Burleigh Primary School

Online Safety Policy

including Acceptable Use Agreements

Reviewed by the Governing Body: September 2026

To be reviewed: September 2027

Burleigh Primary School

Policy History

Date	Writer	To be approved by	Modifications/changes
February 2019	G Markham	FGB	New Herts model policy adopted.
May 2020	G Markham	FGB	Review of policy. No changes noted.
May 2021	G Markham	FGB	Minor amendments to include references to remote learning and working, additional Appendix for COVID resources.
Oct 2021	G Markham	FGB	Updated DSL and reference to Governor use of personal devices
Jul 2022	G Markham	FGB	Review of policy. No changes noted.
June 2023	Adapted from the HFL model policy by A McGuire	FGB	Reviewed – no changes
July 2024	A McGuire	FGB	Reviewed – no changes
Sept 2025	A McGuire	FGB	Reference to DSP throughout amended to DSL Changes to order of appendices and to Appendix D (Online Safety Acceptable Use Agreement)
Sept 2026	A McGuire	FGB	No changes to HfL model policy issued in June 2020.

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Burleigh Primary School

Online Safety Policy

1. Introduction

Burleigh Primary School recognises that internet, mobile and digital technologies provide positive opportunities for children and young people to learn, socialise and play, but they also need to understand the challenges and risks. The digital world is an amazing place, but with few rules. It is vast and fast moving and young people's future economic success may be partly dependent on their online skills and reputation. We are, therefore, committed to ensuring that **all** pupils, staff and governors will be supported to use internet, mobile and digital technologies safely. This is part of our safeguarding responsibility. Staff are aware that some pupils may require additional support or teaching, including reminders, prompts and further explanation to reinforce their knowledge and understanding of online safety issues.

We are also committed to ensuring that all those who work with children and young people, including their parents/carers, are informed about the ever-changing risks so that they can take an active part in helping children and young people navigate the online world safely and confidently.

2. Responsibilities

The Headteacher and governors have ultimate responsibility to ensure that appropriate online safety policy and practice is embedded and monitored. The named online safety lead in this school is Nick Norman.

All breaches of this policy must be reported to the Headteacher.

All breaches of this policy that may have put a child at risk must also be reported to the DSL (the Headteacher) or the Deputy Head.

Organisations that are renting space from the school and are a totally separate organisation should have and follow their own online safety policy and acceptable use agreements. However, if the organisation has any access to the school network, cloud-based services and equipment then they must adhere to the school's online safety procedures and acceptable use agreements.

If the organisation is operating in school time or when pupils are on site in the care of the school, then the safeguarding of pupils is paramount and the organisation must adhere to the school's online safety procedures and acceptable use agreements.

3. Scope of policy

The policy applies to:

- pupils
- parents/carers
- teaching and support staff

- school governors
- peripatetic teachers/coaches, supply teachers, student teachers
- visitors
- volunteers
- voluntary, statutory or community organisations using the school's facilities

The school also works with partners and other providers to ensure that pupils who receive part of their education off site or who are on a school trip or residential are safe online.

The school provides online safety information for parents/carers, for example, through the website, in newsletters and at events. It is important that parents/carers understand their key role in supporting their child/ren to behave appropriately and keep themselves safe online.

This policy, supported by its acceptable use agreements, is intended to protect the interests and safety of the whole school community. It is linked to the following other school policies and documents: safeguarding, Keeping Children Safe in Education, GDPR, health and safety, home–school agreement, home learning, behaviour, anti-bullying and PSHE policies.

4. Policy and procedure

The school seeks to ensure that internet, mobile and digital technologies are used effectively, and safely**,** for their intended educational purpose, in ways that will not infringe legal requirements or create unnecessary risk.

The school expects everyone to use internet, mobile and digital technologies responsibly and strictly according to the conditions set out in this policy. This policy also includes expectations on appropriate online behaviour and use of technology outside of school for pupils, parents/carers, staff and governors and all other visitors to the school.

<u>Use of email</u>

Staff and governors should use a school email account or Governor Hub for all official school communication to ensure everyone is protected through the traceability of communication. Under no circumstances should staff contact pupils, parents or conduct any school business using a personal email address. Pupils should use school approved accounts on the school system for educational purposes. For advice on emailing, sharing personal or confidential information or the need to gain parent permission refer to the policy for GDPR. Emails created or received as part of any school role will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000.

