



Torquay Girls Grammar School

ICT and Internet Acceptable Use Policy

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Contents

1. Acceptable use of the internet in school	3
2. Pupils using mobile devices in school	3
3. Staff using work devices outside school	3
4. Social Media.....	3
5. Remote Education	7
6. How the school will respond to issues of misuse.....	7
7. Training	7
8. Monitoring arrangements.....	8
9. Links with other policies.....	8
Appendix 1: KS3, KS4, KS5 acceptable use agreement (pupils and parents/carers)	10
Appendix 2: acceptable use agreement (staff, trustees, volunteers and visitors)	12

1. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and Trustees are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 and 2). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

Virtual Private Networks (VPNs) are not to be used to bypass the school's filtering system.

We will monitor the websites visited by pupils, staff, volunteers, Trustees and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 and 2.

2. Pupils using mobile devices in school

Please see the mobile phone policy and behaviour policy – [link to policies](#)

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see appendix 1).

3. Staff using work devices outside school

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

Staff members must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 2.

Work devices must be used solely for work activities.

If staff have any concerns over the security of their device, they must seek advice from the ICT Network Manager.

4. Social Media

The expectations' regarding safe and responsible use of social media applies to all members of Torquay Girls' Grammar School

Definition

Social media is a broad term for any kind of online platform which enables people to directly interact with each other. It allows people to share information, ideas and views. Examples of social media include blogs, Facebook, LinkedIn, Twitter, Google+, Instagram, Myspace, Flickr, SnapChat and YouTube.

Expectations

All members of Torquay Girls' Grammar School are expected to engage in social media in a positive, safe and responsible manner.

- All members of Torquay Girls' Grammar School are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others. They are encouraged to "pause before the post" and stop and think before they send.
- Staff will not access social media whilst using school provided devices and systems.
- Staff will not access social networking sites or chat rooms for non-work purposes within working hours.
- For those staff who must use social media for work purposes they must apply using the form on the staff portal and give at least 4 days' notice.
- Students in Y7-11 do not have access to social media via school or personal devices. Exemptions for educational purposes must be applied for using the form on the staff portal and give at least 4 days' notice.
- Students in Year 12 & 13 may access and post to social media via personal devices and have read only access via school devices. Exemptions for educational purposes must be applied for using the form on the staff portal and give at least 4 days' notice.
- Concerns regarding the online conduct of any member of Torquay Girls' Grammar School community on social media, should be reported to the Headteacher/deputies and will be managed in accordance with our anti-bullying, allegations against staff, behaviour and child protection policies.

Staff Personal Use of social media

- The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of our Code of Conduct/ Staff behaviour policy as part of Acceptable Use Policy.
- Employees should be aware that content uploaded to social media is not private. Even if you restrict it to 'friends', there is still capacity for it to be re-posted or distributed beyond the intended recipients. Therefore, employees using social media should conduct themselves with professionalism and respect.

Employees should not upload any content onto social media sites that:

- is confidential to the school/trust or its staff
- amounts to bullying
- amounts to unlawful discrimination, harassment or victimisation

- brings the school/trust into disrepute
- contains lewd, sexually explicit, threatening or similarly inappropriate or offensive comments, images or video clips
- undermines the reputation of the school and/or individuals
- is defamatory or knowingly false
- breaches copyright
- is in any other way unlawful.
- For Teaching Staff: Compromise any aspect of the Teachers Standards part 2

Employees should be aware of both professional and social boundaries and should not therefore accept or invite 'friend' requests from current pupils, or ex-pupils under the age of 18, or from parents on their personal social media accounts such as Facebook. The exception to this is staff who have relatives or close family friends with students at school. All communication with parents via social media should be through the school's social media accounts. Employees should note that the use of social media accounts during lesson time is not permitted.

Communicating with students and parents and carers

- Communication with children both in the 'real' world and through web based and telecommunication interactions should take place within explicit professional boundaries.
- This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chat rooms, forums, blogs, websites, gaming sites, digital cameras, videos, web cams and other hand-held devices. (Given the ever-changing world of technology it should be noted that this list gives examples only and is not exhaustive). Staff should not request or respond to any personal information from children.
- Staff should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'.
- Any pre-existing relationships or exceptions that may compromise this will be discussed with the Headteacher/deputies (see *Staff Behaviour Policy/ Code of Conduct for further information*)
- If ongoing contact with students is required once they have left the setting, members of staff will be expected to use official school provided communication tools.
- Staff will not use personal social media accounts to contact students or parents, nor should any contact be accepted, except in circumstances whereby prior approval has been given by the Headteacher/deputies.
- Any communication from students and parents received on personal social media accounts will be reported to the DSL (or deputies) and/or the Headteacher/deputies.

Official Use of Social Media

Torquay Girls' Grammar Schools' official social media channels are:

- Twitter: [Torquay Girls' Grammar School \(@TorquayGirls\) / Twitter](#)
- Facebook: [Torquay Girls' Grammar School | Torquay | Facebook](#)
- YouTube: [Torquay Girls' Grammar School - YouTube](#)
- Instagram: [Torquay Girls' Grammar School \(@torquaygirlsgrammar\) • Instagram photos and videos](#)
- LinkedIn: [Torquay Girls' Grammar School | LinkedIn](#)

The official use of social media sites only takes place with clear educational or community engagement objectives, with specific intended outcomes.

- The official use of social media as a communication tool has been formally risk assessed and approved by the Headteacher/deputies.
- Only those staff that manage these sites have access to account information and login details for our social media channels, in case of emergency, such as staff absence.

Official social media channels have been set up as distinct and dedicated social media sites or accounts for educational or engagement purposes only.

- Staff use school provided email addresses to register for and manage any official social media channels.
- Official social media sites are suitably protected and linked to our website.
- Public communications on behalf of the school will, where appropriate and possible, be read and agreed by at least one other colleague.

Official social media use will be conducted in line with existing policies, including: antibullying, image/camera use, data protection, confidentiality and child protection.

- All communication on official social media platforms will be clear, transparent and open to scrutiny.

Parents/carers and students will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.

- Only social media tools which have been risk assessed and approved as suitable for educational purposes will be used.
 - Any official social media activity involving students will be moderated if possible.

Parents and carers will be informed of any official social media use with students; written parental consent will be obtained, as required.

We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

Staff expectations

- If members of staff are participating in online social media activity as part of their capacity as an employee of the setting, they will:
 - Sign our social media acceptable use policy.
 - Always be professional and aware they are an ambassador for the setting.
 - Disclose their official role but make it clear that they do not necessarily speak on behalf of the setting.
 - Always be responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.
 - Always act within the legal frameworks they would adhere to within the workplace, including: libel, defamation, confidentiality, copyright, data protection and equalities laws.
 - Ensure that they have appropriate consent before sharing images on the official social media channel.
 - Not disclose information, make commitments, or engage in activities on behalf of the setting, unless they are authorised to do so.
 - Not engage with any direct or private messaging with current, or past, students, parents and carers.
 - Inform the DSL (or deputies) and/or the headteacher/deputies of any concerns, such as criticism, inappropriate content or contact from students.

Students' Personal Use of social media

- Safe and appropriate use of social media will be taught to students as part of an embedded and progressive education approach, via age-appropriate sites and resources.

- We are aware that many popular social media sites state that they are not for children under the age of 13, therefore we will not create accounts specifically for students under this age.
- Any concerns regarding students' use of social media will be dealt with in accordance with existing policies, including anti-bullying, behaviour and Acceptable Use Policies.
- Concerns will be shared with parents/carers as appropriate, particularly when concerning underage use of social media sites, games or tools and the sharing of inappropriate images or messages that may be considered threatening, hurtful, or defamatory to others.

Students will be advised:

- To consider the benefits and risks of sharing personal details on social media sites which could identify them and/or their location.
- To only approve and invite known friends on social media sites and to deny access to others by making profiles private.
- Not to meet any online friends without a parent/carer or other responsible adult's permission and only when a trusted adult is present.
- To use safe passwords.
- To use social media sites which are appropriate for their age and abilities.
- How to block and report unwanted communications.
- How to report concerns both within the setting and externally.
- To remove a social media conversation thread if they are the administrator of such a thread that may have been used in an inappropriate way such as with threatening, hurtful or defamatory content.

5. Remote Education

Please see the information on our website or follow this [link](#) that explains what to expect from our remote curriculum.

6. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our policies on behaviour and ICT and internet acceptable use. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

7. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
 - Abusive, harassing, and misogynistic messages
 - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
 - Sharing of abusive images and pornography, to those who don't want to receive such content
- Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- develop better awareness to assist in spotting the signs and symptoms of online abuse
- develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh the risks up
- develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

The DSL and deputies will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Trustees will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

8. Monitoring arrangements

This policy will be reviewed every year by the Assistant Headteacher for Curriculum and Systems. At every review, the policy will be shared with the board of trustees. The review (such as the one available [here](#)) will be supported by an annual risk assessment 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.

9. Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Mobile Phone policy
- Behaviour policy
- Staff disciplinary procedures

- Data protection policy and privacy notices
- Complaints procedure
- Cyber incident response plan

Appendix 1: KS3, KS4, KS5 acceptable use agreement (pupils and parents/carers)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Name of pupil:

I will read and follow the rules in the acceptable use agreement policy

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only.
- Only use them when a teacher is present, or with a teacher's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- Be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- Always log off or shut down a computer when I'm finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Take or distribute images (e.g. digital photos/videos) of anyone without their permission
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

When communicating with staff electronically I will:

- Use Teams as the main way of communicating
- Communicate respectfully, in a formal manner, and during normal working hours. My communication will focus on school business

I will not:

- Expect an immediate response from staff. If I need to communicate with staff urgently, I will make an appointment to see them at school. If I do communicate with staff out of school hours, I understand that they will not respond until they are in school

If I bring a personal mobile phone or other personal electronic device into school:

- I understand that doing so is at my own risk and the school takes no responsibility for loss or damage of any such devices
- I will follow the mobile devices policy
- I will follow section 10 of the Online Safety Policy
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor my use of the ICT systems, email and other digital communications and websites I visit and that there will be consequences if I don't follow the rules.

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

Microsoft Office 365

- The school uses Microsoft Office 365 students and staff. Students and staff have access to a range of Office 365 apps which include but are not limited to:
- Mail - an individual email account for school use managed by the school
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments
- Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to the standard set of tools in Microsoft Office
- Collaborative online learning platforms – such as OneNote, SharePoint and Yammer.

As part of the Microsoft terms and conditions we are required to seek your permission for your child to have a Microsoft Office 365 account. More details here: <https://privacy.microsoft.com/en-us/privacystatement>

Signed (pupil):

Date:

Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems, Microsoft Office 365, and internet, and for using personal electronic devices in school, and will make sure my child understands these.

Signed (parent/carer):

Date:

Appendix 2: acceptable use agreement (staff, trustees, volunteers and visitors)

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR STAFF, TRUSTEES, VOLUNTEERS AND VISITORS

Name of staff member/trustee/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device (if applicable), I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
- Use them in any way which could harm the school's reputation
- Use social media
- Access social networking sites or chat rooms for non-work purposes within working hours.
- Use any improper language when communicating online, including via Teams and in emails or other messaging services
- Use social media not created by or monitored by the school to communicate with students
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Take photographs of pupils without checking the student photograph permission list
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote private businesses

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. Exceptions to this are if using devices in your own time as long as your use is not illegal, will not bring the school, staff or students into disrepute and won't have a negative impact on the school network, (e.g. will not use excessive bandwidth).

I agree that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

When communicating with staff I will follow the priority protocol of: (1) Try to see them in person; (2) If not possible, I will try phone/Walkie-Talkie/Teams Call; (3) If it is urgent and cannot wait until (1) or (2) are possible I will use email/Teams/CPOMS/Notify to communicate electronically.

I will only communicate with students electronically when necessary and I will do so via Teams or using my work email (School Microsoft 365 account).

I will only communicate with students electronically during working hours and in an appropriate and formal manner, without the inappropriate use of emojis or memes

I will use group email or Group chat in Teams wherever possible and I will ensure that another member of staff is always a member of any Microsoft Team I set up

If I am concerned about the way in which a student is communicating with me electronically, I will report this to my line manager and if necessary, the Safeguarding Team

If I am concerned about the way in which another member of staff is using electronic communication I will follow the whistleblowing policy appropriately

Signed (staff member/trustee/volunteer/visitor):

Date: