Diocese of Chelmsford
Vine Schools Trust

Online-Safety Policy

This is a model policy for all Vine schools that has been reviewed and adapted for St Andrew's Church of England Primary School.

Policy Reference:	I002
Approved by Vine Schools Trust on:	Autumn 2024
Adopted by this school on:	Autumn 2024
Next review:	Autumn 2025

"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit

JOHN 15:5

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This Policy must be read with the Code of Conduct and Acceptable Use Policies

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1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors.
- Identify and support groups of pupils that are potentially at greater risk of harm online than others.
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones').
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate.

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation and extremism.
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying.
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

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2. Legislation

This policy is based on the Department for Education's (DfE's) statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on:

- Teaching online safety in schools
- Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff
- Relationships and sex education
- Searching, screening and confiscation

It also refers to the DfE's guidance on protecting children from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

3.1 The School Governance Board (SGB)

- The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.
- The governing board will make sure all staff undergo online safety training as part of child protection and safeguarding training, and ensure staff understand their expectations, roles and responsibilities around filtering and monitoring.
- The governing board will also make sure all staff receive regular online safety updates (via email, e-bulletins and staff meetings), as required and at least annually, to ensure they are continually provided with the relevant skills and knowledge to effectively safeguard children.
- The governing board will co-ordinate regular meetings with appropriate staff to discuss online safety, requirements for training, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

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- The governing board should ensure children are taught how to keep themselves and others safe, including keeping safe online.
- The governing board must ensure the school has appropriate filtering and monitoring systems in place on school devices and school networks and will regularly review their effectiveness. The board will review the DfE filtering and monitoring standards, and discuss with IT staff and service providers what needs to be done to support the school in meeting those standards, which include:
- Identifying and assigning roles and responsibilities to manage filtering and monitoring systems;
- Reviewing filtering and monitoring provisions at least annually;
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning;
- Having effective monitoring strategies in place that meet their safeguarding needs.
- The governor who oversees safeguarding will also oversee online safety.

All governors will:

- Ensure they have read and understand this policy.
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 3).
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole-school or college approach to safeguarding and related policies and/or procedures.
- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable.

- **3.2 The headteacher**
- The headteacher is responsible for ensuring that staff and volunteers understand this policy, and that it is being implemented consistently throughout the school.

3.3 The designated safeguarding lead

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Details of the school's designated safeguarding lead (DSL) (and deputy/deputies) are set out in our child protection and safeguarding policy, as well as relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school.
- Working with the headteacher and governing board to review this policy annually and ensure the procedures and implementation are updated and reviewed regularly.
- Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks.
- Working with the ICT manager to make sure the appropriate systems and processes are in place.
- Working with the headteacher, ICT manager and other staff, as necessary, to address any online safety issues or incidents.
- Managing all online safety issues and incidents in line with the school's child protection policy.
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy.
- Ensuring on-line safety incidents that are directly linked to pupils are also logged on CPOMs.
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour and relationships policy.
- Updating and delivering staff training on online safety (appendix 4 contains a self-audit for staff on online safety training needs).
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing board.
- Undertaking annual risk assessments that consider and reflect the risks children face.
- Ensuring regular safeguarding and child protection updates take place, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively.

This list is not intended to be exhaustive.

3.4 The ICT manager (AIR IT)

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The ICT manager is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems on school devices and school networks, which are reviewed and updated at least annually to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material.
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- Conducting a full security check and monitoring the school's ICT systems on a regular basis and at least annually.
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files.
- Ensuring that any online safety incidents are logged and reported to the DSL (see appendix 5) and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy.

This list is not intended to be exhaustive.

3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy.
- Implementing this policy consistently.
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 3) and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2).
- Knowing that the DSL is responsible for the filtering and monitoring systems and processes and being aware of how to report any incidents of those systems or processes failing by reporting it to the DSL (either on the log or via CPOMs as appropriate).
- Following the correct procedures by if they need to bypass the filtering and monitoring systems for educational purposes.
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour and relationships policy.
- Responding appropriately to all reports and concerns about sexual violence and/or

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harassment, both online and offline, and maintaining an attitude of 'it could happen here'.

This list is not intended to be exhaustive.

3.6 Parents/carers

Parents/carers are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy.
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendices 1 and 2).

Parents/carers can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? – UK Safer Internet Centre
- Hot topics – Childnet International
- Parent resource sheet – Childnet International

3.7 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 3).

4. Why Internet Use is Important

- We believe the internet is an essential element in the 21st century life for education, business and social interaction.
- The school recognises its duty to provide children with quality internet access as part of their learning experience.
- Using the internet in general is a part of the statutory curriculum and a necessary tool for staff and pupils, alongside discrete computing lessons.
- Pupils are increasingly using the internet and a range of devices outside of school life and therefore need to learn how to evaluate information and to take care of their own safety and security.

5. Using the Internet for Learning

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- We teach all of our pupils how to find appropriate information on the internet and how to ensure as far as possible, that they understand who has made this information available and how accurate and truthful it is.
- Teachers carefully plan all internet-based teaching and lessons to ensure that pupils are focused and using appropriate and relevant materials.
- Children are taught how to use search engines and how to evaluate internet-based information as part of the computing curriculum, and in other curriculum areas where necessary.
- Pupils are taught what internet use is acceptable and what is not and given clear objectives for internet use.
- Pupils are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval, and evaluation.
- Pupils in Key Stage 1 will not be permitted to 'free-surf' the web. In Key Stage 1 and typically in Key Stage 2, pupils' internet access will be through a selection of evaluated sites suitable for the purposes of the task.
- Processes are in place for dealing with any unsuitable material that is found during internet use (see section on managing filtering).
- Where pupils are allowed to freely search the internet, e.g. using search engines, staff are vigilant in monitoring the content of the websites the young people visit. Pupils who need to search individually will be in the upper primary years. Teachers, wherever possible, will have viewed the content prior to use to check its relevance and suitability.
- The school's internet access includes filtering appropriate to the age of our pupils which is provided by an approved supplier.
- The school enables the pupils to access the internet at lunchtime as part of a range of activities for young people. There are clear guidelines (see appendix 1) as to what is accessed, and it is monitored by the SLT on duty at lunchtime.

In **Key Stage (KS) 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private.
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

Pupils in **Key Stage (KS) 2** will be taught to:

- Use technology safely, respectfully and responsibly.
- Recognise acceptable and unacceptable behaviour.
- Identify a range of ways to report concerns about content and contact.

By the **end of primary school**, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not.
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online, including when we are

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anonymous.

- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them.
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met.
- How information and data is shared and used online.
- What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context).
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know.

All schools

- The safe use of social media and the internet will also be covered in other subjects where relevant such as through the RSE programme of study.
- Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

6. Evaluating Internet Content

- The school will ensure that staff and pupils are mindful of copyright regulations when copying, downloading and representing materials from the internet. Web-based resources have similar copyright status to printed and recorded materials, such as books, films and music, and this must be taken into consideration when using them.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught how to carry out simple checks for bias and misinformation. Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

7. Internet Use by Staff

- Our school understands that the internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that we can use to support and enhance learning. It allows staff to share resources with other schools and academies, and to engage in debate and discussion on educational topics and news.
- It also provides an efficient way to access information from the Department for Education and other government agencies and departments that will help staff to keep abreast of national and local developments.
- There are also increasing opportunities for staff to access INSET and Continuing Professional Development activities using the Internet and e-learning resources, such as Educare.

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- We are committed to encouraging and supporting our school staff to make the best use of technology and all the opportunities it offers to enhance our teaching and support learning.
- Staff use of the internet on school computers will be responsible and legal at all times and in keeping with their professional role and responsibility. Misuse of the internet and school computer systems will be rigorously investigated.
- Further guidance can be found in the Code of Conduct Policy.

