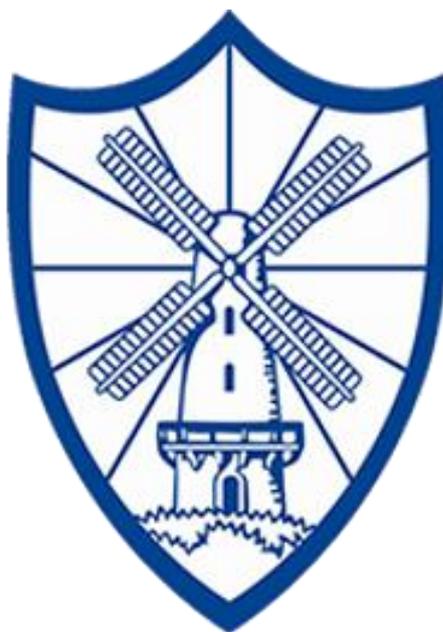




Meopham Community Academy



Enjoy, Learn, Aspire

Online Safety and Acceptable Use Policy

This policy was reviewed by: R Nicholson, Headteacher / Safeguarding Lead
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1. Policy aims

This online safety policy has been written by Meopham Community Academy (MCA) involving staff, learners and parents/carers, building on the Kent County Council/The Education People online safety policy template, with specialist advice and input as required.

It takes into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2019, '[Early Years and Foundation Stage](#)' 2017 '[Working Together to Safeguard Children](#)' 2018 and the local '[Kent Safeguarding Children Multi-agency Partnership](#)' (KSCMP) procedures.

The purpose of the Online Safety Policy is to:

- Safeguard and promote the welfare of all members of MCA community online.
- Identify approaches to educate and raise awareness of online safety throughout our community.
- Enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using technology.
- Identify clear procedures to follow when responding to online safety concerns.

MCA identifies that the issues classified within online safety are considerable but can be broadly categorised into three areas of risk.

- **Content:** being exposed to illegal, inappropriate or harmful material
- **Contact:** being subjected to harmful online interaction with other users
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.



2. Policy scope

MCA recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm online.

The school identifies that the internet and associated devices, such as computers, tablets, mobile phones and games consoles are an important part of everyday life which present positive and exciting opportunities, as well as challenges and risks.

We will empower our learners to acquire the knowledge needed to use the internet and technology in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks.

This policy applies to all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as “staff” in this policy) as well as learners and parents and carers.

This policy applies to all access to the internet and use of technology, including mobile technology, or where learners, staff or other individuals have been provided with setting issued devices for use, both on and off-site.

2.2 Links with other policies and practices

This policy links with several other policies, practices and action plans, including but not limited to:

- Anti-bullying policy
- Acceptable Use Policies (AUP)
- Code of Conduct
- Behaviour policy
- Child protection policy
- Curriculum such as: Computing, Personal Social and Health Education (PSHE), Spiritual, Moral, Social and Cultural (SMSC) and Relationships and Sex Education (RSE)
- Data Protection Policy

3. Monitoring and review

Technology evolves and changes rapidly; as such MCA will review this policy at least annually. The policy will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our technical infrastructure.

We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.

To ensure they have oversight of online safety, the Head Teacher will be informed of online safety concerns, as appropriate.

The named governor for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the Local Governing Body (LGB). Any issues identified via monitoring policy compliance will be incorporated into our action planning.

4. Roles and responsibilities

The Designated Safeguarding Lead (DSL) is the Head of School, Mrs Sarah Martin and is recognised as holding overall lead responsibility for online safety.

MCA recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

4.1 The leadership and management team will:

- Create a whole setting culture that incorporates online safety throughout all elements of school life.
- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.
- Implement appropriate and up-to-date policies regarding online safety that addresses the acceptable use of technology, peer on peer abuse, use of social media and mobile technology.
- Work with technical staff and IT support to ensure that suitable and appropriate filtering and monitoring systems are in place.
- Support the DSL and any deputies by ensuring they have enough time and resources to carry out their responsibilities.
- Ensure robust reporting channels are in place for the whole community to access regarding online safety concerns.
- Undertake appropriate risk assessments regarding the safe use of technology on site.
- Audit and evaluate online safety practice to identify strengths and areas for improvement.
- Ensure that staff, learners and parents/carers are proactively engaged in activities that promote online safety.
- Support staff to ensure that online safety is embedded within a progressive whole setting curriculum that enables all learners to develop an appropriate understanding of online safety.

4.2 The Designated Safeguarding Lead (DSL) will:

- Act as a named point of contact within the setting on all online safeguarding issues.
- Liaise with other members of staff, such as pastoral support staff, IT technicians, network managers and the Inclusion Manager on matters of online safety.

- Ensure appropriate referrals are made to relevant external partner agencies, as appropriate.
- Work alongside deputy DSLs to ensure online safety is recognised as part of the settings safeguarding responsibilities, and that a coordinated whole school approach is implemented.
- Access regular and appropriate training and support to ensure they understand the unique risks associated with online safety and have the relevant and up-to-date knowledge required to keep learners safe online.
- Access regular and appropriate training and support to ensure they recognise the additional risks that learners with SEN and disabilities (SEND) face online.
- Ensure all members of staff receive regular, up-to-date and appropriate online safety training and information as part of their induction and child protection training.
- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the community, as appropriate.
- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.
- Ensure that online safety is promoted to parents, carers and the wider community through a variety of channels and approaches.
- Maintain records of online safety concerns, as well as actions taken, as part of the settings safeguarding recording mechanisms.
- Monitor online safety incidents to identify gaps and trends and use this data to update the education response and school policies and procedures.
- Report online safety concerns, as appropriate, to the school management team and the LGB.
- Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with stakeholder input.
- Meet regularly with the governor with a lead responsibility for safeguarding and online safety.



4.3 It is the responsibility of all members of staff to:

- Contribute to the development of our online safety policies.
- Read and adhere to our online safety policy and acceptable use of technology policies.
- Take responsibility for the security of IT systems and the electronic data they use or have access to.
- Model good practice when using technology with learners
- Maintain a professional level of conduct in their personal use of technology, both on and off site.
- Embed online safety education in curriculum delivery wherever possible.
- Have an awareness of a range of online safety issues and how the learners in their care may experience them.
- Identify online safety concerns and take appropriate action by following the school safeguarding policies and procedures.
- Know when and how to escalate online safety issues, including reporting to the DSL and signposting learners and parents/carers to appropriate support, internally and externally.
- Take personal responsibility for professional development in this area.

4.4 It is the responsibility of staff managing the technical environment to:

- Provide technical support and perspective to the DSL and school leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- Implement appropriate security measures as directed by the leadership team to ensure that the settings IT infrastructure is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.
- Ensure that our filtering policy and monitoring systems and approaches are applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.
- Ensure appropriate technical support and access to our filtering and monitoring systems is given to the DSL and/or deputies to enable them to take appropriate safeguarding action when required.



4.5 It is the responsibility of learners (at a level that is appropriate to their individual age and ability) to:

- Engage in age/ability appropriate online safety education.
- Contribute to the development of online safety policies.
- Read and adhere to the acceptable use of technology and behaviour policies.
- Respect the feelings and rights of others, on and offline.
- Take an appropriate level of responsibility for keeping themselves and others safe online.
- Seek help from a trusted adult, if they are concerned about anything, they or others experience online.

4.6 It is the responsibility of parents and carers to:

- Read our acceptable use of technology policies and encourage their children to adhere to them.
- Support our online safety approaches by discussing online safety issues with their children and reinforcing appropriate and safe online behaviours at home.
- Role model safe and appropriate use of technology and social media and abide by the home-school agreement and acceptable use of technology policies.
- Seek help and support from the school or other appropriate agencies, if they or their child encounter online issues.
- Contribute to the development of our online safety policies.
- Use our systems, such as learning platforms and other IT resources, safely and appropriately.
- Take responsibility for their own awareness in relation to the risks and opportunities posed by the new and emerging technologies that their children access and use at home.