Staff, governors and pupils should not open emails or attachments from suspect sources and should report their receipt to the Headteacher.

Users must not send emails which are offensive, embarrassing or upsetting to anyone (i.e. cyberbullying).

Visiting online sites and downloading

Staff must preview sites, software and apps before their use in school or before recommending them to pupils. Before using any online service that requires user accounts to be created or the sharing of any personal data, staff must consult with the Computing Lead or a senior leader. The terms and conditions of the service should be read and adhered to, and parental/carer permission sought where required. If internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. All users must observe copyright of materials from electronic sources.

Staff must only use pre-approved systems if creating blogs, wikis or other online content.

When working with pupils, searching for images should be done through Google Safe Search (standard through the HICS service), Google Advanced Search or a similar application that provides greater safety than a standard search engine.

Users must not:

Visit internet sites, make, post, download, upload or pass on material, remarks, proposals or comments that contain or relate to:

- Indecent images of children actually or apparently under the age of 18 or images of child abuse (i.e. images of children, digital or cartoons, involved in sexual activity or posed to be sexually provocative).
- Indecent images of vulnerable people over the age of 18 (i.e. images of vulnerable people, digital or cartoons involved in sexual activity or posed to be sexually provocative).
- Adult material that breaches the Obscene Publications Act in the UK.
- Promoting discrimination of any kind in relation to the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, religion or belief, sex, sexual orientation.
- Promoting hatred against any individual or group from the protected characteristics above.
- Promoting illegal acts including physical or sexual abuse of children or adults, violence, bomb making, drug and alcohol abuse and software piracy.
- Any material that may bring the school or any individual within it into disrepute e.g. promotion of violence, gambling, libel and disrespect.

In addition, users must not:

- Reveal or publicise confidential or proprietary information.
- Intentionally interfere with the normal operation of the internet connection, including the propagation of computer viruses.
- Transmit unsolicited commercial or advertising material either to other users, or to organisations connected to other networks except where permission has been given to the school.
- Use the school's hardware and Wi-Fi facilities for running a private business.
- Intimidate, threaten or cause harm to others.
- Access or interfere in any way with other users' accounts.
- Use software or hardware that has been prohibited by the school.

Only a school device may be used to conduct school business outside of school. The only exception would be where a closed, monitorable system (eg OneDrive) has been approved by the school for use through a personal device. In using such a system, members of staff **must not** save files locally to their own device and breach data security.

Governors may use their own devices for school business provided they are not accessible to anyone else (e.g. password or PIN protected) but should ensure that all relevant documents are transmitted using school e-mail addresses, and that documents are stored securely in the password protected Governor Hub. Remote meetings may take place but should always be password protected.

All breaches of prohibited behaviours detailed above will be investigated, where appropriate, in liaison with the police.

The school recognises that in certain planned curricular activities, access to potentially controversial content may occasionally be appropriate for educational use. In such circumstances, there is an expectation that access is pre-planned, risk assessed and permission given by the Headteacher.

Storage of Images

Photographs and videos provide valuable evidence of pupils' achievement and progress in a variety of contexts and can be used to celebrate the work of the school. In line with GDPR they are used only with the written consent of parents/carers which is secured in the first instance on a child's entry to the school. Records are kept on file and consent can be changed by parents/carers at any time. (See GDPR policy for greater clarification).

Photographs and images of pupils are only stored on the school's agreed secure networks which includes cloud-based services. Rights of access to stored images are restricted to approved staff as determined by the Headteacher. Staff and pupils may have temporary access to photographs taken during a class session, but these will be transferred/deleted promptly.

Parents/carers should note that there may be some children who are at risk and must not have their image put online and others who do not want their image online. For these reasons parents/carers must follow the school's Acceptable Use Agreement and refrain from taking or posting online photographs of any member of the school community, other than their own child/ren.

Staff and other professionals working with pupils, must only use school equipment to record images of pupils whether on or offsite. (See also GDPR policy).

Use of personal mobile devices (including phones)

Staff:

The school allows staff, including temporary and peripatetic staff, and visitors to use personal mobile phones and devices only in designated areas and never in the presence of pupils. Under no circumstance does the school allow a member of staff to contact a pupil or parent/carer using their personal device.

Parent/carers:

Parents/carers may only use personal mobile phones and devices in designated areas unless otherwise informed, e.g. for specific events and activities. Under no circumstance should images be taken at any time on school premises or on off-site school events and activities of anyone other than their own child, unless there is a pre-specified permission from the Headteacher. When a parent/carer is on school premises but not in a designated area, their phone/s must be switched off and out of sight.

Pupils:
Only children in Years 5 and 6 are allowed to bring personal mobile devices/phones to school. In such instances, they should be turned off and handed into the office at the beginning of the day and collected after school. Any phones discovered during the school day will be confiscated and the parent of the child in question will be able to collect the device after school.

The school is not responsible for the loss, damage or theft on school premises of any personal mobile device.

<u>New technological devices</u>
New technological devices may offer opportunities for teaching and learning. However, the school must consider educational benefit and carry out risk assessment before use in school is allowed. Parents/carers, pupils and staff should not assume that new technological devices will be allowed in school and should check with the Headteacher before they are brought into school.

<u>Reporting incidents, abuse and inappropriate material</u>
There may be occasions in school when either a pupil or an adult receives an offensive, abusive or inappropriate message or accidentally accesses upsetting or abusive material. When such a situation occurs the pupil or adult must report the incident immediately to the first available member of staff and the Headteacher/DSL. Where such an incident may lead to significant harm, safeguarding procedures should be followed. The school takes the reporting of such incidents seriously and where judged necessary, the DSL will refer details to Children's Services or the police.

5. Curriculum

Online safety is fully embedded within our curriculum. The school provides a comprehensive age-appropriate curriculum for online safety which enables pupils to become informed, safe and responsible. This includes teaching to prevent radicalisation, for which staff provide a narrative to counter extremism. The computing curriculum is central in supporting the delivery of online safety education.

The curriculum is flexible and can respond to any immediate online safety issues and risks as they emerge.

It is necessary for pupils to develop skills of critical awareness, digital resilience and good online citizenship to enable them to use internet, mobile and digital technologies safely and responsibly. Pupils are taught to recognise the creative, collaborative, cultural, economic and educational opportunities provided by the internet, mobile and digital

technologies. Curriculum work will also include areas such as:

- Understanding how to use the internet, mobile and digital technologies in a balanced and appropriate way to avoid negative impact on wellbeing, e.g. regulated screen time and diverse online activity.
- Learning how to develop a positive online reputation and enhance future opportunities e.g. in relationships and employment
- Developing critical thinking skills and the confidence to challenge and question what they see and read in relation to online content e.g. recognising fake news and extremism, understanding commercial manipulation, maintaining an authentic sense of self that is resilient to online pressure, learning how easy it is to lie online (i.e. users may not be who they say they are and may have ulterior motives).
- Understanding the dangers of giving out personal details online (e.g. full name, address, mobile/home phone numbers, school details, IM/email address) and the importance of maintaining maximum privacy online.
- Thinking carefully before placing images online and considering their appropriateness and understanding the importance of gaining consent before posting photographs of others.
- Understanding the permanency of all online postings and conversations.
- Understanding relevant legislation, including copyright, and the importance of respecting other people's information, reputation and images.
- Understanding the importance of online respect and what constitutes cyberbullying, how to avoid it, the impact it has and how to access help.
- How the law can help protect against online risks and abuse.

6. Staff and Governor Training

Staff and governors are trained to fulfil their roles in online safety. The school audits the training needs of all school staff and provides regular training to improve their knowledge and expertise in the safe and appropriate use of internet, mobile and digital technologies. This training is recorded as part of safeguarding/CPD records.

New staff are provided with a copy of the online safety policy and must sign the school's Acceptable Use Agreement as part of their induction and before having contact with pupils (Appendix A). This is also signed annually by all staff.

Peripatetic staff, student teachers and regular visitors are provided with a copy of the online safety policy and are required to sign the Acceptable Use Agreement (Appendix B).

Guidance is provided for occasional visitors, volunteers and parent/carer helpers (Appendix C).

