



LEAD-FORTE GATE COLLEGE ONLINE SAFETY POLICY

STATEMENT OF POLICY

Lead-Forte Gate College recognises that ICT and the Internet are highly effective tools for learning and communication that can be used in school to enhance the curriculum, challenge students, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the school community, but it is important that the use of the Internet and ICT is seen as a responsibility and that students, staff and parents use it appropriately and practice good e-safety. It is important that all members of the school community are aware of the dangers of using the Internet and how they should conduct themselves online.

Online safety covers the Internet but it also covers mobile phones and other electronic communications technologies. We know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations or actions online, webcam filming, photography or face-to-face meetings. Educating all members of the school community on the risks and responsibilities of online safety is part of our 'duty of care' towards children and young people.

It is important that there is a balance between controlling access to the Internet and technology and allowing freedom to explore and use these tools to their full potential. This policy aims to be an aid in regulating ICT activity in school, and provide a good understanding of appropriate ICT use that members of the school community can use as a reference for their online conduct outside of school hours. Online safety is a whole-school issue and responsibility.

Cyber-bullying by students will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. These are outlined in our **Anti-bullying, Cyberbullying and Behaviour Policies**.



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Board of Directors

The Board of Directors (BoD) is responsible for the approval of the online safety policy and for evaluating its effectiveness by reviewing e-safety incidents and monitoring reports. Online safety falls within the remit of the Director on the Board responsible for Safeguarding. This will include:

- ensure an online safety policy is in place, reviewed every **two** years and is available to all stakeholders;
- ensure that there is an online safety coordinator who has been trained to a higher level of knowledge which is relevant to the School, up to date and progressive;
- ensure that procedures for the safe use of ICT and the Internet are in place and adhered to;
- hold the Principal and staff accountable for online safety.

Principal

The Principal is responsible for ensuring the safety (including online safety) of members of the school community, though the day-to-day responsibility for online safety will be delegated to the E-safety Coordinator. Any complaint about staff misuse must be referred to the E-safety Coordinator at the School or, in the case of a serious complaint, to the Principal. The Principal must:

- Ensure access to induction and training in online safety practices for all users.
- Ensure appropriate action is taken in all cases of misuse.
- Ensure that Internet filtering methods are appropriate, effective and reasonable.
- Ensure that student or staff personal data as recorded within the school management system and sent over the Internet is secured.
- Work in partnership with the school ICT managers to ensure systems to protect students are reviewed and improved.
- Ensure the school ICT system is reviewed regularly with regard to security and that virus protection is installed and updated regularly.
- Ensure that the Principal receives monitoring reports from the ICT designated representative.

ICT Managers / Technical Staff:



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The ICT Managers are responsible for ensuring:

- That the schools technical infrastructure is secure and is not open to misuse or malicious attack.
- That the school meets required online safety technical requirements and any relevant online safety guidance that may apply.
- That users may only access the networks and devices through a properly enforced password protection check policy.
- The filtering policy is applied and updated on a regular basis and its implementation is not the sole responsibility of any single person.
- That they keep up to date with online safety technical information in order to effectively carry out their online safety role and to inform and update others as relevant.
- That the use of the network / internet / Virtual Learning Environment / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Principal / ICT department for investigation / action / sanction.
- That monitoring software / systems are implemented and updated as agreed in school policies.

Making use of ICT and the Internet in school

The Internet is used in school to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our students with all the necessary ICT skills that they will need in order to enable them to progress confidently into a professional working environment when they leave school.

Some of the benefits of using ICT and the Internet in schools are:

For Students:

- Unlimited access to worldwide educational resources and institutions such as art galleries, museums and libraries.



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- Contact with schools in other countries resulting in cultural exchanges between students all over the world.
- Access to subject experts, role models, inspirational people and organisations. The internet can provide a great opportunity for pupils to interact with people that they otherwise would never be able to meet.
- An enhanced curriculum; interactive learning tools; collaboration - locally, nationally, and globally; self-evaluation; feedback and assessment; updates on current affairs as they happen.
- Access to learning whenever and wherever convenient.
- Freedom to be creative.
- Freedom to explore the world and its cultures from within a classroom.
- Social inclusion, in class and online.
- Access to case studies, videos and interactive media to enhance understanding.
- Individualised access to learning.