5. Education and engagement approaches

5.1 Education and engagement with learners

The school will establish and embed a whole school culture and will raise awareness and promote safe and responsible internet use amongst learners by:

- Ensuring our curriculum and whole school approach is developed in line with the UK Council for Internet Safety (UKCIS) '[Education for a Connected World Framework](#)' and DfE '[Teaching online safety in school](#)' guidance.
- Ensuring online safety is addressed in Relationships Education, Relationships and Sex Education, Health Education, Citizenship and Computing programmes of study.

- Reinforcing online safety principles in other curriculum subjects as appropriate, and whenever technology or the internet is used on site.
- Implementing appropriate peer education approaches.
- Creating a safe environment in which all learners feel comfortable to say what they feel, without fear of getting into trouble and/or being judged for talking about something that happened to them online.
- Involving the DSL (or a deputy) as part of planning for online safety lessons or activities, so they can advise on any known safeguarding cases, and ensure support is in place for any learners who may be impacted by the content.
- Making informed decisions to ensure that any educational resources used are appropriate for our learners.
- Using external visitors, where appropriate, to complement and support our internal online safety education approaches.
[Using External Visitors to Support Online Safety Education: Guidance](#)
- Providing online safety education as part of the transition programme across the key stages and/or when moving between establishments.

MCA will support learners to understand and follow our acceptable use policies in a way that suits their age and ability by:

- Displaying acceptable use posters in all rooms with internet access.
- Informing learners that network and internet use will be monitored for safety and security purposes, and in accordance with legislation.
- Seeking learner voice when writing and developing online safety policies and practices, including curriculum development and implementation.

MCA will ensure learners develop the underpinning knowledge and behaviours needed to navigate the online world safely, in a way that suits their age and ability by:

- Ensuring age appropriate education regarding safe and responsible use precedes internet access.
- Teaching learners to evaluate what they see online and recognise techniques used for persuasion, so they can make effective judgements about if what they see is true, valid or acceptable.
- Educating them in the effective use of the internet to research, including the skills of knowledge location, retrieval and evaluation.
- Enabling them to understand what acceptable and unacceptable online behaviour looks like.
- Preparing them to identify possible online risks and make informed decisions about how to act and respond.
- Ensuring they know how and when to seek support if they are concerned or upset by something they see or experience online.

5.2 Vulnerable Learners

MCA recognises that any learner can be vulnerable online, and vulnerability can fluctuate depending on their age, developmental stage and personal circumstances. However, there are some learners, for example looked after children and those with special educational needs, who may be more susceptible or may have less support in staying safe online.

MCA will ensure that differentiated and appropriate online safety education, access and support is provided to vulnerable learners.

Staff at MCA will seek input from specialist staff as appropriate, including the DSL and Inclusion Manager to ensure that the policy and curriculum is appropriate to our community's needs.

5.3 Training and engagement with staff

Staff training covers the potential risks posed to learners (content, contact and conduct) as well as our professional practice expectations. We will:

- Provide and discuss the online safety policy and procedures with all members of staff as part of induction.
- Provide up-to-date and appropriate online safety training for all staff which is integrated, aligned and considered as part of our overarching safeguarding approach.
- Build on existing expertise by provide opportunities for staff to contribute to and shape our online safety approaches, including curriculum, policies and procedures.
- Make staff aware that our IT systems are monitored, and that activity can be traced to individual users. Staff will be reminded to behave professionally and in accordance with our policies when accessing our systems and devices.
- Make staff aware that their online conduct, including personal use of social media, can have an impact on their professional role and reputation.
- Highlight useful educational resources and tools which staff could use with learners.
- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns involving learners, colleagues or other members of the community.

5.4 Awareness and engagement with parents and carers

MCA recognises that parents and carers have an essential role to play in enabling children and young people to become safe and responsible users of the internet and associated technologies.

We will build a partnership approach to online safety with parents and carers by:

- Providing information and guidance on online safety in a variety of formats.
- Drawing their attention to our Online Safety Policy and expectations in our newsletters and other external communication (such as letters and social media channels) as well as in our prospectus and on our website.

- Requesting parents and carers read online safety information as part of joining our community, for example, within our home school agreement.
- Requiring them to read our acceptable use policies and discuss the implications with their children.

6. Reducing Online Risks

MCA recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace.

We will:

- Regularly review the methods used to identify, assess and minimise online risks.
- Examine emerging technologies for educational benefit and undertake appropriate risk assessments before their use in the school is permitted.
- Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that access is appropriate.
- Recognise that due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via our systems or devices and as such identify clear procedures to follow if breaches or concerns arise.

All members of the community are made aware of our expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence. This is clearly outlined in our acceptable use of technology policies and highlighted through a variety of education and training approaches.

7. Safer Use of Technology

7.1 Classroom use

MCA uses a wide range of technology. This includes access to:

- Computers, laptops, tablets and other digital devices
- Internet, which may include search engines and educational websites
- Learning platform/intranet
- Email
- Games consoles and other games-based technologies
- Digital cameras, web cams and video cameras

All setting owned devices will be used in accordance with our acceptable use of technology policies and with appropriate safety and security measures in place.

Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.

The setting will use appropriate search tools as identified following an informed risk assessment.

We will ensure that the use of internet-derived materials, by staff and learners complies with copyright law and acknowledge the source of information.

Supervision of internet access and technology use will be appropriate to learners age and ability.

Early Years Foundation Stage and Key Stage 1

Access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the learners age and ability.

Key Stage 2

Learners will use age-appropriate search engines and online tools.

Learners will be directed by the teacher to online materials and resources which support the learning outcomes planned for the learners age and ability.

7.2 Managing internet access

We will maintain a written record of users who are granted access to our devices and systems.

All staff, learners and visitors will read and agree an acceptable use policy before being given access to our computer system, IT resources or the internet.

7.3 Filtering and monitoring

The school filters and monitors internet access in line with advice given by saferinternet.org.uk

saferinternet.org.uk/advice-centre/appropriate-filtering-and-monitoring

7.3.1 Decision making

MCA governors and leaders have ensured that our school has age and ability appropriate filtering and monitoring in place to limit learner's exposure to online risks.

Our decision regarding filtering and monitoring has been informed by a risk assessment, considering our specific needs and circumstances.

Changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the leadership team; all changes to the filtering policy are logged and recorded.

The leadership team will ensure that regular checks are made to ensure that the filtering and monitoring methods are effective and appropriate.

The governors and leaders are mindful to ensure that "over blocking" does not unreasonably restrict access to educational activities and safeguarding materials.

All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard learners; effective classroom management and regular education about safe and responsible use is essential.

7.3.2 Appropriate filtering

MCA education broadband connectivity is provided through *EIS*.

MCA blocks access to sites that could promote or include harmful and/or inappropriate behaviour or material. This includes content which promotes discrimination or extremism, drugs/substance misuse, malware/hacking, gambling, piracy and copyright theft, pro-self-harm, eating disorder and/or suicide content, pornographic content and violent material.

Smoothwall (EIS filtering system) is a member of [Internet Watch Foundation](#) (IWF) and blocks access to illegal Child Abuse Images and Content (CAIC).

Smoothwall integrates the '*police assessed list of unlawful terrorist content, produced on behalf of the Home Office*'

We work with KLZ to ensure that our filtering policy is continually reviewed to reflect our needs and requirements.

If learners or staff discover unsuitable sites or material, they are required to turn off monitor/screen and report the concern immediately to a member of staff

Filtering breaches will be reported to the DSL (or deputy) and technical staff and will be recorded and escalated as appropriate.

Parents/carers will be informed of filtering breaches involving learners.

Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the IWF, the police and/or CEOP.

7.3.3 Appropriate monitoring

We will appropriately monitor internet use on all setting owned or provided internet enabled devices. This is achieved by:

- Physical Monitoring - Physical supervision of children while using the Internet or assigning additional classroom support staff to monitor screen activity
- Internet and web access - EIS provides logfile information that details and attributes website access and search term usage against users This information can enable the school to identify and intervene with issues concerning access or searches.
- Active technology monitoring services - the ICT technician oversees a monitoring systems that actively monitor use through keywords and other indicators across school devices. These draw attention to ('red flag') concerning behaviours, communications or access.