8. E-Mail

- E-mail is one of the many modes of communication which plays an important role in many aspects of our lives today. We teach the use of e-mail as part of our ICT curriculum by means of safe sites such as 2Email within Purple Mash. This is a secure means of children communicating with children in other Trust schools. Open email contact is not possible. This provides a limited facility and yet it gives all the structure of using actual email.
- Despite this not being an open facility the opportunity is taken to educate children to be aware of the benefits and risks and how to be safe and responsible users as part of our e-safety provision.
- Pupils are taught strategies to deal with inappropriate emails and are reminded of the need to write emails clearly and correctly, not including any unsuitable or abusive material.
- Pupils are taught not to reveal personal details of themselves or others in e-mail communication, nor to arrange to meet anyone without specific permission. This is in both RHSE and computing sessions.
- Staff are to use the Trust-provided email service and accounts that are available. They are more secure and are easier to access by a third party should the need for scrutiny arise. Personal accounts must not be used for school business.
- Staff should always ensure that they represent the Trust in a professional and appropriate way when sending e-mail, contributing to online discussions or posting to public websites. Failure to do so could lead to disciplinary action being taken.
- Further guidance can be found in the Code of Conduct Policy.

9. Publishing Pupils' Images and Work

- The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images and video that they have recorded themselves or downloaded from the internet. However, staff and pupils

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need to be aware of the risks associated with sharing images and with posting digital images / video on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

- The school will inform and educate users about these risks, during computing and RHSE sessions, and will implement policies to reduce the likelihood of the potential for harm.
- Staff are allowed to take digital / video images to support educational aims, but must follow the school policy concerning the sharing, distribution and publication of those images which states that:
- Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute or danger.
- Nobody should 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 the website or learning platform, particularly in association with photographs.
- Parents or carers are informed of our policy on publishing and can opt their children out.

10. Communication Technologies

- Most of these modes of electronic communication are restricted in the school however they are being used more frequently by pupils and staff outside of the school.
- We acknowledge social networking sites, blogs, instant messenger services, chat rooms and forums are beneficial for communication, learning and research. They also present a range of personal safety and privacy issues.
- In school time, pupils and staff are not permitted to access social networking sites, public chat rooms, discussion groups and forums etc. using school resources. Most are blocked by the filtering service used by the school.

11. Mobile Phones

- We anticipate that more and more of our pupils will have access to internet-enabled devices such as mobile phones or other devices which are capable of browsing and uploading to the internet, accessing email and social networking services, as well as taking photos and recording video.
- The school recognises the potential advantages these devices can offer for staff and

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pupils and there are clear and enforceable rules for their use.

- Pupils are taught the legal and moral implications of posting photos and personal information from mobile phones to public websites and how to use these technologies in a safe and responsible manner.
- Children who bring mobile phones to school must hand them to the office each morning, and collect the again at the end of the day. They are stored in locked cabinets for the day.
- Staff should represent the school in a professional and appropriate way when communicating via the internet, contributing to online discussions or posting to public websites using Trust facilities.

12. Electronic Communication

- Communication between children and school staff should take place within clear and explicit professional boundaries.
- Staff must be careful not to share any personal information with children such as personal emails, web-based communication facilities, social media accounts, or home or mobile phone numbers. They should not request, or respond to, any personal information from the child / young person, other than that which might be appropriate as part of their professional role.
- Staff should ensure that all communications are transparent and open to scrutiny. In addition, all staff must be sure of their social networking and uphold professional confidentiality at all times. Staff should not accept parents or pupils as 'friends' on social contact sites such as Facebook.

13. Downloads

- The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.
- Pupils are not allowed to download any material from the internet unless directed to do so by an appropriate staff member.
- Staff should take care that files from both other computers outside the Trust and internet are checked for virus contamination before they are used on the Trust system.
- Pupils are not allowed to use CDs, DVDs or memory sticks brought from home or, for

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example, from magazines unless they have been given permission.

- The school subscribes to suitable antivirus software. The software is updated regularly, and virus detection is monitored by the Trust's IT Management company.

