Kea C P School

Online Safety Policy

Approved by:	Full Governors	**Date:** 5 October 2020
Reviewed:	Autumn Term 2020	
Next review due by:	Autumn Term 2022	
Signed by:	**(Name)**	

Development / Monitoring / Review of this Policy

This Online Safety policy has been developed by the headteacher, ICT4 (the school's ICT support provider) and the full Governing Body. This policy will be reviewed every two years.

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)/filtering
- Internal monitoring data for network activity

Scope of the Policy

This policy applies to all members of the school community (staff, pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school digital technology systems, both in and out of the school.

The Education and Inspections Act 2006 empowers the headteacher to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying or other Online Safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Anti Bullying & Behaviour Policy.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate Online Safety behaviour that take place out of school.

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within the school.

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 Resources & Safeguarding Committee. This committee should receive regular information about online safety incidents. The Safeguarding Governor has taken on the role of Online Safety Governor.

Headteacher & Senior Leaders

- The headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community.
- The headteacher and deputy headteacher are aware of the procedures to follow in the event of a serious online safety allegation being made against a member of staff.
- The headteacher is responsible for ensuring that staff receive training in online safety.
- The Senior Leadership Team will regularly monitor reports on online safety.

Online Safety Officer

The headteacher is the Online Safety Officer and will:

- take day to day responsibility for online safety issues and to review the school's online safety policies and procedures
- ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- provide training and advice for staff
- liaise with the Local Authority/relevant body
- liaise with school's technical support company (ICT4)
- receive reports of online safety incidents and creates a log of incidents to inform future online safety developments
- meet regularly with Online Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- report incidents to the Resources & Safeguarding Committee, Senior Leadership Team, ICT4 and ICT Technician.

ICT4 is 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 and any Local Authority guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection and passwords are regularly changed
- filtering is applied and updated on a regular basis and that 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/remote access/email is regularly monitored in order that any misuse/attempted misuse can be reported to the Headteacher (Online Safety Officer) for investigation/action/sanction

- that monitoring software/systems are implemented and updated as agreed in school policies

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
- they have read, understood and signed the Staff Acceptable Use Agreement
- they report any suspected misuse or problem to the headteacher (Online Safety Officer) for investigation/action/sanction
- all digital communications with pupils/parents/carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the Online Safety Policy and acceptable use policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned pupils are guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Designated Safeguarding Lead

The Designated Safeguarding Lead is trained in Online Safety issues and is aware of the potential for serious child protection/safeguarding issues to arise from:

- sharing of personal data
- access to illegal/inappropriate materials
- inappropriate on-line contact with adults/strangers
- potential or actual incidents of grooming
- online-bullying

Online Safety

Online safety is included in the role of the safeguarding governor.

Pupils:

Pupils are taught to:

- be responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Agreement
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- understand the importance of reporting abuse, misuse or access to inappropriate materials and how to do so
- know and understand policies on the use of mobile devices and digital cameras, the taking/use of images and on online-bullying.
- understand the importance of adopting good online safety practice when using digital technologies out of school and that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school

Parents/Carers

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national/local online safety campaigns/literature. Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to on-line pupil records
- their children's personal devices in the school

Policy Statements

Education – Pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety / digital literacy is therefore an essential part of the school's online safety provision. Pupils need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Online safety is a focus in all areas of the curriculum and staff reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum is provided as part of ICT/PSHE lessons and is regularly reviewed
- Key online safety messages are reinforced in whole school and class assemblies.

- Pupils are taught in all lessons to be critically aware of the materials/content they access on-line and are guided to validate the accuracy of information.
- Pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils are supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.
- Pupils are protected and kept safe from terrorist and extremist material on the internet.
- Pupils are helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside the school.
- Staff act as good role models in their use of digital technologies, the internet and mobile devices
- In lessons where internet use is pre-planned pupils are guided to sites checked suitable for their use and there are processes in place for dealing with any unsuitable material that is found in internet searches.
- When pupils are allowed to freely search the internet, staff are vigilant in monitoring the content of the websites visited.
- It is accepted that from time to time, for good educational reasons, pupils may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that ICT4 temporarily remove those sites from the filtered list for the period of study.