7. Working in Partnership with Parents/Carers

The school works closely with families to help ensure that children can use internet, mobile and digital technologies safely and responsibly both at home and school. The

support of parents/carers is essential to implement the online safety policy effectively and help keep children safe.

It is important that parents/carers understand the crucial role they play in this process. The school seeks to regularly consult and discuss online safety with parents/carers and seeks to promote a wide understanding of the benefits of new technologies and associated risks. The school provides regular updated online safety information through the school website and by other means.

Parents/carers are asked on an annual basis to read, discuss and co-sign with each child the Acceptable Use Agreement. This explains the school's expectations and pupil and parent/carer responsibilities (see Appendix D).

A summary of key parent/carer responsibilities will also be provided and is available in Appendix D. The support of parents/carers is essential to implement the online safety policy effectively and keep all children safe.

8. Records, monitoring and review

The school recognises the need to record online safety incidents and to monitor and review policies and procedures regularly in order to ensure they are effective and that the risks to pupils and staff are minimised.

All breaches of this policy must be reported and all reported incidents will be logged. All staff have the individual responsibility to ensure that incidents have been correctly recorded, acted upon and reported. Burleigh Primary School uses CPOMS to record such incidents.

The school supports pupils and staff who have been affected by a policy breach. Where there is inappropriate or illegal use of internet, mobile and digital technologies, this will be dealt with under the school's behaviour and disciplinary policies as appropriate. Breaches may also lead to criminal or civil proceedings.

Governors receive termly summary data on recorded online safety incidents for monitoring purposes. In addition, governors ensure they have sufficient, quality information to enable them to make a judgement about the fitness for purpose of this policy on an annual basis.

9. Appendices of the Online Safety Policy

A. Online Safety Acceptable Use Agreement - Staff, Governors and student teachers (on placement or on staff)
B. Online Safety Acceptable Use Agreement - Peripatetic teachers/coaches, supply teachers
C. Requirements for visitors, volunteers and parent/carer helpers working in the school (working directly with children or otherwise)
D. Online Safety Acceptable Use Agreement for Primary Pupils and Parents/Carers
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Appendix A

Online Safety Acceptable Use Agreement

Staff, Governors and student teachers (on placement or on staff)

You must read this agreement in conjunction with the online safety policy. Once you have read this, you must sign and submit this agreement and it will be kept on record in the school. You should retain your own copy for reference. This forms part of your professional and safeguarding responsibilities.

Internet, mobile and digital technologies are part of our daily working life and this agreement is designed to ensure that all staff and governors are aware of their responsibilities in relation to their use. All staff, student teachers and governors are expected to adhere to this agreement and to the online safety policy. Any concerns or clarification should be discussed with the Headteacher. Breaches will be investigated, recorded and, where appropriate, disciplinary procedures will apply and police involvement will be sought.

Internet Access

I will not access or attempt to access any sites that contain any of the following: child abuse; pornography; discrimination of any kind; promotion of prejudice against any group; promotion of illegal acts; any other information which may be illegal or offensive. Inadvertent access on school equipment must be treated as an online safety incident, reported to the online safety lead and/or DSL and an incident report completed.

Online conduct

I will ensure that my online activity, both in and outside school, will not bring the school, my professional reputation, or that of others, into disrepute.

I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. Exceptionally, use of controversial material as part of the curriculum should be pre-planned, risk assessed and permission given by the Headteacher.

I will report any accidental access to or receipt of inappropriate materials or filtering breach to the Headteacher or DSL.

I understand that all my use of the internet and other related technologies can be traced and monitored and, should it be required, must be made available to my line manager, Headteacher and others as required.

I will not give out my personal contact and online account information such as phone number, email address, and social media account details to pupils.

I will not give out my personal contact and online account information such as phone number, email address, and social media account details parents/carers unless I have named who they are in Appendix 3 of the Staff Code of Conduct.

Social networking
I understand the need to separate my professional role from my private friendships; in my professional capacity I will not become 'friends' with parents/carers or pupils on social networks. Where my school role is my only connection to an individual, private online contact is unacceptable with parents/carers or pupils.

When using social networking for personal use I will ensure my settings are not public. My private account postings will never undermine or disparage the school, its staff, governors, parents/carers or pupils. Privileged information must remain confidential.

I will not upload any material about or references to the school or its community on my personal social networks.

Passwords
I understand that there is no occasion when a password should be shared with a pupil or anyone who is not a staff member.

Data protection
I will follow requirements for data protection as outlined in GDPR policy. These include:

- Photographs must be kept securely and used appropriately, whether in school, taken off the school premises or accessed remotely
- Personal data can only be taken out of school when authorised by the Headteacher or governing body
- Personal data can only be accessed remotely when using password protected online platforms (e.g. OneDrive)

Images and videos
I will only upload images or videos of staff, pupils or parents/carers onto school approved sites where specific permission has been granted.

I will not take images, sound recordings or videos of school events or activities on any personal device.

Use of email
I will use my school email address or governor hub for all school business. All such correspondence must be kept professional and is open to Subject Access Requests under the Freedom of Information Act. I will not use my school email addresses or governor hub for personal matters or non-school business.

Use of personal devices
I understand that as a member of staff I should at no time put myself in a position where a safeguarding allegation can be made against me as a result of my use of personal devices. I understand that the use of personal devices in school is at the discretion of the Headteacher.

I will only use approved personal devices in designated areas and never in front of pupils.

I will not access secure school information from personal devices when in school or any other location unless a closed, monitorable system has been set up by the school. Such a system would ensure that the user was not saving files locally to their own device and breaching data security.

Additional hardware/software
I will not install any hardware or software on school equipment without permission of the Headteacher.

Promoting online safety
I understand that online safety is the responsibility of all staff and governors and I will promote positive online safety messages at all times including when setting homework or providing pastoral support.

I understand that it is my duty to support a whole school safeguarding approach and will report any inappropriate or concerning behaviour (of other staff, governors, visitors, pupils or parents/carers) to the Headteacher/DSL.

Classroom management of internet access
I will pre-check for appropriateness all internet sites used in the classroom; this will include the acceptability of other material visible, however briefly, on the site. I will not free-surf the internet in front of pupils. I will also check the appropriateness of any suggested sites for home learning.

If I am using the internet to teach about controversial issues I will secure, on every occasion, approval in advance for the material I plan to use with the Headteacher.

Video conferencing
I will only use the conferencing tools (e.g. Teams, Google Meet) that have been identified and risk assessed by the school leadership, DPO and DSL. A school owned device should be used when running video conferences, where possible.

User signature
I agree to follow this Acceptable Use Agreement and to support online safety throughout the school. I understand this forms part of the terms and conditions set out in my contract of employment (staff members only) and/or my responsibilities as a governor.

Signature ……..…… Date ……

Full Name …….... (printed)

Job title ……

Appendix B
Online Safety Acceptable Use Agreement
Peripatetic teachers/coaches, supply teachers

School name: Burleigh Primary School

Online safety lead and Designated Safeguarding Lead (DSL) – Headteacher

This agreement forms part of your professional and safeguarding responsibility in the school. You must read and sign this agreement. This will be kept on record and you should retain your own copy for reference.

Internet, mobile and digital technologies are part of our daily working life and this agreement is designed to ensure that all staff and governors are aware of their responsibilities in relation to their use. You are expected to adhere to this agreement. Any concerns or clarification should be discussed with the Headteacher. Breaches will be investigated, recorded and, where appropriate, disciplinary procedures will apply and police involvement will be sought.

The school's online safety policy will provide further detailed information as required.

Internet Access
I will not access or attempt to access any sites that contain any of the following: child abuse; pornography; discrimination of any kind; promotion of prejudice against any group; promotion of illegal acts; any other information which may be illegal or offensive. Inadvertent access on school equipment must be treated as an online safety incident, reported to the online safety lead and/or DSL and an incident report completed.

Online conduct
I will ensure that my online activity, both in and outside school, will not bring the school, my professional reputation, or that of others, into disrepute.

I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. Controversial material should not be used on any occasion.

I will report any accidental access to or receipt of inappropriate materials or filtering breach to the Headteacher.

I understand that all my use of the internet and other related technologies can be traced and monitored and, should it be required, must be made available to my line manager, Headteacher and others as required.

I will not give out my personal contact and online account information such as phone numbers, email address, and social media account details to pupils.

Should I need to share my professional details, such as mobile phone number or email address, with parent/carers, this must be agreed in advance as an acceptable approach with my employer.

Social networking
I understand the need to separate my professional role from my private friendships; in my professional capacity I will not become 'friends' with parents/carers or pupils on social networks. Where my school role is my only connection to an individual, private online contact is unacceptable with parents/carers or pupils.

Information can be shared with pupils over 13 and parents/carers through an organisational social network site/page e.g. on Facebook or Twitter, but never through a personal account or site. In my professional role in the school, I will never engage in 1-1 exchanges with pupils or parent/carers on personal social network sites.

My private account postings will never undermine or disparage the school, its staff, governors, parents/carers or pupils. Privileged information known as a result of my work in the school must remain confidential.

I will not upload any material about or references to the school or its community on my personal social networks.

Passwords
I must clarify what access I may have to the internet and/or school systems. If I have access of any kind, I understand that there is no occasion when a password should be shared with a pupil or anyone who is not a staff member.

Data protection
I will follow all requirements for data protection explained to me by the school. These include:

- I must consult with the school before making any recordings, photographs and videos. Once agreed, these must be made on a school device.
- I understand that there are strict controls and requirements regarding the collection and use of personal data. I will follow all requirements regarding GDPR.

Images and videos
I will only upload images or videos of staff, pupils or parents/carers onto school approved sites where specific permission has been granted.

I will not take images, sound recordings or videos of tuition or wider school activities on any personal device. School devices can be used for this purpose or, in the case of 1:1 tuition, parent/carer devices can be used, only if the parent/carer is present.

Use of Email
I will only use my professional email address for all school business. All such correspondence should be kept professional and is open to Subject Access Requests under the Freedom of Information Act. I will not use my professional email addresses for personal

matters.

Use of personal devices
I understand that when working in the school I should at no time put myself in a position where a safeguarding allegation can be made against me as a result of my use of personal devices. I understand that the use of personal devices in school is at the discretion of the Headteacher.

I will only use approved personal devices in designated areas and never in front of pupils, unless taking the register. This would normally precludes the use of specialist apps on personal devices. A school device could be used to access specialist apps that support pupil learning.

Additional hardware/software
I will not install any hardware or software on school equipment without permission of the Headteacher.

Promoting online safety
I understand that online safety is part of my responsibility and I will promote positive online safety messages at all times, including when setting homework, rehearsal or skill practice or when providing pastoral support.

I understand that it is my duty to support a whole school safeguarding approach and will report any behaviour (of staff, governors, visitors, pupils or parents/carers) which I believe may be inappropriate or concerning in any way to the Headteacher/DSL.

Classroom management of internet access
I will pre-check for appropriateness all internet sites used in the classroom or during a tutoring session; this will include the acceptability of other material visible, however briefly, on the site. I will not free-surf the internet in front of pupils. I will not teach about controversial issues.

Video conferencing
I will only use the conferencing tools that have been identified and risk assessed by your employer.

User Signature
I agree to follow this Acceptable Use Agreement and to support online safety in my work in the school. I understand this forms part of my company/educational setting/organisation's contract with the school.

Signature …….…… Date ……

Full Name …….... (Please use block capitals)

Job Title/Role ……

Appendix C

Requirements for visitors, volunteers and parent/carer helpers

(Working directly with children or otherwise)

School name: Burleigh Primary School

Online safety lead and DSL: Headteacher

This document is designed to ensure that you are aware of your responsibilities when using any form of IT in the school and other aspects of safeguarding in connection with online safety.
Please raise **any** safeguarding concerns arising from your visit immediately with the Headteacher/ DSL.

- I understand I may only use my personal mobile phone(s) and other devices with camera functions in designated areas. When not in a designated area, phones must be switched off and out of sight. Any exception must be pre-arranged.

- I will not take images, sound recording or videos of school events or activities, on or off site, on any device. Any possible exception must be pre-arranged.

- I will not give out my personal details such as mobile phone number, email address, and social media account details to pupils and parent/carers. If I need to share my professional contact details with parents/carers, this will be in line with my own employers policies.

- I understand my visit to the school may give me access to privileged information about pupils, staff, school systems and plans. Such information should never be shared online, including on social media sites.

- I understand I should not use school equipment to access the internet without prior approval from my contact in the school or the Headteacher.

- If working in the classroom, I will pre-check for appropriateness all internet sites I intend to use including checking the acceptability of other material visible on the site. I will not free-surf the internet in front of pupils. If I am in any doubt about the appropriateness of the content I plan to use, I will check with my contact in the school.

Signature …….…….…… Date ……

Full Name …….... (Please use block capitals)

Delete as appropriate: Visitors / volunteers / parent or carer helpers

Appendix D

Online Safety Acceptable Use Agreement for Primary Pupils and Parents

My Online Safety Rules



BURLEIGH PRIMARY SCHOOL
Blindmans Lane, Cheshunt, Hertfordshire, EN8 9DP
Telephone: 01992 622159
Headteacher: Mr N Norman BA (Hons) PGCE NPQH
Email: admin@burleigh.herts.sch.uk

Dear Parent / Carer, 16th October 2025

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all children to be safe and responsible when using any technology. It is essential that children are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through the SMART online safety rules with your child/ren and talk with them to ensure they understand their importance and what it means for them (and for you). When you have done this, please would you both sign the agreement below to say that you agree to follow the rules. Any concerns or explanation can be discussed with your child's class teacher.

Please return the following signed sections on the reverse of this form to the school office.



Pupil Agreement (for pupils in Years 3-6 only)

This agreement is to keep me safe. I have discussed the SMART Online Safety Rules with my parents / carers and understand the commitment I have made and my responsibilities.

Pupil's name…… Pupil's class……..

Pupil's signature……

Parent / Carer Agreement (for all parents)

As a parent / carer, I agree to:

- Help my child understand and follow the SMART Online Safety Rules and support them in making safe and responsible choices when using the internet, mobile phones, and other digital technology. (Parents of children in Years 3-6 only)
- Only take photos or videos at school events or activities when permission has been given.
- Never post or share photos, videos, or information about the school, staff, pupils, or other parents online (including on social media).
- Only take photos of my own child/children.
- Keep mobile phones and devices switched off and out of sight when on the school premises during the school day (8.50am – 3.15pm).
- Raise any concerns I may have by following accepted school procedures, rather than posting negative comments online.
- Report any breaches of this agreement to the school so that together we can protect the reputation of the school, staff, pupils, and parents.

Parent / Carer Agreement

Parent's / Carer's name……. Date ……

Parent's / Carer's signature…….

Appendix E

Guidance on the process for responding to cyberbullying incidents

All cyberbullying incidents should be reported and responded to. Where the perpetrator is a member of the school community the majority of cases can be dealt with through mediation and/or disciplinary processes.

The following procedures are recommended:

- Never reply to the sender/poster of cyberbullying content. If applicable, block the sender.
- Incidents should be reported immediately. Pupils should report to a member of staff (e.g. class teacher, headteacher) and staff members should seek support from their line manager or a senior member of staff.
- The person reporting the cyberbullying should save the evidence and record the time and date. This evidence must not be forwarded but must be available to show at a meeting. Under no circumstances should indecent images of children and young people be printed or forwarded as this is a further criminal act. Staff should not ask to see the evidence of reported indecent images of children or young people but must refer this immediately to the police. Any member of staff being shown such evidence should immediately inform their line manager or the headteacher so that the circumstances can be recorded.
- A senior member of staff will meet with the person who has reported the incident and the target, if different, to listen, reassure and support. All relevant facts will be reviewed and documented.
- A senior member of staff will conduct an investigation.
- Anyone found to have cyberbullied will have attention drawn to the seriousness of their behaviour and if necessary the police will be involved. If the comments are threatening, abusive, sexist, of a sexual nature, constitute a hate crime or are libellous they may well break the law. Online harassment and stalking is also a crime.
- Once evidence has been secured then the person who has cyberbullied will be requested to remove the offending comments/material. Any refusal will lead to an escalation of sanctions.

Appendix F

Guidance for staff on preventing and responding to negative comments on social media

The school should make it clear which, if any, social media platforms are used to communicate with parents/carers. If used correctly, parents can use a school's social media site as a source of reliable information; however, no other social media platforms should be set up using the school's name or logo.

The school should regularly reinforce with all parties that discussion of school issues on social media platforms, either positive or negative, should not take place as this could bring the school into disrepute and affect families and children. Parents should be encouraged to be good online role models and not post statements written in anger or frustration. Identified routes to raise concerns directly with the school should be used.