14. Filtering

- Whilst filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

The action will include:

- Making a note of the website and any other websites linked to it.
- Informing the computing leader, DSL and Headteacher.
- Logging the incident on the on-line safety log and also CPOMs under filtering incident.
- Informing the Internet Service Provider and computing support company, Air IT and Visual so that the website can be added to the content filter if appropriate.
- Discussion with the pupil about the incident, and how they might avoid similar experiences in future.
- Parents will be informed where necessary.
- The school will work with the local authority, CLEOPS and our Internet Service Provider to ensure systems to protect pupils and staff are effective and appropriate. Pupils or staff who deliberately try and access unsuitable materials will be dealt with in accordance with the school's discipline policies for pupils and staff.

15. Artificial Intelligence and Emerging Technologies

- Emerging technologies and resources will be examined for educational benefit and a risk assessment will be carried out before use in the Trust is permitted.
- Generative artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard.
- The Vine Schools Trust recognises that AI has many uses to help pupils learn, but may also have the potential to be used to abuse others. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real.
- St Andrew's will treat any use of AI to abuse pupils in line with our behaviour and relationships policy.
- Staff should be aware of the risks of using AI tools whilst they are still being developed and should carry out a risk assessment where new AI tools are being used by the

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school/trust.

- If the AI is processing personal data, in line with GDPR compliance, a Data Protection Impact Assessment (DPIA) is required. The Trust Co-Ordinator shall complete required DPIAs for systems procured locally. The Trust Data Protection Officer shall complete DPIAs for centrally procured systems.

16. Online Bullying (Cyberbullying)

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is can be repetitive, intentional harming of 1 person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour and relationships policy.)

6.2 Preventing and addressing cyber-bullying

- To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.
- The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their tutor groups.
- Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.
- All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).
- The school also sends information/leaflets on cyber-bullying to parents/carers so they are aware of the signs, how to report it and how they can support children who may be affected.
- In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour and relationships policy including logging the incident on CPOMs. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.
- The DSL will report the incident and provide the relevant material to the police as soon

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as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

17. Authorising Internet Access

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school computing resource.
- The school will keep a record of all staff and pupils who are granted internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- Parents are asked to sign and return a consent form when their child starts at the school.

18. Monitoring and Review

- The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 5 and the school CPOMs system will also be used where appropriate.
- This policy will be reviewed every year by the Trust Safeguarding and Wellbeing Lead and Trust Data Protection Officer. At every review, the policy will be shared with the governing board. The review will be supported by school annual risk assessments that considers and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

Appendix 1: Acceptable use agreement (pupils and parents/carers)

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Please follow the link below:

AU-Agreement-Pupils--2-.docx (sharepoint.com)

Enter School Logo

Acceptable Use Agreement – Pupils

[Insert School Name]

[Version 2.0]

The school has Internet access and access to digital technologies to help our learning. In return, we will agree to these rules to keep everyone safe and help us be fair to others.

- I will use only my own login and password and I will not share it.
- I will only access the Internet with the permission and supervision of a member of staff.
- I will not access, copy, or delete other people's files.
- I will only use computers and digital devices for schoolwork and homework.
- I will not bring USB drives or other removable storage media into school without permission.
- I will not try to download programmes or apps or upload content to the internet without permission.
- I will only email or message people my teacher has approved and any messages / chats will be friendly, polite, and sensible.
- I will not copy other people's work and pass it off as my own.
- I will not share my or anyone else's personal information online, including photos/images without permission or
- I will not arrange to meet in person anyone I have only met online.
- To help protect other pupils and myself, I will tell a teacher if there is anything I am unhappy with or if I see a computer warning message.
- I will ask for help if I am not sure what to do.
- I understand that the school can check my computer files and the Internet sites I visit.
- I will not download programs, apps, or files to school devices from the Internet.
- I will not print, unless it is related to my work.
- I will take care of the devices and equipment I use and I will treat them with respect.

Name of child:_____

Signed_____ (Child)

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Parent/Carer

I have read through the school's IT policy, and I understand school expectations.

I have read through the Acceptable Use Agreement with my child and explained what is expected of them.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure young people are safe when using the internet and digital technology.

I understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using digital technologies.