For staff:

- Professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies.
- Immediate professional and personal support through networks and associations.
- Improved access to technical support.
- Ability to provide immediate feedback to students and parents.
- Class management, attendance records, schedule and assignment tracking.

Learning to Evaluate Internet Content

With so much information available online it is important that pupils learn how to evaluate Internet content for accuracy and intent. This is approached by the School as part of digital literacy across all subjects in the curriculum. Students will be taught to:

- Be critically aware of materials they read, and shown how to validate information before accepting it as accurate.
- Use age-appropriate tools to search for information online.
- Acknowledge the source of information used and to respect copyright. Plagiarism is against the law and the School will take any intentional acts of



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plagiarism very seriously.

The School will also take steps to filter Internet content to ensure that it is appropriate to the age and maturity of pupils. If staff or pupils discover unsuitable sites then the URL should be reported to the ICT. Any material found by members of the school community that is believed to be unlawful will be reported to the appropriate agencies. Regular software and broadband checks will take place to ensure that filtering services are working effectively. Where an online safety incident occurs that has safeguarding implications, the ICT department should report the incident directly to the Principal or appropriate Designated Safeguarding Lead.

Managing Information Systems

The School is responsible for reviewing and managing the security of the computers and Internet networks as a whole and takes the protection of school data and personal protection of our school community very seriously. This means protecting the school network, as far as is practicably possible, against viruses, hackers and other external security threats. The ICT Managers will review the security of the school information systems and users regularly and virus protection software will be updated regularly. Some safeguards that the school takes to secure our computer systems are:

- Ensuring that all personal data sent over the Internet or taken off site is encrypted.
- Making sure that unapproved software is not downloaded to any school computers. Alerts will be set up to warn users of this.
- Files held on the school network will be regularly checked for viruses.
- The use of user logins and passwords to access the school network will be enforced.
- Portable media containing school data or programmes will not be taken off-site without specific permission from the Principal.

Emails For more

The school uses email internally for staff, and externally for contacting parents, and is an essential part of school communication. It is also used to enhance the curriculum by:



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- Initiating contact and projects with other schools nationally and internationally.
- Providing immediate feedback on work, and requests for support where it is needed.

Staff and students should be aware that school email accounts should only be used for school-related matters, i.e. for staff to contact parents, students, other members of staff and other professionals for work purposes. This is important for confidentiality. The school has the right to monitor emails and their contents, but will only do so if it feels there is reason to.

School Email Accounts and Appropriate Use

Staff should be aware of the following when using email in school:

- Staff should only use official school-provided email accounts to communicate with students, parents or carers. Personal email accounts should not be used to contact any of these people.
- Emails sent from school accounts should be professionally and carefully written. Staff are representing the School at all times and should take this into account when entering into any email communications.
- Staff must tell their line manager or a member of the ICT if they receive any offensive, threatening or unsuitable emails either from within the School or from an external account. They should not attempt to deal with this themselves.
- The forwarding of chain messages is not permitted in school.

Students should be aware of the following when using email in school, and will be taught to follow these guidelines through the ICT curriculum and in any instance where email is being used within the curriculum or in class:

- In school students should only use school-approved email accounts.
- Social emailing is not permitted in school.
- Students should tell a member of staff if they receive any offensive, threatening or unsuitable emails either from within the School or from an external account. They should not attempt to deal with this themselves.
- Students must be careful not to reveal any personal information over email, or



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arrange to meet up with anyone who they have met online without specific permission from an adult in charge.

Students will be educated through the ICT curriculum to identify spam, phishing and virus emails and attachments that could cause harm to the school network or their personal account or wellbeing.

Published Content and the School Website

The school website is a highly effective tool for communicating the school's mission, vision, ethos and practice to the wider community. It is also a valuable resource for parents, students and staff for keeping up-to-date with school news and events, celebrating whole-school achievements and personal achievements, and promoting school projects.

The website is in the public domain and can be viewed by anybody online. Any information published on the website will be carefully considered in terms of safety for the school community, copyrights and privacy policies. No personal information on staff or students will be published, and details for contacting the school will be for the school office only.