All users will be informed that use of our systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.

If a concern is identified via monitoring, then the member of staff informs the DSL or deputy will respond in line with the child protection policy.

7.4 Managing personal data online

Personal data will be recorded, processed, transferred and made available online in accordance with General Data Protection Regulations and Data Protection legislation.

Full information can be found in our Data Protection Policy.

7.5 Security and management of information systems

We take appropriate steps to ensure the security of our information systems, including:

- Virus protection being updated regularly.
- Encryption for personal data sent over the Internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems.
- Not using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use.
- Not downloading unapproved software to work devices or opening unfamiliar email attachments.
- Preventing, as far as possible, access to websites or tools which could compromise our systems, including anonymous browsing and other filtering bypass tools.
- Checking files held on our network, as required and when deemed necessary by leadership staff.
- The appropriate use of user logins and passwords to access our network.
- Specific user logins and passwords will be enforced for all users.
- All users are expected to log off or lock their screens/devices if systems are unattended.

7.5.1 Password policy

All members of staff have their own unique username and private passwords to access our systems; members of staff are responsible for keeping their password private.

All learners are provided with their own unique username and private passwords to access our systems; learners are responsible for keeping their password private.

We require all users to

- Use strong passwords for access into our system.
- Change their passwords every year
- Not share passwords or login information with others or leave passwords/login details where others can find them.
- Not to login as another user at any time.
- Lock access to devices/systems when not in use.

7.6 Managing the safety of our website

We will ensure that information posted on our website meets the requirements as identified by the DfE.

We will ensure that our website complies with guidelines for publications including accessibility, data protection, respect for intellectual property rights, privacy policies and copyright.

Staff or learner's personal information will not be published on our website; the contact details on the website will be our setting address, email and telephone number.

The administrator account for our website will be secured with an appropriately strong password.

We will post appropriate information about safeguarding, including online safety, on our website for members of the community.

7.7 Publishing images and videos online

We will ensure that all images and videos shared online are used in accordance with the associated policies, including (but not limited to) Image Use, Data Protection, Acceptable Use, Staff Code of Conduct, and Use of Personal Devices and Mobile Phones policies.

7.8 Managing email

Access to our email systems will always take place in accordance with data protection legislation and in line with other policies.

The forwarding of any chain messages/emails is not permitted.

Spam or junk mail will be blocked and reported to the email provider.

Any electronic communication that contains sensitive or personal information will only be sent using secure and encrypted email.

Setting email addresses and other official contact details will not be used to set up personal social media accounts.

Members of the community will immediately tell a DSL at the school if they receive offensive communication, and this will be recorded in our safeguarding files/records.

Excessive social email use can interfere with teaching and learning and will be restricted; access to external personal email accounts may be blocked on site.

7.8.1 Staff email

All members of staff are provided with an email address to use for all official communication; the use of personal email addresses by staff for any official business is not permitted.

Members of staff are encouraged to have an appropriate work-life balance when responding to email, especially if communication is taking place between staff, learners and parents.

7.8.2 Learner email

Learners will use a provided email account for educational purposes.

Learners will agree an Acceptable Use Policy and will receive education regarding safe and appropriate email etiquette before access is permitted.

Whole-class or group email addresses will be used for communication outside of the setting.

7.9 Management of learning platforms

MCA uses Kent Learning Zone (KLZ) as its official learning platforms.

Leaders and staff will regularly monitor the usage of the Learning Platform (LP), including message/communication tools and publishing facilities.

Only current members of staff, learners and parents will have access to the LP.

When staff and learners leave the setting, their account will be disabled or transferred to their new establishment.

Learners and staff will be advised about acceptable conduct and use when using the LP.

All users will be mindful of copyright and will only upload appropriate content onto the LP.

Any concerns about content on the LP will be recorded and dealt with in the following ways:

- The user will be asked to remove any material deemed to be inappropriate or offensive.
- If the user does not comply, the material will be removed by the site administrator.
- Access to the LP for the user may be suspended.
- The user will need to discuss the issues with a member of leadership before reinstatement.
- A learner's parents/carers may be informed.
- If the content is illegal, we will respond in line with existing child protection procedures.

Learners may require editorial approval from a member of staff. This may be given to the learner to fulfil a specific aim and may have a limited time frame.

A visitor may be invited onto the LP by a member of the leadership as part of an agreed focus or a limited time slot.

7.10 Management of applications (apps) used to record children's progress

We use Target Tracker to track learners progress and share appropriate information with parents and carers.

The Head Teacher will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that use takes place in accordance with data protection legislation, including the General Data Protection Regulations (GDPR) and Data Protection legislation.

To safeguard learner's data:

- Only learner issued devices will be used for apps that record and store learners' personal details, attainment or photographs.
- Personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store learners' personal details, attainment or images.
- Devices will be appropriately encrypted if taken off site, to reduce the risk of a data security breach, in the event of loss or theft.
- All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.
- Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

8. Social Media

8.1 Expectations

- *The expectations' regarding safe and responsible use of social media applies to all members of MCA community.*
- *The term social media may include (but is not limited to) blogs, wikis, social networking sites, forums, bulletin boards, online gaming, apps, video/photo sharing sites, chatrooms and instant messenger.*
- *All members of MCA community are expected to engage in social media in a positive and responsible manner.*
- *All members of MCA community are advised not to post or share content that may be considered threatening, hurtful or defamatory to others on any social media service.*
- *We will control learner and staff access to social media whilst using MCA provided devices and systems on site.*
- *The use of social media during school hours for personal use is not permitted for staff.*
- *The use of social media during school hours for personal use is not permitted for learners.*
- *Inappropriate or excessive use of social media during school hours or whilst using school devices may result in removal of internet access and/or disciplinary or legal action.*
- *Concerns regarding the online conduct of any member of MCA community on social media, will be reported to the DSL and be managed in accordance with our anti-bullying, allegations against staff, behaviour and child protection policies.*

8.2 Staff personal use of social media

The safe and responsible use of social media sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.

Safe and professional behaviour will be outlined for all members of staff, including volunteers, as part of our code of conduct/behaviour policy and/or acceptable use of technology policy.

8.2.1 Reputation

All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the school.

Civil, legal or disciplinary action may be taken if staff are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

All members of staff are advised to safeguard themselves and their privacy when using social media services. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis. This will include, but is not limited to:

- Setting appropriate privacy levels on their personal accounts/sites.
- Being aware of the implications of using location sharing services.
- Opting out of public listings on social networking sites.
- Logging out of accounts after use.
- Using strong passwords.
- Ensuring staff do not represent their personal views as being that of the setting.

Members of staff are encouraged not to identify themselves as employees of MCA on their personal social networking accounts; this is to prevent information being linked with the setting and to safeguard the privacy of staff members.

Members of staff are encouraged to carefully consider all information, (including text and images), that they share and post online.

Staff are expected to ensure that their social media use is compatible with their professional role and is in accordance our policies, and the wider professional and legal framework.

Information and content that staff members have access to as part of their employment, including photos and personal information about learners and their family members or colleagues, will not be shared or discussed on social media sites.

Members of staff will notify the leadership team immediately if they consider that any content shared on social media sites conflicts with their role.

8.2.2 Communicating with learners and parents/carers

Staff will not use personal social media accounts to contact learners or parents/carers, nor should any contact be accepted.

All members of staff are advised not to communicate with or add any current or past learners or their family members, as 'friends' on any personal social media sites, applications or profiles.

Any pre-existing relationships or exceptions which compromise this requirement will be discussed with the DSLs and the Head Teacher

Decisions made and advice provided in these situations will be formally recorded in order to safeguard learners, the setting and members of staff.

If ongoing contact with learners is required once they have left the setting, members of staff will be expected to use existing alumni networks, or use official setting provided communication tools.

Any communication from learners and parents received on personal social media accounts will be reported to the DSL.