I will encourage my child to seek help and support if they raise concerns about the online world and I will inform school if I have any online safety concerns.

I understand that my child's activity on school systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

Signed: _____ (Parent/Responsible Adult)

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Appendix 2: Acceptable Use Agreement Staff

Adapt this agreement to reflect your school's approach, in line with any changes you made to this policy.

Enter School Logo

Acceptable Use Agreement – Staff

[Insert School Name]

[Version 2.0]

1.1 Introduction

Everyone who works for The Vine Schools Trust has a responsibility to ensure that data is collected, accessed, stored and handled appropriately and lawfully. Every user must ensure that they adhere to the following statements in order to meet the legal obligations of the school and their individual obligations.

All members of staff are expected to abide by relevant school policies. Special consideration should be given to the following:

· Data Protection Policy
· IT Security Policy
· Acceptable Use Policy
· Online Safety Policy

1.2 IT Acceptable Use Standards

All Users must:

1. Protect school IT resources by careful and considerate use of equipment and networks, reporting faults and minimising the risk of introducing computer viruses or similar to the system.
2. Protect individuals from harmful or inappropriate material accessible via the Internet or electronic media.
3. Protect the confidentiality of individuals and of school matters and safeguard Users by complying with relevant legislation, including, but not limited to:
    - Data Protection Act 2018 and UK General Data Protection Regulation
    - Privacy and Electronic Communications Regulations
    - Copyright, Designs and Patent Act 1988
    - Computer Misuse Act 1990

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- Counter-Terrorism and Security Act 2015 (encompassing the “Prevent Duty”)
- The Regulation of Investigatory Powers Act (RIPA) 2000
- Waste Electrical and Electronic Equipment Regulations 2006, the Environmental Protection Act 1990, the Waste Management Regulations 2006.
- The Department for Education Digital and Technology Standards for Schools and Colleges
- Keeping Children Safe in Education (KCSIE)

Users should understand and adhere to their signed Acceptable Use Agreement.

1.3 Agreement Statements

Copies of relevant policies may be attained via your school office or Our Documents - Vine Schools Trust | Diocese of Chelmsford

1. I have read, understand and agree to abide by The Vine Schools Trust’s

- Acceptable Use Policy
- Online Safety Policy
- Social Media Policy
- Data Protection Policy

2. I will follow Keeping Children Safe in Education (KCSIE) guidance and I have read the sections on handling incidents and concerns about a child in general, sexting, upskirting, bullying, sexual violence and harassment, misuse of technology, and social media.

3. I will conduct myself in a professional manner and be professionally dressed at all times, including when conducting virtual / remote lessons and/or meetings. I will log any issues or concerns if anything inappropriate happens during live / online lessons to safeguard myself and pupils.

4. I understand that it is my responsibility to support the safeguarding of pupils and other staff and I will report any actions or behaviour which I believe is inappropriate, or could lead to individuals being placed at risk, to the DSL without delay.

5. I will not contact or attempt to contact any pupil in any way other than school-approved and school-monitored ways. Please advise the headteacher if you are socially connected to pupils as a relative/family friend.

6. I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I will respect others who may have differing opinions.

7. I will never use school devices and networks / internet / platforms / other technologies to browse, access, download or send material that is offensive, extremist, illegal, or in any way inappropriate for an educational setting.

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8. I understand the importance of upholding my online reputation, my professional reputation, and that of the school, and I will do nothing to impair them.

9. I will not arrange or attempt to create any remote / virtual meetings, lessons, or similar online communications without the prior knowledge and approval of the school. I will not record or take screenshots of myself or pupils during lessons / meetings, unless the purpose is made clear to all parties and the need has been established and approved by senior staff.

10. I will not store school-related data on personal devices, storage, or cloud platforms.

11. I will not access, attempt to access, store, or share any data which I do not have express permission for. I will check all permissions prior to any uploading or sharing images of others.

12. I will ensure that data I am responsible for is regularly backed up, in accordance with relevant school / Trust policies. This includes backing up data on portable storage devices, if appropriate.