Education – Parents/Carers

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring/ regulation of the children's online behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Parent/carers briefing sessions
- Letters, newsletters and the school website
- Parents/Carers evenings/sessions
- Reference to the relevant web sites/publications e.g. swgfl.org.uk www.saferinternet.org.uk/ http://www.childnet.com/parents-and-carers

Education & Training – Staff / Volunteers

All staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- Staff meetings/INSET days/Child Protection Training.
- All new staff should receive online safety training as part of their induction programme

Training – Governors

Governors are included in any staff online training and it is also included in new governor induction programme. Governors also receive the same online safety information as parents/carers.

Technical – infrastructure / equipment, filtering and monitoring

The school is responsible for ensuring that its infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. The headteacher (Online Safety Officer) and Safeguarding Governor are responsible for monitoring the school's infrastructure.

- Regular reviews and audits of the safety and security of school technical systems take place.
- Servers, wireless systems and cabling are securely located with physical access restricted
- All users will have clearly defined access rights to the school's technical systems and devices.
- Only staff are provided with a username and secure password by ICT4 who will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password and will be required to change their password regularly.
- The "master/administrator" passwords for the school's ICT systems, used by the Network Manager/ICT4 is also available to the headteacher and kept in the school safe.
- ICT4 and the ICT Teaching Assistant are responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations.
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering changes.

- Internet filtering/monitoring ensures that children are safe from terrorist and extremist material when accessing the internet.
- The school has provided enhanced/differentiated user-level filtering allowing different filtering levels for staff and pupils.
- School technical staff/ICT4 regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement.
- An appropriate system is in place for users to report any actual/potential technical incident/security breach to the relevant person. Technical incidents are reported to the ICT Technician who then fixes or arranges external support from ICT4 for technical advice. For data breeches the data protection policy is followed.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. These are updated regularly. The school's infrastructure and individual workstations are protected by up to date virus software.
- Any temporary staff or volunteers (e.g trainee teachers, supply teachers etc must read and sign the acceptable use agreement before having access onto school systems.
- The acceptable use agreement details what staff are allowed and forbidden to download and install on school devices.
- The acceptable use agreement details the use of removable media (eg memory sticks / CDs/DVDs) may not be used for any sensitive information (e.g. pupil information) unless encrypted.

Mobile Technologies (including build your own device)

All users understand that the primary purpose of the use of mobile/personal devices in a school context is educational. The acceptable use agreement is consistent with and inter-related with other relevant school safeguarding polices.

The school Acceptable Use Agreements for staff, pupils/students and parents/carers will give consideration to the use of mobile technologies

- Staff are allowed to use school owned devices in school and have full network and internet access. Personal devices are not allowed to be used in school for work purposes. The use of personal mobile phones is permitted during break times and used in staff areas only and not used in front of pupils (except in an emergency situation e.g. on a school visit).
- Pupils are not allowed to bring personal devices into school. Pupils who need to bring mobile phones to school must hand them in at the school office for safe keeping and collect them at the end of the school day.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils are made aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

- When using digital images, staff inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Written permission from parents or carers is obtained before photographs of pupils are published on the school website/social media/local press

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/ made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital / video images.

- Staff are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, personal equipment of staff should not be used for such purposes.
- Care is taken when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Pupil's work can only be published with the permission of the pupil and parents or carers.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the current data protection legislation.

