other activities organised by LAMP, without a teacher's permission

- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that Leamington LAMP will monitor the websites I visit.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use Leamington LAMP's ICT systems and internet responsibly.

Signed (student):	Date:

Parent/carer agreement: I agree that my child can use Leamington LAMP's ICT systems and internet appropriately. I agree to the conditions set out above for students using LAMP's ICT systems and internet, and for using personal electronic devices at LAMP, and will make sure my child understands these.

Signed (parent/carer):	Date: