

The logo is a circular emblem with a blue and yellow color scheme, featuring a central cross-like shape. The background of the top banner is blue with a grid pattern and some glowing rectangular outlines.

Sandbach High School & Sixth Form College

Online Safety & Internet Use Policy

This Online Safety Policy has been developed by a working group made up of:

- Senior Leadership Team
- Online Safety Coordinator
- Staff – including Teachers, Support Staff, Technical staff
- Students
- Trustees

This policy should also be read in conjunction with the school Child Protection and Safeguarding Policy, Email and Messaging Policy and Social Media Policy.

Students:

- are responsible for using digital technology systems in accordance with the Students Internet Use Policy.
- should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand the school policy on the use of mobile phones and electronic devices. They should also know and understand policies on the taking / use of images and cyber-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that Sandbach High School's Online Safety Policy covers their actions both in and out of school.

When students use the computer network in school, they must make sure that they never:

- send or display offensive messages or pictures
- use obscene language
- insult, attack or harass other people
- use social media sites at any time during the school day
- damage computers or the computer system in any way at all
- break copyright laws
- give their own (or anyone else's) personal details, such as e-mail address, home address, telephone number or images
- use passwords belonging to other people
- open files, folders or other work which is not their own

Consequences

1. *If a student breaks the above rules, they will not be allowed to use the school Internet. This ban may be permanent.*
2. *There may be further disciplinary action such as detentions or in serious breaches – exclusion from school.*

Parents/Carers / Carers

Many Parents/Carers/carers may only have a limited understanding of online safety risks and issues, yet they play an essential role in the education of their child. They are also critical in the monitoring / regulation of their child's on-line behaviours. Parents/Carers 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.

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Sandbach High School will take every opportunity to help Parents/Carers understand these issues through parental online safety sessions, parental Online Safety Bulletins, the school website, high profile events e.g. Safer Internet Day and by sharing information about national online safety campaigns or concerns. Parents/Carers will be encouraged to support the school in promoting good online safety practice and to ensure their child does not use personal devices during the school day.

Parents/Carers are also responsible for ensuring appropriate behaviour on social media including: not posting images, videos or comments that include other children at the school and raising queries, concerns and complaints directly with the school rather than posting them on social media – whether on their own pages, in closed groups (e.g. groups set up for school Parents/Carers to communicate with each other) or on the school's pages. Parents/Carers should not post anything malicious about the school or any member of the school community. Legal action will be taken if any parent/carer posts anything malicious about the school or any member of the school community.

Education – Students

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

Online safety is a focus across the curriculum and staff will reinforce online safety messages. Our online safety curriculum is broad, relevant and provides progression, with opportunities for creative activities and will be delivered in the following ways:

- A planned online safety curriculum is provided as part of Computing and PSHCE syllabus
- Key online safety messages are reinforced as part of a planned programme of assemblies and form time / pastoral activities
- Students are taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Students are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Students should be 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.
- Students should have read and been helped to understand the need for the *Internet Use Policy* and encouraged to adopt safe and responsible use both within and outside school

- Staff should act as good role models in their use of digital technologies, the internet and mobile devices
- Where students are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.

Training

Training is available for all members of our school community including students, staff, Parents/Carers and Trustees, with particular importance for those who are members of any safeguarding subcommittee. It is essential they are aware of the potential for serious child protection issues to arise from: the sharing of personal data, accessing inappropriate material or having inappropriate online contact with strangers, potential for grooming and cyber bullying. A planned programme of formal online safety training is delivered to all staff. This is regularly updated and reinforced. All new staff receive online safety training as part of their induction programme, ensuring that they fully understand the school Online Safety Policy and Acceptable Use Agreements.

Training is also supported by:

- Attendance at training provided by the Local Authority or other relevant organisations (e.g. CEOP, Police).
- Participation in school training or information sessions for staff or Parents/Carers
- Dedicated assemblies or lessons which occur as part of the school provision for students.
- Information sharing

Technical infrastructure

The school will be responsible for ensuring that the schools network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people mentioned in the above sections will be effective in carrying out their online safety responsibilities.