13. I will only use complex passwords and not use the same password across different platforms / systems. I will protect and never share my credentials. If I suspect a breach I will immediately change passwords and notify the school Trust Co-Ordinator or the Trust Data Protection Officer.

14. I understand that school systems and users are protected by security, monitoring, and filtering services, and that my use of school devices, systems, and logins on my own devices and at home (regardless of time, location or connection), including encrypted content, can be monitored / captured / viewed by the relevant authorised staff members.

15. I will not attempt to bypass security or monitoring and will report any damage, loss or malfunction of any devices loaned to me.

16. I will not disable or cause any damage to school / Trust equipment, or the equipment belonging to others. I will report any suspected damage, regardless of the cause, to the Executive Head Teacher / Head Teacher / Head of School.

17. In order to protect personal data and sensitive information, I will use 'Extend' screen and not 'Duplicate', when projecting / connecting from devices to whiteboards / additional screens.

18. I will report any suspected security incidents, notifications, or security alerts from antivirus systems, firewalls, or malware protection, promptly, to AIR IT, the Trust Co-Ordinator and / or the Trust Data Protection Of.

19. I will only use safe and appropriately licensed software. I will respect licensing and intellectual property rights / copyright. Where work is protected by copyright, I will not download or distribute copies, including music and videos.

20. I understand that breach of this agreement may lead to appropriate staff disciplinary action or termination of my contract. Where appropriate, there may be a referral to other relevant authorities.

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I understand these restrictions apply when accessing a platform or the school network from any device or location (in and out of school) and to the transfer of personal data (digital or paper based).

Signature:_____ Name:_____

Role:_____ Date:_____

I approve this user to be allocated credentials for school systems as relevant to their role.

Signature:_____ Name:_____

Role:_____ Date:_____

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Appendix 3: Visitors, Governors, Contractors

Enter School Logo

Acceptable Use Agreement – Visitors, Governors, Contractors

[Insert School Name]

[Version 2.0]

1.1 Introduction

As a visitor / contractor to [insert schools name] you may be given access to school devices or networks in order to aid the provision of your services or your support to pupils and staff of the school. You are required to sign this document prior to accessing the school systems.
All visitors to school are expected to abide by relevant school policies. Special consideration should be given to the following:
· Data Protection Policy
· IT Security Policy
· IT Security & Acceptable Use Policy
· Online Safety Policy.

1.2 IT Acceptable Use Standards

All Users must:

4. Protect school IT resources by careful and considerate use of equipment and networks, reporting faults and minimising the risk of introducing computer viruses or similar to the system.
5. Protect individuals from harmful or inappropriate material accessible via the Internet or electronic media.
6. Protect the confidentiality of individuals and of school matters and safeguard Users by complying with relevant legislation, including, but not limited to:
    - Data Protection Act 2018 and General Data Protection Regulation
    - Privacy and Electronic Communications Regulations
    - Copyright, Designs and Patent Act 1988
    - Computer Misuse Act 1990
    - Counter-Terrorism and Security Act 2015 (encompassing the “Prevent Duty”)

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- The Regulation of Investigatory Powers Act (RIPA) 2000
- Waste Electrical and Electronic Equipment Regulations 2006, the Environmental Protection Act 1990, the Waste Management Regulations 2006.
- The Department for Education Digital and Technology Standards for Schools and Colleges
- Keeping Children Safe in Education (KCSIE)

Users should understand and adhere to their signed Acceptable Use Agreement.

1.3 Agreement Statements

1. Any observations, incidents, or conversations taking place during my time in school will be kept confidential.

2. I understand that it is my responsibility to support the safeguarding of pupils and other staff. If I have any Child Protection or Safeguarding concerns, or if I am asked to do something, or see something I consider not best practice, I will report this to the Designated Safeguarding Lead.

3. I understand the importance of upholding my online reputation, my professional reputation, and that of the school, and I will do nothing to impair these. I will conduct myself in a professional manner, including professional dress and always using appropriate language.

4. I will never attempt to arrange any meeting, including tutoring session, without the full prior knowledge and approval of the school. I will not contact or attempt to contact any pupil in any way other than school-approved and school-monitored ways.