8.3 Learners use of social media

Safe and appropriate use of social media will be taught to learners as part of an embedded and progressive education approach via age appropriate sites and resources.

We are aware that many popular social media sites are not permitted for use by children under the age of 13, or in some cases higher. As such, we will not create accounts for learners under the required age as outlined in the services terms and conditions.

Any concerns regarding learners use of social media will be dealt with in accordance with existing policies, including anti-bullying and behaviour.

Concerns regarding learners use of social media will be shared with parents/carers as appropriate, particularly when concerning underage use of social media services and games.

Learners will be advised:

- To consider the benefits and risks of sharing personal details or information on social media sites which could identify them and/or their location.
- To only approve and invite known friends on social media sites and to deny access to others by making profiles private.
- Not to meet any online friends without a parent/carer or other appropriate adults' permission, and to only do so when a trusted adult is present.
- To use safe passwords.
- To use social media sites which are appropriate for their age and abilities.
- How to block and report unwanted communications.
- How to report concerns on social media, both within the setting and externally.

8.4.1 Staff expectations

Members of staff who follow and/or like our official social media channels will be advised to use dedicated professional accounts where possible, to avoid blurring professional boundaries.

If members of staff are participating in online social media activity as part of their capacity as an employee of the setting, they will:

- Sign our Acceptable Use policy.
- Be aware that they are an ambassador for the school.

- Be professional, responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.
- Always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection and equalities laws.
- Ensure appropriate consent has been given before sharing images on the official social media channel.
- Not disclose information, make commitments or engage in activities on behalf of the setting, unless they are authorised to do so.
- Not engage with any private/direct messaging with current or past learners or parents/carers.
- Inform their line manager, the DSL (or deputy) and/or the Head Teacher of any concerns, such as criticism, inappropriate content or contact from learners.

9. Mobile Technology: Use of Personal Devices and Mobile Phones

MCA recognises that personal communication through mobile technologies is part of everyday life for many learners, staff and parents/carers. Mobile technology needs to be used safely and appropriately within the setting.

9.1 Expectations

- *All use of mobile technology including mobile phones and personal devices such as tablets, games consoles and wearable technology will take place in accordance with our policies, such as anti-bullying, behaviour and child protection and with the law.*
- *Electronic devices of any kind that are brought onto site are the responsibility of the user.*
- *All members of MCA community are advised to take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.*
- *All members of MCA community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.*
- *Mobile phones and personal devices are not permitted to be used in specific areas within the site such as classroom and toilets.*
- *The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying and behaviour policies.*
- *All members of MCA community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.*



9.2 Staff use of personal devices and mobile phones

Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant policy and procedures, such as confidentiality, child protection, data security and acceptable use of technology.

Staff will be advised to

- Keep mobile phones and personal devices in a safe and secure place during lesson time.
- Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.
- Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
- Not use personal devices during teaching periods, unless written permission has been given by the Head Teacher such as in emergency circumstances.
- Ensure that any content brought onto site via mobile phones and personal devices are compatible with their professional role and expectations.

Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers.

Any pre-existing relationships which could undermine this, will be discussed with the DSL (or deputy) and Head Teacher.

Staff will not use personal devices or mobile phones:

- To take photos or videos of learners and will only use work-provided equipment for this purpose.
- Directly with learners and will only use work-provided equipment during lessons/educational activities.
- If a member of staff breaches our policy, action will be taken in line with our staff behaviour and allegations policy.

If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device, or have committed a criminal offence using a personal device or mobile phone, the police will be contacted and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

9.3 Learners use of personal devices and mobile phones

Learners will be educated regarding the safe and appropriate use of personal devices and mobile phones and will be made aware of boundaries and consequences.

The use of mobile phones by pupils is not permitted anywhere on the school site.

If a pupil is suspected or reported to be in possession of a mobile phone. In accordance with this policy, a pupil or their belongings may be searched by a member of the leadership team with the consent of the learner or a parent/ carer.

Mobile phones and devices that are discovered will be confiscated and only released to parents/ carers *at the end of the school day.*

9.4 Visitors' use of personal devices and mobile phones

Parents/carers and visitors, including volunteers and contractors, should ensure that *mobile phones and personal devices are not permitted around the children*

Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use their mobile phones and personal devices in accordance with our Acceptable Use of Technology policy and other associated policies, including but not limited to Anti-Bullying, Behaviour, Child Protection and Image Use.

Members of staff are expected to challenge visitors if they have concerns and inform the DSL (or deputy) or Headteacher of any breaches of our policy.

10. Responding to Online Safety Incidents

All members of the community will be made aware of the reporting procedure for online safety concerns, including breaches of filtering, peer on peer abuse, including cyberbullying and youth produced sexual imagery (sexting), online sexual violence and harassment, online abuse and exploitation and illegal content.

All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.

Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.

We require staff, parents, carers and learners to work in partnership with us to resolve online safety issues.

After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.

If we are unsure how to proceed with an incident or concern, the DSL (or deputy) will seek advice from the Education Safeguarding Service.

Where there is a concern that illegal activity has taken place, we will contact the police using 101, or 999 if there is immediate danger or risk of harm as appropriate.

If information relating to a specific incident or a concern needs to be shared beyond our community, for example if other local settings are involved or the wider public may be at risk, the DSL and Head Teacher will speak with the police and the Education Safeguarding Service first, to ensure that potential criminal or child protection investigations are not compromised.

10.1 Concerns about learner online behaviour and/or welfare

The DSL (or deputy) will be informed of all online safety concerns involving safeguarding or child protection risks in line with our child protection policy.

All concerns about learners will be recorded in line with our child protection policy.

MCA recognises that whilst risks can be posed by unknown individuals or adults online, learners can also abuse their peers; all online peer on peer abuse concerns will be responded to in line with our child protection and behaviour policies.

The DSL (or deputy) will ensure that online safety concerns are escalated and reported to relevant partner agencies in line with local policies and procedures.

Appropriate sanctions and/or pastoral/welfare support will be offered to learners as appropriate. Civil or legal action will be taken if necessary.

We will inform parents/carers of online safety incidents or concerns involving their child, as and when required.

10.2 Concerns about staff online behaviour and/or welfare

Any complaint about staff misuse will be referred to the Head Teacher, in accordance with our allegations against staff policy.

Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).

Appropriate disciplinary, civil and/or legal action will be taken in accordance with our staff behaviour policy/code of conduct.

Welfare support will be offered to staff as appropriate.

10.3 Concerns about parent/carer online behaviour/ welfare

Concerns regarding parent's/carer's behaviour and/or welfare online will be reported to the Head Teacher and/or DSL (or deputy).

The Head Teacher and/or DSL will respond to concerns in line with existing policies.

Civil or legal action will be taken if necessary.

Welfare support will be offered to parents/carers as appropriate.

11. Procedures for Responding to Specific Online Concerns

11.1 Online sexual violence / harassment between children

Childnet's online sexual harassment guidance:

guidance-and-training-for-schools-and-professionals

Our Head Teacher, DSL and appropriate members of staff have accessed and understood the DfE "*Sexual violence and sexual harassment between children in schools and colleges*" (2018) guidance and part 5 of '*Keeping children safe in education*' 2019.

Full details of our response to peer on peer abuse, including sexual violence and harassment can be found in our child protection policy.

MCA recognises that sexual violence and sexual harassment between children can take place online. Examples may include;

- Non-consensual sharing of sexual images and videos
- Sexualised online bullying
- Online coercion and threats

- ‘Upskirting’, which typically involves taking a picture under a person’s clothing without them knowing, with the intention of obtaining sexual gratification, or causing the victim humiliation, distress or alarm. *It is a criminal offence*
- Unwanted sexual comments and messages on social media
- Online sexual exploitation

We will respond to concerns regarding online sexual violence and sexual harassment between children, regardless of whether the incident took place on our premises or using our equipment.