The school has:

- A Data Protection Policy.
- Has paid the appropriate fee to the Information Commissioner's Office (ICO).
- Has appointed a Data Protection Officer (DPO).
- Will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Data held is accurate and up to date. Inaccuracies are corrected without unnecessary delay.
- The lawful basis for processing personal data (including, where relevant, consent) has been identified and documented and details provided in a Privacy Notice.
- Where special category data is processed, a lawful basis and a separate condition for processing have been identified.
- Data Protection Impact Assessments (DPIA) are carried out.
- Has clear and understood arrangements for access to and the security, storage and transfer of personal data, including, where necessary, adequate contractual clauses or safeguards where personal data is passed to third parties e.g. cloud service providers.
- Procedures in place to deal with the individual rights of the data subject i.e. a Subject Access Requests to see all or a part of their personal data held by the data controller.
- Clear and understood data retention policies and routines for the deletion and disposal of data.
- Has a procedures for reporting, logging, managing and recovering from an information risk incident which recognises the requirement to report relevant data breaches to the ICO within 72 hours of the breach, where feasible.
- Given consideration to the protection of personal data when accessing any remote access solutions.
- Has a Freedom of Information Policy which sets out how it will deal with FOI requests.
- Ensures all staff receive data handling awareness / data protection training and are made aware of their responsibilities.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

When personal data is stored on any portable computer system, memory stick or any other removable media:

- The data must be encrypted and password protected.

- The device must be password protected.
- The device must have approved virus and malware checking software.
- The data must be securely deleted from the device, in line with school practices once it has been transferred or its use is complete.

When using communication technologies the school considers the following as good practice:

- The official school e-mail service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access).
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication
- All emails from teachers to parents need to go through the school office. School staff are discouraged from being friends with parents on any form of social media.
- Pupils are not provided with e-mail addresses.
- Pupils should be taught about online safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

The school has a duty of care to provide a safe learning environment for pupils and staff. It could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, engage in online bullying, discriminate on the grounds of sex, race or disability or who defame a third party will be dealt with following the school's disciplinary policy. Reasonable steps to prevent predictable harm are in place.

The school provides the following measures to minimise risk of harm to pupils, staff and the school through:

- Ensuring that personal information is not published
- Providing training including: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Has clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- No reference should be made on social media to pupils, parents/carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information

When official school social media accounts are established there should be:

- A process for approval by senior leaders
- Clear processes for the administration and monitoring of these accounts – involving at least two members of staff
- A code of behaviour for users of the accounts, including systems for reporting and dealing with abuse and misuse
- Understanding of how incidents may be dealt with under school disciplinary procedures

Personal Use:

- Personal communications are those made via a personal social media accounts. In all cases, where a personal account is used which associates itself with the school or impacts on the school, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy
- Personal communications which do not refer to or impact upon the school are outside the scope of this policy
- Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken
- The school permits reasonable and appropriate access to private social media sites

Monitoring of Public Social Media

- As part of active social media engagement, it is considered good practice to pro-actively monitor the internet for public postings about the school
- The school should effectively respond to social media comments made by others according to a defined policy or process

The school's use of social media for professional purposes will be checked regularly by the senior risk officer and Online Safety Group to ensure compliance with the school policies.

Dealing with unsuitable / inappropriate activities

Some internet activity e.g. cyber-bullying would be followed up through the school's disciplinary policy. Other activities e.g. accessing child abuse images or distributing racist material is illegal and could also lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in/or outside the school when using school equipment or systems. The school policy restricts usage as follows:

User Actions:

Users shall not visit internet sites, make, post, download, upload, data transfer, communicate or pass on material, remarks, proposals or comments that contain or relate to:

Unacceptable & illegal actions:

- Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978
- Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.
- Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008
- Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986

Unacceptable actions:

- Pornography
- Promotion of any kind of discrimination
- Threatening behaviour, including promotion of physical violence or mental harm
- Promotion of extremism or terrorism
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Infringing copyright
- Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer/network access codes and passwords)
- Creating or propagating computer viruses or other harmful files

- Unfair usage (downloading/uploading large files that hinders others in their use of the internet)
- On-line gaming (educational)
- On-line gaming (non-educational)
- On-line gambling

Acceptable at certain times but only for school purposes e.g. Amazon purchases or school social media account:

