

# St. Bede's Catholic School & Byron Sixth Form College



Bishop Chadwick  
Catholic Education Trust



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|--------------------|----------------------|-----------------------------|
| <b>Policy Name</b> | Online Safety Policy | <b>Policy Period</b>        |
| <b>Approved by</b> | Headteacher          | Jan 12, 2026 to Sep 1, 2027 |

## THE PURPOSE OF THIS POLICY

The purpose of this policy is to:

- ensure the safety and wellbeing of children and young people when adults, young people or children are using the internet, social media or mobile devices.
- provide staff and volunteers with the overarching principles that guide our approach to online safety.
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in the activities of St. Bede's Catholic School & Byron Sixth Form.

## WE BELIEVE THAT OUR STUDENTS

- should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.
- should never experience abuse of any kind.

## WE RECOGNISE THAT

- the online world provides everyone with many opportunities; however, it can also present risks and challenges.
- we have a duty to ensure that the young people and adults involved in our organisation are protected from potential harm online.

- we have a responsibility to help keep students safe online, whether or not they are using our network and devices.
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

## HOW WE WORK TOGETHER TO KEEP EVERYONE SAFE

The Online Safety Coordinator will:

- provide clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults.
- provide support, information and encouragement for parents and carers to do what they can to keep their children safe online.
- develop an online safety agreement for use with young people and their parents/carers.
- provide annual assemblies for each year group to maintain the high profile of positive approaches to online safety and update awareness of issues that can arise when living and learning online.
- provide supervision, support and training for staff and volunteers about online safety.
- develop clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person.

## IT SUPPORT STAFF WILL

- maintain a keyword-based active monitoring system (Securly) to identify possible issues.
- review and update the security of our information systems regularly.
- perform weekly checks of the active monitoring system logs and record any concerns.
- identify when major issues are developing and report them to the head of safeguarding.
- ensure devices connected to the school network utilise a filtered connection (SENSO) that blocks access to inappropriate content and logs attempts to access it.
- ensure personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate.

\*If Securly and/or SENSO stop working for whatever reason, we have a back up security system (Panda Anti-virus) that also has a web-monitoring feature activated.

## TEACHING STAFF WILL

- ensure that usernames, logins, email accounts and passwords are used effectively.

- ensure that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.
- support and encourage young people to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.

## **IF ONLINE ABUSE OCCURS, WE WILL RESPOND TO IT BY**

- Invoking our safeguarding procedures to provide an immediate response to abuse (including online abuse).
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation.
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

## **RELATED POLICES AND PROCEDURES**

- Anti-bullying Policy and procedures.
- Acceptable Use of IT Policy – staff.
- Acceptable Use of IT Policy – pupil.
- Artificial Intelligence Guidance Policy.
- Child Protection Policy.
  - Procedures for responding to concerns about a child or young person's wellbeing.
  - Dealing with allegations of abuse made against a child or young person.
  - Managing allegations against staff and volunteers.
- Code of conduct for staff and volunteers.

## **CONTACT DETAILS**

- Online Safety Coordinator & Designated Safeguarding Lead
  - Name: Mr A Logan
  - Phone number: 0191 587 6220
- IT Support Staff Lead
  - Name: Mr D Oxley
  - Phone number@ 0191 587 6220

# STUDENT ACCEPTABLE USE AGREEMENT

When using the school's computing equipment and other information systems, I have understood and will comply with the following statements:

## School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

## This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- The school will try to ensure that *students* will have good access to ICT to enhance their learning and will, in return, expect the *students* to agree to be responsible users.

## Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

## For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will use my username and password confidentially, I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when on-line.

## I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- I will not use the school ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube).

**I will act as I expect others to act towards me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I recognize that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school.
- I will not use personal handheld devices in school, I know I am allowed my mobile phone in school but it must be turned off and placed in my locker. I understand if I am found using this it will be confiscated for a parent to come and collect.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I understand that in line with GDPR law I must not download lesson recordings and save outside of my Teams school account or share with any other person for any reason whatsoever.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- If I see any content or communications that is unpleasant or upsetting, or I think is illegal or would be considered upsetting by another user, I will report this to an adult immediately.
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of

school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action, following the school procedure. This may include loss of access to the school network/internet, detentions, suspensions, possible permanent exclusion and contact with parents and in the event of illegal activities involvement of the police.

**Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.**

### **St. Bede's Catholic School & Byron Sixth Form: Student / Pupil Acceptable Use Agreement**

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, tablet etc
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, virtual learning environment, website etc.

|                    |  |
|--------------------|--|
| <b>Name</b>        |  |
| <b>Tutor Group</b> |  |
| <b>Signed</b>      |  |
| <b>Date</b>        |  |

### **Parents' Consent Form (to be confirmed via Arbor)**

*This form relates to the pupil Acceptable Use Policy (AUP). Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems for your child.*

I have read and understood the pupils acceptable use policy and give permission for my son / daughter to access the Internet at school, and will encourage them to abide by the policy. Children who deliberately break these rules will have appropriate sanctions applied, and parents will be informed. I understand that if these activities are of a serious nature the appropriate authorities may be informed.

Children will receive advice on e-safety at school, advice for parents is available at [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents) or by contacting the school. I understand that the school will

take reasonable precautions to ensure pupils cannot access inappropriate materials. The school, or its internet provider may keep records of computer activity in school. These may be monitored to help protect the children.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

I understand that under the Education Act 1996 a school may search a mobile device and they may examine any data or files on the device if they think there is a good reason to do so.

Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so. I understand that as a parent or carer of a child at this school that school is working hard to provide a high quality education and a safe working environment for both its students, staff and governors. It is therefore unhelpful to the school if comments about the school life, policies or individual members of staff appear on social media sites. Any comment deemed to be abusive or harmful will be dealt with appropriately. I will ensure that any pictures taken during school events that include other children will not be shared using social media.

|                            |  |
|----------------------------|--|
| <b>Pupil Name</b>          |  |
| <b>Tutor Group</b>         |  |
| <b>Parent / Carer Name</b> |  |
| <b>Signed</b>              |  |
| <b>Date</b>                |  |

## INCIDENT RESPONSE PROCEDURE

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 flow chart below for responding to online safety incidents and report immediately to the police.



# Online Safety Incident

