



LOUGHBOROUGH GRAMMAR SCHOOL

Online Safety Policy

Schedule for Development/Monitoring/Review

- Implementation monitored by the Online Safety Committee annually in the summer term and reported to the governing body.
- Reviewed annually or in the light of any significant new developments in the use of the technologies, new threats to online safety or incidents that have taken place.
- Serious online safety incidents are notified to the Designated Safeguarding Lead and, if appropriate, the police.

Our Approach to Online Safety

Loughborough Grammar School believes that as part of the school's aim to equip pupils/students to be active citizens of the 21st century there is a need to educate them about the online environment. This education takes place through a variety of routes including PSHE and IT lessons, assemblies and occasional events. Resources from outside bodies, like CEOPS and NSPCC, are utilised as well as internally produced material.

Good standards of behaviour and mature, responsible, considerate attitudes are expected of pupils/students in school and it is important that these same values are applied to their use of technology. We believe that the benefits offered by use of the internet far outweigh the risks posed, both generally and with reference to any particular risks facing our pupils, namely (i) online content (being exposed to harmful material); (ii) contact (being subjected to harmful interaction with others online); and (iii) conduct (personal online behavior that increases the likelihood of, or causes distress) Virtually every aspect of digital technology can have a positive educational value.

The rapidly changing landscape of the digital world makes it important for pupils/students to be informed and responsible about keeping themselves up to date about innovations and the opportunities and risks they present. They should also adopt a mature attitude in terms of informing the school about new and potentially harmful developments. The school community can then respond in a timely and appropriate manner.

Pupils/students are taught to appreciate that the internet is a public place and that everything they do online leaves a 'footprint' which may be seen by those they interact with, now or in later life. They are encouraged to create and maintain a positive digital profile, exercise care in selecting the material they upload and the messages they

send, even in areas where privacy options can be used and security is in place. Pupils/students are made aware of the deceptions which can be practiced in the virtual world and encouraged to be cautious in their treatment of people and organisations they deal with by digital means.

It is important that the virtually instant nature of online communication is not allowed to generate misunderstanding and conflict, and often these cases could be avoided by a pause for thought before responding. Pupils need to be reflective and consider their actions carefully before responding. The school pastoral system deals with online problems as well as other online safety concerns.

Although the school internet system is protected by filtering, pupils/students are made aware that this cannot be totally effective and that undesirable material, including malware and offensive images can inadvertently appear. They are expected to report issues of this type to a member of staff as soon as possible.

Pupils/students are made aware of the legal restrictions surrounding online behaviour. They are informed of the sources of support, both within school and from outside bodies, available to deal with any problems which may occur, including cyber-bullying, online grooming and radicalisation. Misbehaviour is dealt with in line with the school's Behaviour, Rewards and Sanctions policy.

Development/Monitoring/Review of this Policy

This Online Safety Policy has been developed by the Online Safety Committee which is made up of:

- Designated Safeguarding Lead: Mr A Dossett
- Online Safety Coordinator: Mrs D Kaur
- Members of staff: Mrs C Winship, Dr C Livingstone (Head PSHE)
- Computing Technician: Mrs T Cornley
- LGS Governor: Mrs P O'Neill
- Director of Network Services: Mr R Smeeton
- Network Services Manager: Mr J Leeson
- LES Compliance Manager: Mr G Leeson
- Student representation from the School Council
- LGS Head of Year 8: Miss N Bahl

Scope of the Policy

This policy applies to all members of the school community who have access to, and are users of school ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers the Headmaster to such an extent as is reasonable, to regulate the behaviour of students when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. In serious cases of abuse with social media, or general internet use involving instances of pornography, violent or threatening behaviour, sexually explicit language, and bullying or intention to bully, Loughborough Grammar

School reserves the right to inform outside agencies such as the Police and/or Social Services. Sanctions and disciplinary actions at the Headmaster's disposal are detailed in the Behaviour, Rewards and sanctions Policy.