Policy and Guidance on Safe Use of Children's Photographs and Work

Colour photographs and students work bring our school to life, showcase our students' talents, and add interest to school publications both online and in print. The School acknowledges the importance of having safety precautions in place to prevent the misuse of such material.

Images of students and staff will not be displayed in public, either in print or online, without consent. On admission to the School, and as part of the Terms & Conditions of admission, parents/carers give consent for images of their child to be used for information and promotional purposes. The School does this to prevent repeatedly asking parents for consent over the school year, which is time-consuming for both parents and the school. The terms of use of photographs never change and so consenting to the use of photographs of your child at the time of admission for the duration of their time at the school does not affect what you are consenting to.



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Those who do not wish images of their child to be used for information or promotional purposes have the option of withdrawing their consent by doing so in writing to the Admissions Office.

Using photographs of individual children

The vast majority of people who take or view photographs or videos of children do so for entirely innocent and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

It is important that published images do not identify individual students or put them at risk of being identified. Only images created by or for the School will be used in public and children may not be approached or photographed while in school or doing school activities without the School's permission. The School follows general rules on the use of photographs of individual children:

- Parental consent must be obtained (as part of the school's admissions process). This covers the use of images in:
 - all school publications
 - on the school website
 - in newspapers as allowed by the School
 - in videos made by the School or in class for school projects.
- Electronic and paper images will be stored securely.
- Names of stored photographic files will not identify the child.
- Images will be carefully chosen to ensure that they do not pose a risk of misuse. This includes ensuring that students are appropriately dressed. Photographs of activities which may pose a greater risk of potential misuse (for example, swimming activities), will focus more on the sport than the pupils (i.e. a student in a swimming pool, rather than standing by the side in a swimsuit).
- For public documents, including in newspapers, full names will not be published alongside images of the child. Groups may be referred to collectively by year group or form name.
- Events recorded by family members of the students, such as school plays or sports days, must be used for personal use only.



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- Students are encouraged to tell a member staff if they are concerned or uncomfortable with any photographs that are taken of them or they are being asked to participate in.
- Any photographers that are commissioned by the school will be fully briefed on appropriateness in terms of content and behaviour; will wear identification at all times; will not have unsupervised access to the students.

Complaints of Misuse

Our students increasingly use electronic equipment on a daily basis to access the internet and share content and images via social networking sites such as Facebook, WhatsApp, Twitter, MSN, Snapchat and Instagram. Unfortunately some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to grooming and enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.

Students may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour and criminal activity.

Cyberbullying and sexting by pupils will be treated as seriously as any other type of bullying and will be managed through the anti-bullying procedures. Serious incidents may be managed in line with the safeguarding and child protection procedures.

Many students own or have access to handheld devices and parents are encouraged to consider measures to keep their children safe when using the Internet and social media at home and in the community. The School cannot police these activities outside school.

Social Networking, Social Media and Personal Publishing

Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging programmes. These online forums are the more obvious sources of inappropriate and harmful behaviour and where students are most



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vulnerable to being contacted by a dangerous person. It is important that we educate students so that they can make their own informed decisions and take responsibility for their online conduct. Students are not allowed to access social media sites in school. There are various restrictions on the use of these sites in school that apply to both students and staff.

Social media sites have many benefits for both personal use and professional learning. However, both staff and students should be aware of how they present themselves online.

information and the difficulty of taking it down completely once it is out in such a public place. The School follows general rules on the use of social media and social networking sites in school.

- Students are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the school's code of conduct regarding the use of ICT and technologies and behaviour online.
- Any sites that are to be used in class will be risk-assessed by the teacher prior to the lesson to ensure that the site is age-appropriate and safe for use.
- Official school blogs created by staff or students/year groups/school clubs as part of the school curriculum will be password-protected and run from the school website with the approval of a member of staff, and will be moderated by a member of staff.
- Students and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory. The School expects all staff and students to remember that they are representing the School at all times and must act appropriately.
- Safe and professional behaviour of staff online will be discussed at staff induction.