5. I will not store school-related data on personal devices, storage, or cloud platforms.

6. I will not access, attempt to access, store, or share any data which I do not have express permission for.

7. I will not share any information about the school or members of its community gained during my visit, verbally, electronically, or via social media in any way, or on any platform, except where relevant to the purpose of my visit and agreed in advance with the school.

8. I will not take photographs or videos whilst on site unless the purpose has been communicated to senior leaders and prior permission has been granted. (e.g., to take photos of equipment or buildings)

9. I understand that school systems and users are protected by security, monitoring, and filtering services, and that my use of school devices and systems can be monitored/captured/viewed by the relevant authorised staff members.

10. School-owned devices, networks, cloud platforms or other technology, will be used exclusively for the purposes to which they have been assigned to me, and not for any personal use. I will not

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attempt to bypass security or monitoring, and will look after devices I have been given authorised use of.

11. I will report any suspected security incidents, notifications, or security alerts from antivirus systems, firewalls, or malware protection, promptly, to The Executive Headteacher / Headteacher / Trust Co-Ordinator / Data Protection Officer.

I understand that breach of this agreement may lead to appropriate immediate termination of any contracts and, when necessary, referral to other relevant authorities.

I have read, understood, and agree to the conditions of the acceptable use agreement for IT and the Internet of [insert school name].

Signature: _____ Name: _____

Organisation: _____ Date / Time: _____

I approve this user to be allocated credentials for school systems for the purpose of:

_____

Signature: _____ Name: _____

Role: _____ Date: _____

Amend a complete list of systems the user has been given access to and the level of access provided.

Users should also be advised how to report and respond to suspected incidents.

Key contacts to be provided to the user:

Role	Name	Email	Telephone
Headteacher			
Safeguarding Lead			

1.4 Template Visitor / Contractor Concern Form

Part 1 - to be completed by the person raising concern	
Name of Visitor / Contractor:	
Date and time:	
Summary of concern and any known details:	
Does it involve any individuals?	

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If so, can you provide names?	
Any action taken so far: *Please include other staff members aware of the issue and any witnesses.*	
What type of concern is this?	Safeguarding Concern Security Incident Unauthorised Use Illegal Activity Breach of policy

Please pass this concern form to the Headteacher.

Part 2 – to be completed by Headteacher	
Date and time received:	
Outcomes and Actions *Record any contact with Action Fraud / Police Cyber Protection Officers / IT Provider etc.* *If this information is transferred to CPOMS / MyConcern or similar system, state this and add any reference.*	

In the case of safeguarding concerns this record should be retained by the DSL. Part 3 – to be completed by DSL	
Date and time received: DSL initial:	

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CP concern: YES / NO Starting Point referral: YES /NO	
Is this a concern under Prevent: YES / NO If YES: Complete Prevent Risk Indicator Checklist	
Further actions taken: *Record all strategies agreed including school based ones, and record an outcome including evidence of referrals/agreement with agencies.*	
Have parents/carers been contacted? YES / NO	
If NO, provide justification here: *In all cases except where there is clear evidence of putting a child at immediate risk, parents/carers should be contacted.*	
Feedback to Referrer YES/NO Date closed:	

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Appendix 4 - online safety training needs – self-audit for staff

Adapt this form to suit your needs.

ONLINE SAFETY TRAINING NEEDS AUDIT	
Name of staff member/volunteer:	**Date**:
Question	**Yes/No (add comments if necessary)**
Do you know the name of the person who has lead responsibility for online safety in school?	
Are you aware of the ways pupils can abuse their peers online?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents/carers?	
Are you familiar with the filtering and monitoring systems on the school's devices and networks?	
Do you understand your role and responsibilities in relation to filtering and monitoring?	
Do you regularly change your password for accessing the school's ICT systems?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training?	

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Appendix 5: online safety incident report log

ONLINE SAFETY INCIDENT LOG				
Date	**Where the incident took place**	**Description of the incident**	**Action taken**	**Name and signature of staff member recording the incident**

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