



# On-line Policy

September 2021

Date of Next Review – September 2022

**Responsibility for Review: Director of Care, Guidance and Support/Director of IT**  
**Date of Last Review: September 2021**

## 1.0 Policy statement

Apollo Partnership Trust recognises that if used correctly, technology can support and greatly enhance learning and communication. The use of technology can support the acquisition of powerful knowledge and encourage student independence. As an organisation, the use of technology facilitates healthy and efficient communication and the sharing of ideas within and beyond our schools. All members of our organisation must understand what is meant by appropriate and inappropriate use of technology and the responsibility that comes with access to shared resources, including the internet. Staff and students alike must appreciate that there can be risks and possible threats associated with online communication and that there is a clear expectation of conduct. Given that technology has blurred the boundaries of community, everyone must be mindful at all times of how their online conduct could negatively impact on others. Apollo Partnership Trust take seriously any wilful or unwitting damage to members of our community, or our reputation, caused by careless digital communication.

## 2.0 Scope and purpose

This policy covers all individuals both students and staff working at all levels in the organisation, including trustees, governors, executives, Head(s) of Schools, senior leadership, all teaching and associate staff, casual and agency workers (collectively referred to as employees or staff).

The policy should be read in conjunction with the following policies / documents;

- Anti-Bullying Policy
- Child Protection Policy (incorporating Keeping Children Safe in Education) 2020)
- Behaviour Policy
- Professional Conduct Policy
- Keeping Children Safe in Education
- Relationship and Sex Education Programme of Study (School website)
- GDPR / Data Protection

Online safety covers the use of online platforms such as Microsoft Teams, the Internet (and in particular social media) and also the use of mobile phones and other electronic communication technologies. If a member of staff is at all unsure as to whether an activity is a crime, they should refer to the National Police Chief's Council document. Refer particular to the cyber-crime flow chart.

## 3.0 Roles and responsibilities

Trustees delegate responsibility for the application of the policy to the Head of School/Headteacher and senior leadership of each School. Local Governing Bodies hold the Head of School/Headteacher to account for ensuring online safety and appropriate use of IT is given primacy both with staff and students.

### 3.1 Governors

Local Governing Bodies review the data which includes a category on inappropriate online activity. In this way they are testing the application of the policy. The Safeguarding Governor ensures that:

- the DSL has overall responsibility for online safety of students and that this is in their job description
- procedures for the safe use of ICT and the Internet are in place and adhered to
- the Head of School/Headteacher and staff are accountable for online safety
- the academies undertake the advised 360 evaluation of online safety (360 safe website) and has an action plan where any gaps have been identified

### 3.2 Head of School/Headteacher and Senior Leadership Team (SLT) including the Designated Safeguarding Lead (DSL) and Director of IT

The Head of School/Headteacher has a duty of care for ensuring the safety (including online safety) of members of the community, day-to-day responsibility for online safety is delegated to the Designated Safeguarding Lead who works with middle leaders in making sure there is a proactive programme of education in place. Any complaint about staff misuse must be referred Head of School/Headteacher.

The Head of School/Headteacher will work with the Director of IT and the DSL in ensuring that:

- all staff receive regular, up to date training both in educating young people, but also in relation to their own online conduct
- regular reviews of the online programme of study for young people are undertaken by the 360-degree review
- appropriate action is taken in all cases of misuse
- internet filtering methods are appropriate, effective and reasonable, reporting any issues immediately to the Director of IT
- GDPR and Data Protection duty is taken seriously
- issues of inappropriate use of IT are monitored and that policies and training are reviewed as appropriate
- online safety issues are reported to the Governing Body

### 3.3 Apollo Partnership Trust

The Trust Network Manager is responsible for ensuring that:

- the Trust's technical infrastructure is secure and is not open to misuse or malicious attack
- this policy reflects risks associated with new technology
- users may only access the networks and devices through a properly enforced password protection policy
- they keep up to date with online safety technical information to effectively carry out their online safety role and to inform and update others as relevant.
- the use of all aspects of the network, including filters, is regularly monitored in order that any misuse or attempted misuse can be reported to the Head(s) of School for investigation
- monitoring software and systems are implemented and updated as agreed in Service Management Plan

## 4.0 Potential harm to children and duty of care

4.1 We know that some adults and young people will use technology to harm others, particularly if they perceive a vulnerability. The breadth of issues associated with online safety is considerable but can be classified into 3 main areas of safeguarding risk:

- **Content:** being exposed to illegal, inappropriate or harmful material for example, pornography, fake news, racist, radical or extremist views
- **Contact:** being subjected to harmful online interaction with other users for example inappropriate age, inappropriate adverts, adults posing as children or young adults, sexual or criminal grooming
- **Conduct:** personal online behaviour that increases the likelihood of, or causes harm, for example, sending or receiving explicit messages or images sometimes referred to as 'sexting' or online bullying.