The School, as with any other form of bullying, takes Cyberbullying very seriously. Information about specific strategies or programmes in place to prevent and tackle bullying is set out in the **cyberbullying and behaviour policies**. The anonymity that can come with using the Internet can sometimes make people feel safe to say and do



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hurtful things that they otherwise would not do in person. It is made very clear to members of the school community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the School will:

- Take it seriously;
- Act as quickly as possible to establish the facts. It may be necessary to examine school systems and logs or contact the service provider in order to identify the bully;
- Record and report the incident;
- Provide support and reassurance to the victim;
- Make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the School will make sure that they understand what they have done and the impact of their actions.

If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be asked to remove any harmful or inappropriate content that has been published, and the service provider may be contacted to do this if they refuse or are unable to remove it. They may have their Internet access suspended in school.

Repeated bullying may result in fixed-term exclusion.

Managing Emerging Technologies

Technology is progressing rapidly and new technologies are emerging all the time. The School will risk-assess new technologies with educational applications and will consider any educational benefits that they might have before they are allowed in school. The School keeps up-to-date with new technologies and endeavours to develop speedily appropriate strategies for dealing with new technological developments.



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This policy will be reviewed every two years

Appendix 1

Policy on the Use of Student Images, Photographs and Work

LFGC believes that celebrating the achievement of children in school is an important part of their learning experience and personal development. Taking photographs and videos of pupils for internal display and displaying student work enables us to celebrate individual and group successes as a school community. We would also like to use photographs and videos of the school and its students to promote the good educational practice of the school. Children's full names will never be published externally with their photographs, but may be published internally (for example, on display with their work).

Unless you inform the School to the contrary, in writing, you are consenting to images of your child being used in the following outlets under the terms outlined in our **Online Safety policy**.

- All school publications;
- On the school website;
- In newspapers as allowed by the School;
- In videos made by the School or in class for school projects.

If you can answer 'Yes' to the following questions, then you need do nothing further.

1. Can the School use your child's image in printed publications by BISC?
2. Can the School use your child's image on our website, school blogs, or the school's partnership websites either:
 - In a group or as a member of a whole school activity?
 - Individually?
3. Can the School use your child's image for publication in a newspaper?
4. Can the School photograph and video your child within school, and display these publicly within the School, as part of the curriculum and in class?



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5. Can the School use videos of your children to share good practice with professionals from other schools?

Once your child leaves the school, photographs and videos may be archived within the school but will not be published without renewed consent.

Appendix 2

ONLINE SAFETY INCIDENT FORM

If you have a concern about online safety in school and/or have witnessed an incident in school, please complete this form in order for the School to address the issue. It is important that you provide as much detail as possible to enable the School to investigate the concern thoroughly and make sure children are safe online. Once completed and submitted this form will be sent to the schools E-safety Coordinator, as indicated in the Online Safety policy. The incident form will be followed up as quickly as possible and in a confidential manner.

Name of person reporting incident:	
Signature:	
Date reporting incident:	
Where did the incident take place:	
Date of incident:	
Time of incident	

Who was involved in the incident?	Full name and contact details
Child/young person	



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Staff member	
Other, please specify	

Type of incident (indicate as many as apply)	
Bullying or harassment (cyber bullying)	
Deliberately bypassing security	
Breach of Acceptable Use Policy	
Hacking or virus propagation	
Grooming	
Racist/sexist/homophobic/religious hate material	
Terrorist material	
Drug/bomb making material	
Child abuse images	



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Online gambling	
Violent images	
Softcore pornographic material	
Hardcore pornographic material	
Other, please specify	

Full description of the incident?	What, when, where, how?
Was social media involved?	Specify: Twitter, Facebook, Whatsapp, Snapchat, Instagram, etc.
Evidence of the incident attached?	Specify: what type of evidence, source etc.?



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TO BE COMPLETED BY THE SCHOOL

Immediate action taken following the reported incident:	
Incident reported to Principal/DSL	
Advice sought from Safeguarding	
Referral made to Safeguarding	
Incident reported to the Police	
Incident reported to ICT Team	
Disciplinary action to be taken	
Online safety policy to be reviewed/amended	
Child's parents informed	
Incident reported to social networking site	
Child/young person debriefed	

Outcome of incident/investigation	
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