If negative comments are posted:

- <u>Collect the facts</u>
  As soon as you become aware of adverse comments relating to the school you need to establish what is being said. It is essential that if you have access to the postings they are secured and retained together with any other evidence. Do not become engaged in responding directly.

- If the allegations against a member of staff or a pupil are of a serious nature, these will need to be formally investigated. This may involve the police and the headteacher will need to follow the school's safeguarding procedures.

- If there is a risk of serious damage to the school reputation or the reputation of individual members of staff, professional legal advice should be sought.

- Adverse comments of any kind are highly demotivating and cause stress and anxiety. It is important that the senior staff reassure and support all staff and/or other affected members of the school community.

- <u>Addressing negative comments and complaints</u>
  Contact the complainants and invite them to a meeting. In the meeting, make sure you have any evidence available.

The meeting must:

- Draw attention to the seriousness and impact of the actions/postings;
- Ask for the offending remarks to be removed;
- Explore the complainant's grievance;
- Agree next steps;
- Clarify the correct complaints procedures.

If the meeting does not resolve the issue, the parents must be informed that the school will need to take the matter further. This may include:

- Reporting the matter to the social network site if it breaches their rules or breaks the law;
- Reporting the matter to the police if it breaks the law, e.g. if the comments are threatening, abusive, malicious, sexist, of a sexual nature, constitute a hate crime or are libellous they may well break the law. Online harassment and stalking is also a crime.

If inappropriate postings continue or the original material is not removed, a second meeting is advisable to re-iterate the seriousness of the matter.

Appendix G - Online safety incident reporting and recording form

Any member of the school community can raise a concern about an online safety incident. If you have witnessed or experienced an incident please complete the form below to help us to address the issue. It is important that you provide as much detail as possible. Once completed please hand this report to the Headteacher.

Name of person reporting incident:				
Signature:				
Date you are completing this form:				
Where did the incident take place:	Inside school?		Outside school?	
Date of incident(s):				
Time of incident(s):				

Who was involved in the incident(s)?	Full names and/or contact details
Children/young people	
Staff member(s)	
Parent(s)/carer(s)	
Other, please specify	

Type of incident(s) (indicate as many as apply)			
Accessing age inappropriate websites, apps and social media		Accessing someone else's account without permission	
Forwarding/spreading chain messages or threatening material		Posting images without permission of all involved	
Online bullying or harassment (cyber bullying)		Posting material that will bring an individual or the school into disrepute	
Racist, sexist, homophobic, religious or other hate material		Online gambling	
Sexting/Child abuse images		Deliberately bypassing security	
Grooming		Hacking or spreading viruses	
Accessing, sharing or creating pornographic images and media		Accessing and/or sharing terrorist material	
Accessing, sharing or creating violent images and media		Drug/bomb making material	

Creating an account in someone else's name to bring them into disrepute		Breaching copyright regulations	
Other breach of acceptable use agreement, please specify			

Full description of the incident	What, when, where, how?
Name all social media involved	Specify: Twitter, Facebook, WhatsApp, Snapchat, Instagram etc.
Evidence of the incident	Specify any evidence available but do not attach.

Thank you for completing and submitting this form.

Appendix H – Safeguarding and Remote Education Useful Resources

Below are resources (please note not an exhaustive list) to help schools manage and risk assess any remote teaching and working.

Government guidance on safeguarding and remote education.
https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

The Key for School Leaders – Remote learning: safeguarding pupils and staff
https://schoolleaders.thekeysupport.com/covid-19/safeguard-and-support-pupils/safeguarding-while-teaching/remote-teaching-safeguarding-pupils-and-staff/?marker=content-body

NSPCC Undertaking remote teaching safely
https://learning.nspcc.org.uk/news/2020/march/undertaking-remote-teaching-safely

LGfL Twenty safeguarding considerations for lesson livestreaming
https://static.lgfl.net/LgflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf

swgfl Remote working: a guide for professionals
https://swgfl.org.uk/assets/documents/educational-professionals-remote-working.pdf

National Cyber Security Centre Video conferencing; using services securely
https://www.ncsc.gov.uk/files/vtc_infographic.pdf