**4.2** As well as being used as a form of, or prelude to, abuse, electronic communication can be used to intentionally polarise positions leading to young people feeling excluded or isolated. We are aware that young people often cite social media as a cause of anxiety. More recently, research has increasingly begun to explore the harmful effects of social media for example on body image and self-esteem, social isolation and depression. As such, social media may have a negative effect on young people's mental health.

**4.3** There is a 'duty of care' for all employees to educate the young people in our care on the risks and responsibilities associated with the use of technology. In all our schools, education on online safety happens in computing lessons, Personal, Social, Health Education and assemblies. Sometimes other agencies such as the police may come in to support the programme of education. All education is age-appropriate and specific to the experience of the young person at a particular stage in their development. All staff should never underestimate the importance of taking the opportunity to educate as the moment arises, for example a high profile case.

**4.4** This policy aims to be an aid in regulating activity and supporting the education of conduct online both inside and outside of school hours. Online safety is a whole-school issue and is everyone's responsibility.

**4.5** As well as protecting and educating young people, it is vital that they understand that actions have consequences and that inappropriate use of IT to harm others, will not be accepted. Every school's behaviour policy makes reference to inappropriate use of IT. Students must be mindful that purposefully harming any member of our community or expressing views which could bring individuals or our organisation into disrepute, will not be tolerated.

## **5.0 Staff and appropriate use of IT and social media**

Not only do all staff have a duty of care towards young people, they are also duty-bound as professionals to use IT appropriately both within and beyond the organisation. In the same way as there can be consequences for young people, there can be for staff and we regularly train on being mindful of your 'digital footprint'. Our staff understand that any apparently private digital communication can become public and if it does, this could cause them or the organisation considerable embarrassment.

Appropriate conduct on social media is referenced in the Professional Conduct policy and also in Part Two of the Teachers' Standards It is not expected that any employee will digitally communicate anything that could bring their profession or the organisation into disrepute. Under no circumstance must any member of staff contact any student via social media, whether it be in or out of school hours. All communication must be sent through the official Trust communication systems.

Any views expressed on Twitter or LinkedIn for example, must make clear that they are the employee's own and should still not lead to a reputational risk through association. Employees must be aware that digital communication can be misunderstood and or misquoted and may lead to misunderstandings that could put them at risk of allegation. For those who work with children or young people, Keeping Children Safe in Education makes clear that an allegation may be made against someone if they have 'behaved or may have behaved in a way that indicates they may not be suitable to work with children'. This includes online behaviour that may occur inside or outside of the place of work.

Staff are clear that they should never communicate with students on social media, by personal text or by any online platform other than those used legitimately in the school and only ever in relation to learning.

## **6.0 Making use of IT to enhance learning and improve communication**

The Internet and online platforms are used in all our schools to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance communication. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We will equip our students with all the necessary IT skills that they will need to enable them to progress confidently and safely when they leave Apollo Partnership Trust.

## **7.0 Evaluating internet content**

**7.1** With so much information available online it is important that students learn how to critically evaluate information. Students will be taught to:

- be critically aware of materials they read, and shown how to validate information before accepting it as accurate
- use age-appropriate tools to search for information online
- acknowledge the source of information used and to respect copyright. Plagiarism is against the law and any intentional acts of plagiarism are taken very seriously. Students who are found to have plagiarised will be disciplined. If they have plagiarised in an exam or a piece of coursework, they may be prohibited from completing that exam and or the full series

**7.2** All our schools have internet filters to ensure that content is appropriate to the age and maturity of students. If staff or students discover unsuitable sites, then the URL will be reported to the Network Manager. Any material found by members of the school community that is believed to be unlawful will be reported to the appropriate agencies. Regular checks will take place to ensure that filtering services are working effectively.

## **8.0 Emails**

All our schools use email internally for staff and students and externally for contacting parents and outside agencies; it is an essential part of our communication and can often provide an important paper trail.

Staff and students are aware that Apollo email accounts should only be used for work-related matters. The Trust has the right to monitor emails and their contents and in the case of a subject access request, emails will be produced and shared, unless there would be a specific safeguarding reason that would prohibit this.