If made aware of any concerns relating to online sexual violence and sexual harassment, we will:

- Immediately notify the DSL (or deputy) and act in accordance with our child protection and anti-bullying policies.
- If content is contained on learners personal devices, they will be managed in accordance with the DfE [‘searching screening and confiscation’](#) advice.
- Provide the necessary safeguards and support for all learners involved, such as implementing safety plans, offering advice on blocking, reporting and removing online content, and providing appropriate counselling/pastoral support.
- Implement appropriate sanctions in accordance with our behaviour policy.
- Inform parents and carers, if appropriate, about the incident and how it is being managed.
- If appropriate, make referrals to partner agencies, such as Children’s Social Work Service and/or the police.
- If the concern involves children and young people at a different educational setting, the DSL will work in partnership with other DSLs to ensure appropriate safeguarding action is taken in the wider local community.

If a criminal offence has been committed, the DSL (or deputy) will:

- Discuss this with the police first to ensure that investigations are not compromised.
- Review the handling of any incidents to ensure that best practice was implemented, and policies/procedures are appropriate.

MCA recognises that internet brings the potential for the impact of any sexual violence and sexual harassment concerns to extend further than the local community, and for a victim or alleged perpetrator to become marginalised and excluded by online communities.

MCA recognises the potential for repeat victimisation in the future if abusive content continues to exist somewhere online.

To help minimise concerns, MCA will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of online sexual violence and sexual harassment by implementing a range of age and ability appropriate educational methods as part of our curriculum.

We will ensure that all members of the community are aware of sources of support regarding online sexual violence and sexual harassment between learners.

11.2 Youth produced sexual imagery (“sexting”)

MCA recognises youth produced sexual imagery (also known as “sexting”) as a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).

We will follow the advice as set out in the non-statutory UKCIS guidance: ‘*Sexting in schools and colleges: responding to incidents and safeguarding young people*’ and the local KSCMP guidance: “*Responding to youth produced sexual imagery*”.

- Youth produced sexual imagery or ‘sexting’ is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts.
- It is an offence to possess, distribute, show and make indecent images of children. The Sexual Offences Act 2003 defines a child, for the purposes of indecent images, as anyone under the age of 18.

MCA will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of creating or sharing youth produced sexual imagery by implementing preventative approaches, via a range of age and ability appropriate educational methods.

We will ensure that all members of the community are aware of sources of support regarding the taking and sharing of youth produced sexual imagery

We will respond to concerns regarding youth produced sexual imagery, regardless of whether the incident took place on site or using setting provided or personal equipment.

We will not:

- View any suspected youth produced sexual imagery, unless there is no other option, or there is a clear safeguarding need or reason to do so.
- If it is deemed necessary, the imagery will only be viewed where possible by the DSL, and any decision making will be clearly documented.
- Send, share, save or make copies of content suspected to be an indecent image/video of a child (i.e. youth produced sexual imagery) and will not allow or request learners to do so.

If made aware of an incident involving the creation or distribution of youth produced sexual imagery, we will:

- Act in accordance with our child protection policies and the relevant local procedures.
- Ensure the DSL (or deputy) responds in line with the UKCIS and KSCMP guidance.
- Store any devices containing potential youth produced sexual imagery securely

If content is contained on learners personal devices, they will be managed in accordance with the DfE ‘searching screening and confiscation’ advice.

If a potentially indecent image has been taken or shared on our network or devices, we will:

- Act to block access to all users and isolate the image.

- Carry out a risk assessment in line with the [UKCIS](#) and KSCMP guidance which considers the age and vulnerability of learners involved, including the possibility of carrying out relevant checks with other agencies.
- Inform parents/carers about the incident and how it is being managed and provide support and signposting, as appropriate.
- Make a referral to Children's Social Work Service and/or the police, as deemed appropriate in line with the [UKCIS](#) and KSCMP guidance.
- Provide the necessary safeguards and support for learners, such as offering counselling or pastoral support.
- Implement appropriate sanctions in accordance with our behaviour policy but taking care not to further traumatise victims where possible.
- Consider the deletion of images in accordance with the [UKCIS](#) guidance.

Images will only be deleted once the DSL has confirmed that other agencies do not need to be involved and are sure that to do so would not place a child at risk or compromise an investigation.

- Review the handling of any incidents to ensure that best practice was implemented; the leadership team will also review and update any management procedures, where necessary.

11.3 Online abuse and exploitation (including child sexual abuse and sexual or criminal exploitation)

MCA recognises online abuse and exploitation, including sexual abuse and sexual or criminal exploitation, as a safeguarding issue and all concerns will be reported to and dealt with by the DSL (or deputy), in line with our child protection policy.

We will ensure that all members of the community are aware of online child abuse and sexual or criminal exploitation, including the possible grooming approaches that may be employed by offenders to target learners, and understand how to respond to concerns.

We will implement preventative approaches for online child abuse and exploitation via a range of age and ability appropriate education for learners, staff and parents/carers.

We will ensure that all members of the community are aware of the support available regarding online child abuse and exploitation, both locally and nationally.

We will ensure that the 'Click CEOP' report button used to report online child sexual abuse is visible and available to learners and other members of our community.

If made aware of an incident involving online child abuse and/or exploitation, we will:

- Act in accordance with our child protection policies and the relevant KSCMP procedures.
- Store any devices containing evidence securely.
 - *If content is contained on learners personal devices, they will be managed in accordance with the DfE '[searching screening and confiscation](#)' advice.*
 - *If any evidence is stored on our network or devices, we will act to block access to other users and isolate the content.*
 - *if appropriate, make a referral to Children's Social Work Service and inform the police via 101, or 999 if a learner is at immediate risk.*
- Carry out a risk assessment that considers any vulnerabilities of learner(s) involved, including carrying out relevant checks with other agencies.
- Inform parents/carers about the incident and how it is being managed and provide support and signposting, as appropriate.
- Provide the necessary safeguards and support for learners, such as, offering counselling or pastoral support.
- Review the handling of any incidents to ensure that best practice is implemented; leadership team will review and update any management procedures, where necessary.

We will respond to concerns regarding online abuse and exploitation, regardless of whether the incident took place on our premises or using setting provided or personal equipment.

Where possible and appropriate, learners will be involved in decision-making. If appropriate, they will be empowered to report concerns themselves with support, for example if the concern relates to online sexual abuse via CEOP: www.ceop.police.uk/safety-centre/

If we are unclear whether a criminal offence has been committed, the DSL (or deputy) will obtain advice immediately through the Education Safeguarding Service and/or police.

If made aware of intelligence or information which may relate to child sexual exploitation (on or offline), it will be passed through to the police by the DSL (or deputy).

If members of the public or learners at other settings are believed to have been targeted, the DSL (or deputy) will seek advice from the police and/or the Education Safeguarding Service before sharing specific information to ensure that potential investigations are not compromised.

11.4 Indecent Images of Children (IIOC)

MCA will ensure that all members of the community are made aware of the possible consequences of accessing Indecent Images of Children (IIOC) as appropriate to the age and ability.

We will respond to concerns regarding IIOC on our equipment and/or personal equipment, even if access took place off site.

We will seek to prevent accidental access to IIOC by using an Internet Service Provider (ISP) that subscribes to the Internet Watch Foundation (IWF) block list and by implementing appropriate filtering, firewalls and anti-spam software.

If we are unclear if a criminal offence has been committed, the DSL (or deputy) will obtain advice immediately through the police and/or the Education Safeguarding Service.

If made aware of IIOC, we will:

- Act in accordance with our child protection policy and the relevant KSCMP procedures.
- Store any devices involved securely.
- Immediately inform appropriate organisations, such as the IWF and police.

If made aware that a member of staff or a learner has been inadvertently exposed to indecent images of children, we will:

- Ensure that the DSL (or deputy) is informed.
- Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the IWF via www.iwf.org.uk.
- Ensure that any copies that exist of the image, for example in emails, are deleted.
- Report concerns, as appropriate to parents and carers.

If made aware that indecent images of children have been found on the setting provided devices, we will:

- Ensure that the DSL (or deputy) is informed.
- Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the IWF via www.iwf.org.uk.
- Inform the police via 101 or 999 if there is an immediate risk of harm, and Children's Social Work Service, as appropriate.

- Only store copies of images (securely, where no one else has access to them and delete all other copies) following a written request from the police.
- Report concerns, as appropriate to parents/carers.
- If made aware that a member of staff is in possession of indecent images of children on *school* provided devices, we will:
 - Ensure that the Head Teacher is informed in line with our managing allegations against staff policy.
 - Inform the Local LADO and other relevant organisations in accordance with our managing allegations against staff policy.
 - quarantine any devices until police advice has been sought.

11.5 Cyberbullying

Cyberbullying, along with all other forms of bullying, will not be tolerated at MCA.

Full details of how we will respond to cyberbullying are set out in our anti-bullying policy.

11.6 Online hate

Online hate content, directed towards or posted by, specific members of the community will not be tolerated at MCA and will be responded to in line with existing policies, including child protection, anti-bullying and behaviour.

All members of the community will be advised to report online hate in accordance with relevant policies and procedures.

The police will be contacted if a criminal offence is suspected.

If we are unclear on how to respond, or whether a criminal offence has been committed, the DSL (or deputy) will obtain advice through the Education Safeguarding Service and/or the police.

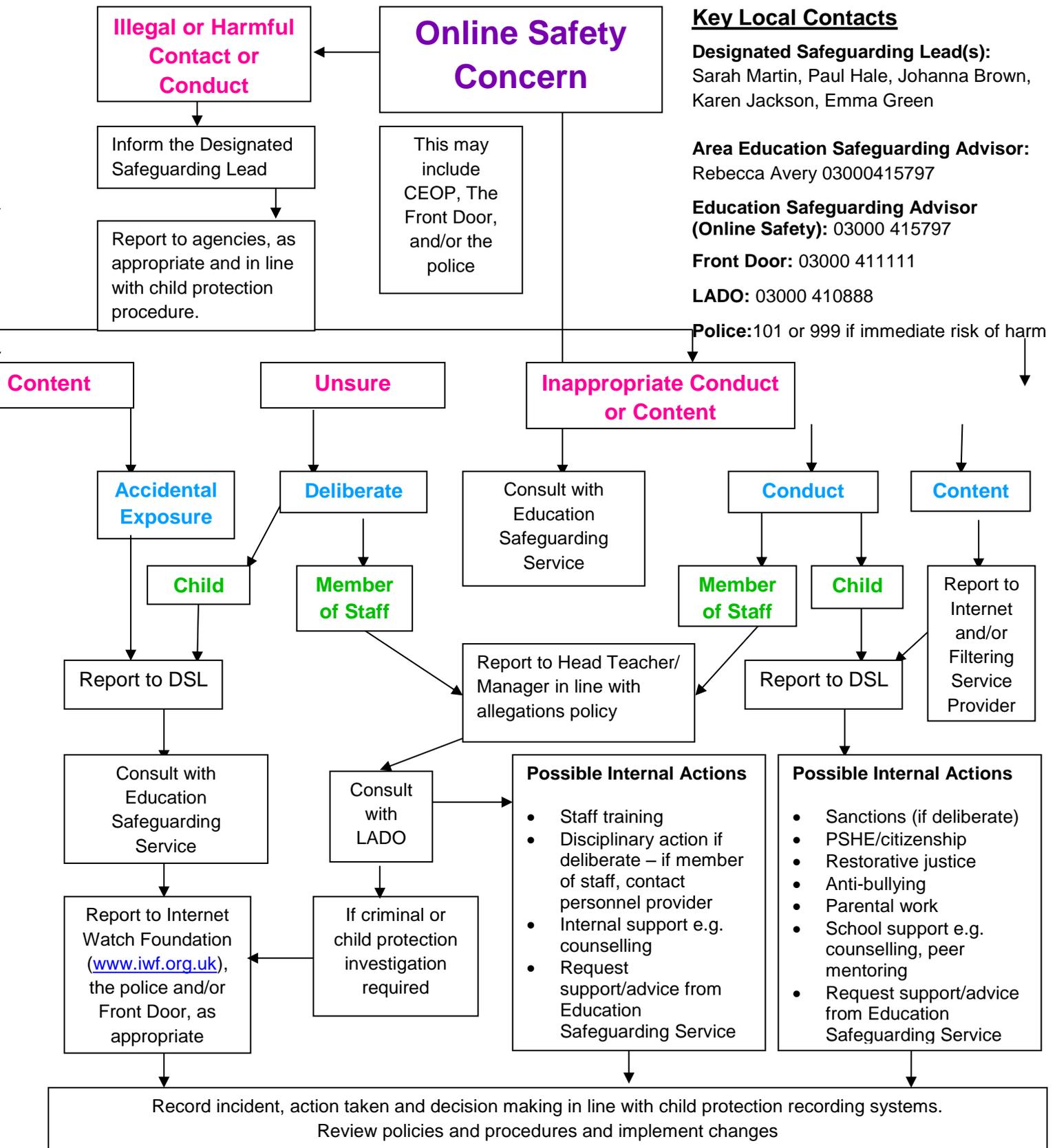
11.7 Online radicalisation and extremism

As listed in this policy, we will take all reasonable precautions to ensure that learners and staff are safe from terrorist and extremist material when accessing the internet on site.

If we are concerned that a learner or adult may be at risk of radicalisation online, the DSL (or deputy) will be informed immediately, and action will be taken in line with our child protection policy.

If we are concerned that member of staff may be at risk of radicalisation online, the Head Teacher will be informed immediately, and action will be taken in line with the Child Protection and allegations policies.

Responding to an Online Safety Concern Flowchart





Useful Links

Kent Educational Setting Support and Guidance

Education Safeguarding Service, The Education People: 03000 415797

- Rebecca Avery, Education Safeguarding Advisor (Online Protection)
- Ashley Assiter, Online Safety Development Officer

Guidance for Educational Settings:

- www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding
- www.theeducationpeople.org/blog/?tags=Online+Safety&page=1

KSCMP: www.kscb.org.uk

Kent Police:

- www.kent.police.uk or www.kent.police.uk/internetsafety
- In an emergency (a life is in danger or a crime in progress) dial 999.
- For non-urgent enquiries, contact Kent Police via 101

Front Door:

- The Front Door can be contacted on 03000 41 11 11
- Out of hours (after 5pm / Urgent calls only) please contact: 03000 41 91 91

Early Help and Preventative Services: www.kelsi.org.uk/special-education-needs/integrated-childrens-services/early-help-contacts

Other:

- EiS - ICT Support for Schools and Kent Schools Broadband Service Desk: www.eisit.uk

National Links and Resources for Settings, Learners and Parents/carers

CEOP:

- www.thinkuknow.co.uk
- www.ceop.police.uk

Internet Watch Foundation (IWF):

www.iwf.org.uk

UK Council for Internet Safety (UKCIS):

www.gov.uk/government/organisations/uk-council-for-internet-safety

UK Safer Internet Centre:

www.saferinternet.org.uk

- Professional Online Safety Helpline: www.saferinternet.org.uk/about/helpline
- Report Harmful Content: <https://reportharmfulcontent.com/>
- 360 Safe Self-Review tool for schools: www.360safe.org.uk

Childnet: www.childnet.com

- Step Up Speak Up – Online Sexual Harassment Guidance: www.childnet.com/resources/step-up-speak-up/guidance-and-training-for-schools-and-professionals
- Cyberbullying Guidance: www.childnet.com/resources/cyberbullying-guidance-for-schools

Internet Matters: www.internetmatters.org

Parent Zone: <https://parentzone.org.uk>

Parent Info: <https://parentinfo.org>

NSPCC:

www.nspcc.org.uk/onlinesafety

- ChildLine: www.childline.org.uk
- Net Aware: www.net-aware.org.uk

Lucy Faithfull Foundation: www.lucyfaithfull.org

The Marie Collins Foundation: www.mariecollinsfoundation.org.uk

Action Fraud: www.actionfraud.police.uk

Get Safe Online: www.getsafeonline.org



Learner Acceptable Use of Technology (AUP)