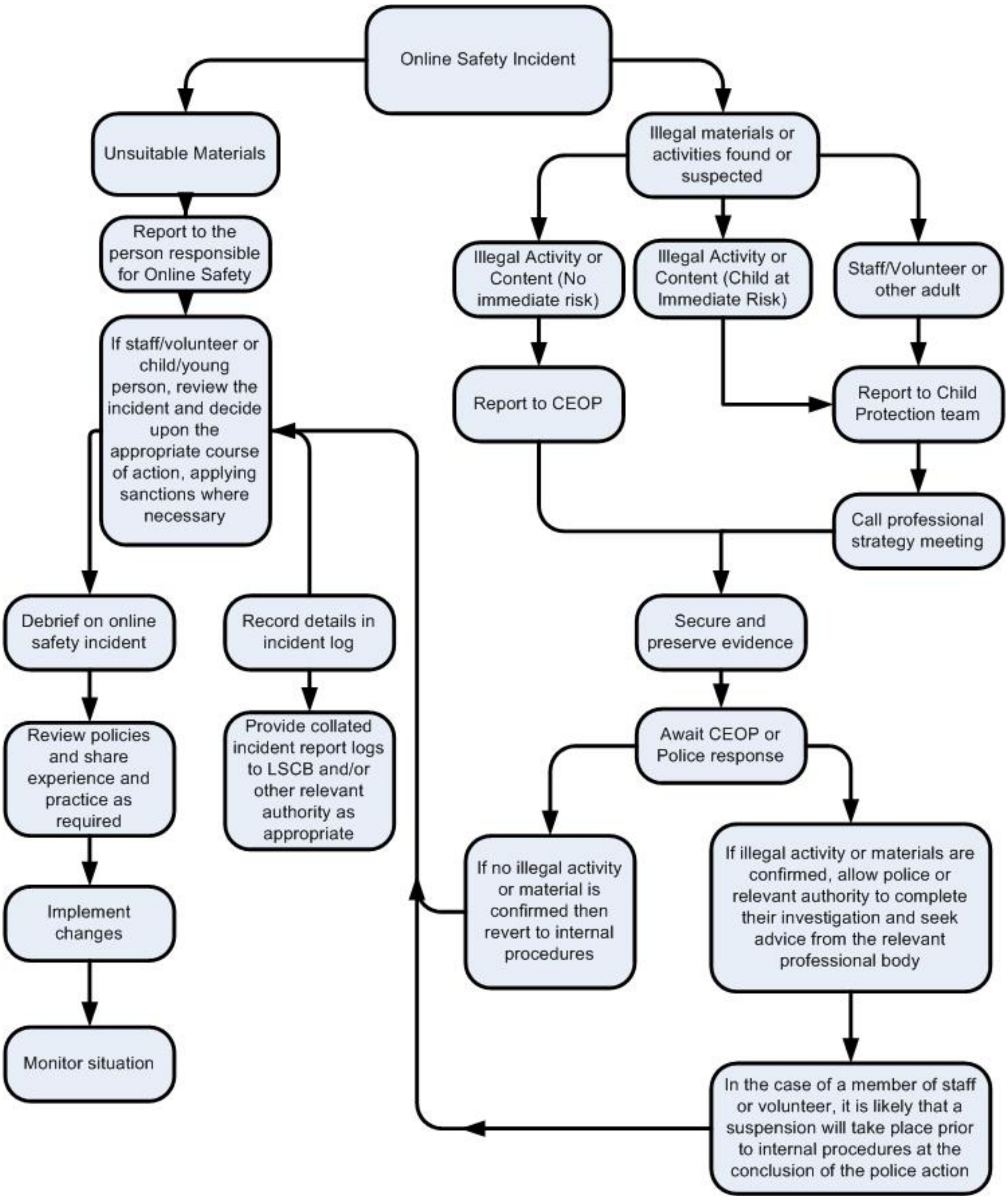
- On-line shopping/commerce
- File sharing
- Use of social media
- Use of messaging apps
- Use of video broadcasting e.g. Youtube

Responding to incidents of misuse

The guidance below is for staff use to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident.