**8.1** Staff should be aware of the following when using their school email address:

- they should only use official school-provided email accounts to communicate with pupils, parents or carers. Personal email accounts should not be used to contact any of these people
- emails sent from an Apollo account should be professionally and carefully written. Staff are always representing the Trust and should take this into account when entering into any email communications

- they must tell their line-manager or a member of the senior leadership team if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with this themselves.
- the forwarding of chain messages is not permitted

**8.2** Students should be aware of the following when using email in school, and will be taught to follow these guidelines through the IT curriculum and in any instance where email is being used within the curriculum or in class:

- in the school they should only use school-approved email accounts
- they should tell a member of staff if they receive any offensive, threatening or unsuitable emails either from within the school or from an external account. They should not attempt to deal with this themselves
- they must be careful not to reveal any personal information over email or arrange to meet up with anyone who they have met online without specific permission from an adult in charge

Students will be educated to identify spam, phishing and virus emails and attachments that could cause harm to the school network or their personal account or wellbeing.

## **9.0 Social networking, social media and personal publishing**

**9.1** Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging. These online forums are the more obvious sources of inappropriate and harmful behaviour and where pupils are potentially more vulnerable to content, contact and conduct behavioural issues. It is important that we educate students so that they can make their own informed decisions and take responsibility for their conduct online. Students are not allowed to access social media sites in any of our schools and we do not allow the use of mobile phones in lessons.

**9.2** Social media sites have many benefits for both personal use and professional learning; however, both staff and students should be aware of how they present themselves online. Students are taught this through the IT curriculum and PSHE about the risks and responsibility of uploading personal information and the difficulty of taking it down completely once it is out in the public domain. All our schools teach the following general rules on the use of social media and social networking:

- students are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the expected code of conduct regarding the use of IT and technologies and behaviour online
- they are taught in age-appropriate way about the possible safeguarding dangers of online communication
- any sites that are to be used in class will be risk-assessed by the teacher in charge prior to the lesson to ensure that the site is age-appropriate and safe for use, additionally our online filter blocks inappropriate sites and searches
- in areas where we have IT equipment we use a system to monitor student searches and IT use.
- students and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory
- students and staff are warned against sharing or liking seemingly harmless messages which may have been shared by extremist organisations
- the Trust expects all staff and pupils to remember that they are always representing their School and must act appropriately and in line with our very clear values

- safe and professional behaviour of staff online will be discussed at staff induction and is referred to in the Professional Conduct Policy and Teachers' Standards

## 10.0 Mobile phones and personal devices

**10.1** While mobile phones and personal communication devices are commonplace today, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are they can:

- make pupils and staff more vulnerable to cyberbullying
- be used to access inappropriate internet material
- be a distraction in the classroom and the place of work
- are valuable items that could be stolen, damaged, or lost
- can have integrated cameras, which can lead to child protection, bullying and data protection issues

### 10.2 Students

- Students who breach this policy in relation to the use of personal devices will be disciplined in line with the behaviour policy. Their mobile phone will be confiscated.
- Under no circumstances can a student bring mobile phones or personal devices into examination rooms with them. If a student is found with a mobile phone in their possession it will be confiscated. The breach of rules will be reported to the appropriate examining body and may result in them prohibited from taking that exam or having their grades cancelled.

### 10.3 Staff

- Under no circumstances should staff give their personal number or email address to parents or students.
- Staff must have permission to take photos or videos of pupils and should not store these on any personal device.
- The Trust expects staff to lead by example. Personal mobile phones should be switched off, out of view or on 'silent' whenever possible, unless they are being used for a specific work purpose.
- Any breach of the policy may result in disciplinary action against the member of staff. More information on this can be found in the child protection and safeguarding policy, the disciplinary policy and dealing with allegations against members of staff along with the staff contract of employment.

## 11.0 Cyberbullying

**11.1** As with any other form of bullying, cyber-bullying is taken very seriously. Information about specific strategies or programmes in place to prevent and tackle bullying is set out in the anti-bullying policy. The perceived anonymity that can come with using the internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of our community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

**11.2** If an allegation of bullying does come up, the school will:

- take it seriously
- act as quickly as possible to establish the facts. It may be necessary to examine school systems and logs or contact the service provider to identify the bully
- record and report the incident
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the school will make sure that they understand what they have done and the impact of their actions

**11.3** If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be instructed to remove any harmful or inappropriate content that has been published. Repeated bullying may result in fixed-term exclusion or if the behaviour is on-going and systematic, permanent exclusion may be considered.

## **12.0 Managing emerging technologies**

Technology is progressing rapidly, and new technologies are emerging all the time. The Trust Director of IT will support the Executive in risk-assessing any new technologies before they are allowed into our schools and will consider any educational benefits that they might have. We are always conscious of the risks that new technology may attract, for example the use of Microsoft Teams, however, we also do not want to inhibit our students' learning by not allowing them access to the most up to date platforms.

*September 2021*