Early Years and Key Stage 1



Enjoy, Learn, Aspire

- I only use the internet when an adult is with me
- I only click on links and buttons online when I know what they do
- I keep my personal information and passwords safe
- I only send messages online which are polite and friendly
- I know the school can see what I am doing online
- I always tell an adult/teacher/member of staff if something online makes me feel unhappy or worried
- I can visit www.thinkuknow.co.uk to learn more about keeping safe online
- I know that if I do not follow the rules:
 - **I may not be allowed to use school computers or devices**
 - **I may not be allowed to access the internet**
 - **My parents will be informed of my behaviour**
- I have read and talked about these rules with my parents/carers

Key Points:

- I only go online with a grown up
- I am kind online
- I keep information about me safe online
- I tell a grown up if something online makes me unhappy or worried
- There are consequences if I don't follow the ru



Learner Acceptable Use of Technology (AUP)

Key Stage 2



Enjoy, Learn, Aspire

Safety

- I only send messages which are polite and friendly
- I will only post pictures or videos on the internet if they are appropriate, and if I have permission
- I only talk with and open messages from people I know, and I only click on links if I know they are safe
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult

Trust

- I know that not everything or everyone online is honest or truthful
- I will check content on other sources like other websites, books or with a trusted adult
- I always credit the person or source that created any work, image or text I use

Responsibility

- I always ask permission from an adult before using the internet
- I only use websites and search engines that my teacher has chosen
- I use school computers for school work, unless I have permission otherwise
- I ask my teacher before using my own personal devices/mobile phone
- I keep my personal information safe and private online
- I will keep my passwords safe and not share them with anyone
- I will not access or change other people's files or information
- I will only change the settings on the computer/ device if a teacher/ technician has asked me to

Understanding

- I understand that the school internet filter is there to protect me and I will not try to bypass it.
- I know that my use of school devices/computers and internet access will be monitored
- I have read and talked about these rules with my parents/carers
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about being safe online
- I know that if I do not follow the school rules then:
 - **I may not be allowed to use school computers or devices**
 - **I may not be allowed to access the internet**
 - **My parents will be informed of my behaviour**

Communication

- If I am aware of anyone being unsafe with technology, I will report it to a teacher

- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened

Key Points:

- I ask a teacher about which websites I can use
- I will not assume information online is true
- I know there are laws that stop me copying online content
- I know I must only open online messages that are safe. If I'm unsure I won't open it without speaking to an adult first
- I know that people online are strangers and they may not always be who they say they are
- If someone online suggests meeting up, I will always talk to an adult straight away
- I will not use technology to be unkind to people
- I will keep information about me and my passwords private
- I always talk to an adult if I see something which makes me feel worried
- There are consequences if I misuse technology.



Learner Acceptable Use Policy Agreement Form

Meopham Community Academy Learner Acceptable Use of Technology Policy Learner Agreement

I, with my parents/carers, have read and understood the Acceptable Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use *school* systems and devices, both on and offsite.
2. I bring any device into school.
3. I use my own equipment out of the *school*, in a way that is related to me being a member of the *school* community, including communicating with other members of the *school* or accessing school email, learning platform or website.

Name..... Signed.....

Class..... Date.....



Parent/Carer Acknowledgement Form

1. I know that my child will be provided with internet access and will use a range of IT systems including PCs and laptops in order to access the curriculum and be prepared for modern life whilst at MCA.
2. I am aware that learners' use of mobile technology and devices, such as mobile phones, is not permitted at MCA.
3. I am aware that any internet and technology use using school equipment may be monitored for safety and security reasons, to safeguard both my child and the school systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
4. I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that learners are safe when they use the school internet and systems. I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
5. I am aware that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.
6. I have read and discussed the MCA learner Acceptable Use of Technology Policy (AUP) with my child.
7. I will support school safeguarding policies and will ensure that I appropriately monitor my child's use of the internet outside of school and discuss online safety with them when they access technology at home.
8. I know I can seek support from the school about online safety, such as via the school website (www.meophamca.com), to help keep my child safe online at home.
9. I will support the school/setting approach to online safety. I will role model safe and positive online behaviour for my child by sharing images, text and video online responsibly.
10. I, together with my child, will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
11. I understand that a partnership approach to online safety is required. If the school has any concerns about either my or my child's behaviour or safety online, then I will be contacted.
12. I understand that if I or my child do not abide by the MCA AUP, appropriate action will be taken. This could include sanctions being applied in line with the school policies and if a criminal offence has been committed, the police being contacted.
13. I know that I can speak to the Designated Safeguarding Lead (Sarah Martin) or my child's teacher if I have any concerns about online safety.

I have read, understood and agree to comply with the [MCA](#) Parent/Carer Acceptable Use of Technology Policy.

Child's Name..... Class.....

Parent/Carers Name.....

Parent/Carers Signature.....

Date.....

Staff Acceptable Use of Technology Policy

As a professional organisation with responsibility for safeguarding, all members of staff are expected to use MCA IT systems in a professional, lawful, and ethical manner. To ensure that members of staff understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read and sign the staff Acceptable Use of Technology Policy (AUP).

Our AUP is not intended to unduly limit the ways in which members of staff teach or use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all staff understand MCA expectations regarding safe and responsible technology use, and can manage the potential risks posed. The AUP will also help to ensure that school systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

Policy Scope

1. I understand that this AUP applies to my use of technology systems and services provided to me or accessed as part of my role within MCA both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and online and offline communication technologies
2. I understand that MCA Acceptable Use of Technology Policy (AUP) should be read and followed in line with the school staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; all staff should ensure that technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Use of School Devices and Systems

4. I will only use the equipment and internet services provided to me by the school for example school provided laptops, tablets, mobile phones and internet access, when working with learners.
5. I understand that any equipment and internet services provided by my workplace is intended for educational use and should only be accessed by members of staff. Reasonable personal use of setting IT systems and/or devices by staff is allowed.

Data and System Security

6. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or securing/locking access.
 - I will use a 'strong' password to access school systems.
 - I will protect the devices in my care from unapproved access or theft.
7. I will respect school system security and will not disclose my password or security information to others.
8. I will not open any hyperlinks or attachments in emails unless they are from a known and trusted source. If I have any concerns about email content sent to me, I will report them to the IT system manager.
9. I will not attempt to install any personally purchased or downloaded software, including browser toolbars, or hardware without permission from the IT system manager.

10. I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with the school information security policies.
 - All personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online or accessed remotely.
 - Any data being removed from the school site, such as via email or on memory storage devices, will be suitably protected. This may include data being encrypted by a method approved by the school
11. I will not keep documents which contain school related sensitive or personal information, including images, files, videos and emails, on any personal devices, such as laptops, digital cameras, and mobile phones. Where possible, I will use the school learning platform to upload any work documents and files in a password protected environment or school VPN.
12. I will not store any personal information on the school IT system, including school laptops or similar device issued to members of staff, that is unrelated to school activities, such as personal photographs, files or financial information.
13. I will ensure that school owned information systems are used lawfully and appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
14. I will not attempt to bypass any filtering and/or security systems put in place by the school.
15. If I suspect a computer or system has been damaged or affected by a virus or other malware, I will report this to the ICT Support Provider EIS as soon as possible.
16. If I have lost any school related documents or files, I will report this to the ICT Support Technician, School Data Protection Officer (Mrs Victoria Windus) as soon as possible.
17. Any images or videos of learners will only be used as stated in the school camera and image use policy.
 - I understand images of learners must always be appropriate and should only be taken with school provided equipment and taken/published where learners and their parent/carer have given explicit consent.

Classroom Practice

18. I am aware of safe technology use in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the school online safety policy.
19. I have read and understood the school online safety policy which covers expectations for learners regarding mobile technology and social media.
20. I will promote online safety with the learners in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create by:
 - exploring online safety principles as part of an embedded and progressive curriculum and reinforcing safe behaviour whenever technology is used on site.