Roles and Responsibilities

Governors

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the Policy. This will be carried out by the governor responsible for Safeguarding (Mrs O'Neill) and the Online Safety Coordinator (Mrs Kaur) who will report on an annual basis to the Headmaster who will provide an update for the governing body.

Headmaster

The Headmaster is responsible for ensuring the implementation of the Online Safety Policy within the school. This includes ensuring that the appropriate resources are made available; that the staff undergo regularly updated safeguarding training and the requirement to ensure that pupils/students are taught about safeguarding, including online safety.

Designated Safeguarding Lead

This person is trained in online safety issues and is aware of the potential for safeguarding issues that may arise from:

- sharing personal data
- access of illegal/inappropriate content (or material)
- inappropriate online contact with adults/strangers
- potential incidents of grooming
- cyber bullying

They are to intervene in such cases appropriately and with sensitivity and to escalate such cases in accordance with the school's Child Protection and Safeguarding Policy

Online Safety Coordinator

- responsible for the day to day online safety scrutiny, and has an active role in establishing and reviewing the school online safety policies
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place
- provides training and advice for staff
- liaises with Computing department
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments
- meets regularly with the school's nominated safeguarding governor to discuss current issues
- reports regularly to the DSL and the school's Senior Leadership Team as appropriate.

Network Manager and Network Services

The network manager and network services are responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets required online safety technical requirements
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- the filtering policy is applied and updated on a regular basis
- that the use of the network/remote access/email/internet access is logged so that the Online Safety Coordinator can investigate any individual for potential disciplinary action.
- that monitoring systems are implemented and updated as agreed by school policies

Teaching and Support Staff

Teaching and support staff are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current school Online Safety Policy and practices
- that they have read and understood the student Responsible Use Policy (RUP)
- they report any suspected misuse or problem to the Online Safety Coordinator for investigation
- all digital communications with students/parents/carers should be on a professional level and only carried out using official school email systems
- Online safety issues are embedded into relevant aspects of the curriculum and other activities
- ensure that students understand and follow the Online Safety and Responsible Use Policies
- ensure that students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they actively monitor the use of digital technologies, mobile devices, cameras and other mobile devices in lessons and during other organised school activities and implement school behaviour and discipline policies where necessary
- staff and pupils should report unsuitable material found during internet searches to network services so that the filtering system can be fine-tuned.

Online Safety Committee

The Online Safety Committee provides a consultative group that has a wide representation from within the school community. It has responsibility for issues regarding Online Safety, for monitoring the Online Safety Policy and for analysing the impact of initiatives. Members of the Online Safety Committee will work collaboratively on the following:

- the production/review/monitoring of the effectiveness of the school Online Safety Policy.

- mapping and reviewing the online safety curricular provision – ensuring relevance, breadth and progression through the PSHE programme
- consulting stakeholders – including parents/carers and the students about the online safety provision
- monitoring the implementation of improvement actions identified through use of the 360-degree safe self-review tool

Pupils/students

- pupils are responsible for using the school systems in accordance with the Responsible Use and Online Safety Policies.
- need to understand the importance of reporting abuse, misuse or access to inappropriate material to a member of staff as soon as possible
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school

Parents/Guardians

Parents/guardians play a crucial role in ensuring that their children understand the need to use digital technologies in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, and the school website and encourage them to support the school in promoting good online safety practice.

Online Safety contacts and references

- CEOP (Child Exploitation and Online Protection Centre): www.ceop.police.uk
- Childline: www.childline.org.uk
- Click Clever Click Safe Campaign: <http://clickcleverclicksafe.direct.gov.uk>
- Cybermentors: www.cybermentors.org.uk
- Digizen: www.digizen.org.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Kidsmart: www.kidsmart.org.uk
- Think U Know website: www.thinkuknow.co.uk
- Virtual Global Taskforce — Report Abuse: www.virtualglobaltaskforce.com

Related policies are:

- Behaviour Rewards and Sanctions Policy
- Expulsion and Suspension Policy
- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- Search and Confiscate Policy