Illegal Incidents

If there is any suspicion that the website(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.


Online Safety Incident
Unsuitable Materials
Report to the person responsible for Online Safety
If staff/volunteer or child/young person, review the incident and decide upon the appropriate course of action, applying sanctions where necessary
Debrief on online safety incident
Review policies and share experience and practice as required
Implement changes
Monitor situation
Record details in incident log
Provide collated incident report logs to LSCB and/or other relevant authority as appropriate
Illegal materials or activities found or suspected
Illegal Activity or Content (No immediate risk)
Illegal Activity or Content (Child at Immediate Risk)
Staff/Volunteer or other adult
Report to CEOP
Report to Child Protection team
Call professional strategy meeting
Secure and preserve evidence
Await CEOP or Police response
If no illegal activity or material is confirmed then revert to internal procedures
If illegal activity or materials are confirmed, allow police or relevant authority to complete their investigation and seek advice from the relevant professional body
In the case of a member of staff or volunteer, it is likely that a suspension will take place prior to internal procedures at the conclusion of the police action

Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- Ensure that the relevant staff have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
    - Internal response or discipline procedures
    - Involvement by Local Authority
    - Police involvement and/or action
- If content being reviewed includes images of child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
    - incidents of ‘grooming’ behaviour
    - the sending of obscene materials to a child
    - adult material which potentially breaches the Obscene Publications Act
    - criminally racist material
    - promotion of terrorism or extremism
    - other criminal conduct, activity or materials
- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

Pupils Incidents	Refer to class teacher	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc.	Inform parents / carers	Removal of network / internet access	Warning		Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X		X	X			
Unauthorised use of non-educational sites during lessons		X			X		X		
Unauthorised / inappropriate use of mobile phone / digital camera / other mobile device		X			X		X		
Unauthorised / inappropriate use of social media / messaging apps / personal email		X			X		X		
Unauthorised downloading or uploading of files		X			X		X		
Allowing others to access school / academy network by sharing username and passwords		X			X		x		

Attempting to access or accessing the school network, using another pupil’s account		X			X		X		
Attempting to access or accessing the school network, using the account of a member of staff		X			X		X		
Corrupting or destroying the data of other users		X							
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X			X		X		
Continued infringements of the above, following previous warnings or sanctions		X			X	X	X		
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X			X		X		
Using proxy sites or other means to subvert the school’s filtering system		X			X		X		
Accidentally accessing offensive or pornographic material and failing to report the incident		X	X		X				
Deliberately accessing or trying to access offensive or pornographic material		X	X		X		X		
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act		X	X		X		X		

	Actions / Sanctions								
Staff Incidents	Refer to line manager	Refer to Headteacher	Refer to Local Authority /	Refer to Police	Refer to Technical Support Staff for action re filtering	Warning	Suspension	Potential Disciplinary action	Refer to GDPR
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable/inappropriate activities).		X	X	X					
Inappropriate personal use of the internet/social media /personal email		X							
Unauthorised downloading or uploading of files		X			X				
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account		X	X					X	
Careless use of personal data e.g. holding or transferring data in an insecure manner		X						X	X
Deliberate actions to breach data protection or network security rules		X	X					X	X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X	X					X	X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X	X					X	
Using personal email/social networking/instant messaging/text messaging to carrying out digital communications with students/pupils		X						X	
Actions which could compromise the staff member's professional standing		X						X	
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X						X	
Using proxy sites or other means to subvert the school's filtering system		X	X	X				X	

Accidentally accessing offensive or pornographic material and failing to report the incident		X	X	X				X	
Deliberately accessing or trying to access offensive or pornographic material		X	X	X				X	
Breaching copyright or licensing regulations		X	X					X	
Continued infringements of the above, following previous warnings or sanctions		X						X	