- creating a safe environment where learners feel comfortable to say what they feel, without fear of getting into trouble and/or be judged for talking about something which happened to them online.
 - involving the Designated Safeguarding Lead (DSL) (Sarah Martin) or a deputy (Lucy Dalmedo, Phil Jack) as part of planning online safety lessons or activities to ensure support is in place for any learners who may be impacted by the content.
 - make informed decisions to ensure any online safety resources used with learners is appropriate.
21. I will report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the DSL in line with the school online safety/child protection policy.
 22. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music are protected, I will not copy, share or distribute or use them.

Use of Social Media and Mobile Technology

23. I have read and understood the school online safety policy which covers expectations regarding staff use of mobile technology and social media.
24. I will ensure that my online reputation and use of IT and information systems are compatible with my professional role and in line with the staff behaviour policy/code of conduct, when using school and personal systems. This includes my use of email, text, social media and any other personal devices or mobile technology.
 - I will take appropriate steps to protect myself online when using social media as outlined in the online safety/social media policy
 - I am aware of the school expectations with regards to use of personal devices and mobile technology, including mobile phones as outlined in the online safety/mobile technology
 - I will not discuss or share data or information relating to learners, staff, school business or parents/carers on social media.
 - I will ensure that my use of technology and the internet does not undermine my professional role or interfere with my work duties and is in accordance with the school behaviour policy/code of conduct and the law.
25. My electronic communications with current and past learners and parents/carers will be transparent and open to scrutiny and will only take place within clear and explicit professional boundaries.
 - I will ensure that all electronic communications take place in a professional manner via school approved and/or provided communication channels, such as a school email address or telephone number.
 - I will not share any personal contact information or details with learners, such as my personal email address or phone number.
 - I will not add or accept friend requests or communications on personal social media with current or past learners and/or parents/carers.
 - If a learner or parents/carer approaches me online, I will not respond and will report the communication to my line manager and (Sarah Martin) Designated Safeguarding Lead (DSL).

- Any pre-existing relationships or situations that compromise my ability to comply with the AUP will be discussed with the DSL.
26. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the DSL.
 27. I will not upload, download or access any materials which are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
 28. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
 29. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

Policy Compliance

30. I understand that the school may exercise its right to monitor the use of information systems, including internet access and the interception of emails, to monitor policy compliance and to ensure the safety of learners and staff. This monitoring will be proportionate and will take place in accordance with data protection, privacy and human rights legislation.



Policy Breaches or Concerns

- 31. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school online safety/child protection policy.
- 32. I will report concerns about the welfare, safety or behaviour of staff to the Head Teacher, in line with the allegations against staff policy.
- 33. I understand that if the school believe that unauthorised and/or inappropriate use of school systems or devices is taking place, the school may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
- 34. I understand that if the school believe that unprofessional or inappropriate online activity, including behaviour which could bring the school into disrepute, is taking place online, the school may invoke its disciplinary procedures as outlined in the staff behaviour policy/code of conduct.
- 35. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Meopham Community Academy.

Staff Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of staff member:

Signed: Date (DDMMYY).....



Visitor and Volunteer Acceptable Use of Technology Policy

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors and volunteers, are aware of their professional responsibilities when using technology. This AUP will help MCA ensure that all visitors and volunteers understand the school expectations regarding safe and responsible technology use.

Policy Scope

1. I understand that this Acceptable Use of Technology Policy (AUP) applies to my use of technology systems and services provided to me or accessed as part of my role within MCA both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras and email as well as IT networks, data and data storage and communication technologies
2. I understand that MCA AUP should be read and followed in line with the school staff behaviour policy/code of conduct.
3. I am aware that this AUP does not provide an exhaustive list; visitors and volunteers should ensure that all technology use is consistent with the school ethos, school staff behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

Data and Image Use

4. I will ensure that any access to personal data is kept in accordance with Data Protection legislation, including GDPR.
5. Any images or videos of learners will only be taken in line with the school camera and image use policy

Classroom Practice

6. I am aware of the expectations regarding safe use of technology in the classroom and other working spaces, including appropriate supervision of learners, as outlined in the school online safety policy.
7. I will support teachers in reinforcing safe behaviour whenever technology is used on site and I will promote online safety with the children in my care
8. I will immediately report any filtering breaches (such as access to illegal, inappropriate or harmful material) to the DSL (Designated Safeguarding Lead), Sarah Martin, in line with the school online safety/child protection policy.
9. I will respect copyright and intellectual property rights; I will obtain appropriate permission to use content, and if videos, images, text or music is protected, I will not copy, share or distribute or use it

Use of Social Media and Mobile Technology

10. I have read and understood the school online safety policy which covers expectations regarding staff use of social media and mobile technology
11. I will ensure that my online reputation and use of technology and is compatible with my role within the school. This includes my use of email, text, social media, social networking, gaming and any other personal devices or websites.
 - I will take appropriate steps to protect myself online as outlined in the online safety policy.
 - I will not discuss or share data or information relating to learners, staff, school/setting business or parents/carers on social media.
 - I will ensure that my use of technology and the internet will not undermine my role, interfere with my duties and will be in accordance with the school/setting code of conduct/behaviour policy and the law.
12. My electronic communications with learners, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny.
 - All communication will take place via school approved communication channels such as via a school provided email address or telephone number and not via personal devices or communication channels such as via my personal email, social networking account or mobile phone number.
 - Any pre-existing relationships or situations that may compromise this will be discussed with the DSL
13. If I have any queries or questions regarding safe and professional practise online either in school or off site, I will raise them with the DSL
14. I will not upload, download or access any materials that are illegal, such as child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act.
15. I will not attempt to access, create, transmit, display, publish or forward any material or content online that is inappropriate or likely to harass, cause offence, inconvenience or needless anxiety to any other person.
16. I will not engage in any online activities or behaviour that could compromise my professional responsibilities or bring the reputation of the school into disrepute.

Policy Breaches or Concerns

17. I will report and record concerns about the welfare, safety or behaviour of learners or parents/carers to the DSL in line with the school online safety/child protection policy.
18. I will report concerns about the welfare, safety or behaviour of staff to the Head Teacher, in line with the allegations against staff policy.

19. I understand that if the school believes that if unauthorised and/or inappropriate use, or unacceptable or inappropriate behaviour is taking place online, the school may invoke its disciplinary procedures.
20. I understand that if the school suspects criminal offences have occurred, the police will be informed.

I have read, understood and agreed to comply with Meopham Community Academy visitor/volunteer Acceptable Use of Technology Policy when using the internet and other associated technologies, both on and off site.

Name of visitor/volunteer:

Signed:

Date (DDMMYY):

Wi-Fi Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all members of the school community are fully aware of the school boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This is not an exhaustive list and all members of the school community are reminded that technology use should be consistent with our ethos, other appropriate policies and the law.

1. The school provides Wi-Fi for the school community *for education use only*.
2. I am aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The school takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the school premises that is not the property of the school.
3. The use of technology falls under MCA Acceptable Use of Technology Policy (AUP), Online Safety Policy, which all learners/staff/visitors and volunteers must agree to and comply with.
4. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
5. I understand that school owned information systems, including Wi-Fi, must be used lawfully and that the Computer Misuse Act 1990 makes the following criminal offences:
 - to gain unauthorised access to computer material;
 - to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
6. I will take all practical steps necessary to make sure that any equipment connected to the school service is adequately secure, such as up-to-date anti-virus software, systems updates.
7. The school wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
8. The school accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via the school wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.
9. The school accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the school wireless service.
10. To prevent unauthorised access, I will respect system security; I will not disclose any password or security information that is given to me. I will not leave any information system unattended without first logging out or locking my login as appropriate.

11. I will not attempt to bypass any of the school security and filtering systems or download any unauthorised software or applications.
12. My use of school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
13. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
14. I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the DSL (Designated Safeguarding Lead), Sarah Martin, or deputy DSL as soon as possible.
15. If I have any queries or questions regarding safe behaviour online, I will discuss them with the DSL or deputy DSL
16. I understand that my use of the school Wi-Fi may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school may terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read, understood and agreed to comply with Meopham Community Academy Wi-Fi Acceptable Use Policy.

Name

Signed:

Date (DDMMYY):