



FSD ACADEMY – ON-LINE SAFETY POLICY

Introduction

This Online Safety policy recognises the commitment of FSD Academy to keeping staff and learners safe online and acknowledges its part in FSD ACADEMY's overall safeguarding policies and procedures. It shows our commitment to meeting the requirement to keep Learners safe when using technology. We believe the whole Study Programme community can benefit from the opportunities provided by the internet and other technologies used in everyday life. The Online Safety Policy supports this by identifying the risks and the steps we are taking to avoid them. It shows our commitment to developing a set of safe and responsible behaviours that will enable us to reduce the risks whilst continuing to benefit from the opportunities. We wish to ensure that all members of the FSD ACADEMY community are aware that unlawful or unsafe behaviour is unacceptable and that, where necessary disciplinary or legal action will be taken. We aim to minimise the risk of misplaced or malicious allegations being made against adults who work with Learners.

As part of our commitment to Online Safety we also recognise our obligation to implement a range of security measures to protect FSD ACADEMY sites' network and facilities from attack, compromise and inappropriate use and to protect FSD ACADEMY and Education Funding Partner (EFP) data and other information assets from loss or inappropriate use.

The scope of policy

- This policy applies to the whole FSD ACADEMY Post-16 community including the Senior Leadership Team (SLT), Managing Directors (MD), all staff employed and funded directly or indirectly by FSD ACADEMY, visitors and all Learners.
- The Senior Leadership Team and Managing Directors will ensure that any relevant or new legislation that may impact upon the provision for online safety within FSD ACADEMY will be reflected within this policy.
- The Education and Inspections Act 2006 empowers Principals, to such extent as is reasonable, to regulate the behaviour of learners when they are off the study programme site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online bullying, or other online safety related incidents covered by this policy, which may take place outside of the study programme, but is linked to membership of FSD ACADEMY and the education providers.

- The Education Act 2011 gives FSD ACADEMY and EFPs the power to confiscate and search the contents of any mobile device if the principal believes it contains any material that could be used to bully or harass others.
- FSD ACADEMY will clearly detail its management of incidents within this policy, associated behaviour and anti-bullying policies and will, where known, inform parents and carers of incidents of inappropriate online behaviour that take place outside of the study programme.

The person in Academy taking on the role of Online Safety lead is Hayley Malyon (Welfare Officer)

The Managing Director with an overview of Online Safety matters is Matthew Piper.

This Online Safety policy was created by Ian Bannister in consultation with FSD Academy.

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The policy was approved by Managing Directors on 7th November 2019. The policy is due for review no later than: 7th November 2021

Implementation of the policy

- The Senior Leadership Team will ensure all members of FSD ACADEMY staff and Site Leaders are aware of the contents of the FSD Academy Online Safety Policy and the use of any new technology within Post-16 or Alternative Provision study programmes
- All staff, Learners, occasional and external users of our FSD ACADEMY sites' ICT equipment will sign the relevant Acceptable Use Policies.
- All amendments will be published and awareness sessions will be held for all members of the FSD ACADEMY organisation
- Online safety will be taught as part of the curriculum in an age-appropriate way to all Learners.
- Online safety posters will be prominently displayed around the FSD ACADEMY sites.
- The Online Safety Policy will be made available to parents, carers and others via the FSD ACADEMY website.

The following national Guidance are acknowledged and included as part of our Online

Safety Policy:

Responsibilities of the FSD ACADEMY Community

We believe that online safety is the responsibility of the whole FSD ACADEMY community and that everyone has their part to play in ensuring all members of the community are able to benefit from the opportunities that technology provides for learning and teaching. The following responsibilities demonstrate how each member of the community will contribute.

The Senior Leadership Team accepts the following responsibilities:

- The Principal will take ultimate responsibility for the online safety of the Academy community

- Identify a person (the Online Safety Lead) to take day to day responsibility for online safety; provide them with training; monitor and support them in their work.
- Ensure adequate technical support is in place to maintain a secure ICT system
- Ensure policies and procedures are in place to ensure the integrity of FSD ACADEMY's information and data assets

Cyberbullying: Advice for Headteachers and Academy Staff (DfE 2014)

Advice on Child Internet Safety 1.0 Universal Guidelines for Providers (DfE and UKSIC 2012)

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- Ensure liaison with the Managing Directors
- Develop and promote an online safety culture within the Academy community
- Ensure that all staff, Learners and other users agree to the Acceptable Use Policy and that new staff have online safety included as part of their induction procedures
- Make appropriate resources, training and support available to all members of the FSD ACADEMY community to ensure they are able to carry out their roles effectively with regard to online safety
- Receive and regularly review online safety incident logs; ensure that the correct procedures are followed should an online safety incident occur in Academy and review incidents to see if further action is required

Responsibilities of the Online Safety Lead

- Promote an awareness and commitment to online safety throughout FSD ACADEMY and its learning environment
- Be the first point of contact within FSD ACADEMY on all online safety matters
- Take day to day responsibility for online safety within the FSD ACADEMY study programmes
- Lead FSD ACADEMY online safety and liaise with technical staff on online safety issues
- Create and maintain online safety policies and procedures
- Develop an understanding of current online safety issues, guidance and appropriate legislation
- Ensure delivery of an appropriate level of training in online safety issues
- Ensure that online safety education is embedded across the curriculum
- Ensure that online safety is promoted to parents and carers

- Ensure that any person who is not a staff member of FSD ACADEMY, who makes use of the ICT equipment in any context, is made aware of the Acceptable Use Policy
- Liaise with the necessary EFPs, the Local Safeguarding Children's Board and other relevant agencies as appropriate
- Monitor and report on online safety issues to the Leadership team and the Managing Directors as appropriate.
- Ensure that staff and Learners know the procedure to follow should they encounter any material or communication that makes them feel uncomfortable and how to report an online safety incident
- Ensure an online safety incident log is kept up to date
- Ensure that Good Practice Guides for online safety are displayed in classrooms and around the Academy
- To promote the positive use of modern technologies and the internet
- To ensure that the FSD ACADEMY Online Safety Policy and Acceptable Use Policies are reviewed at prearranged time intervals.

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Responsibilities of all Staff

- Read, understand and help promote FSD ACADEMY's online safety policies and guidance
- Read, understand and adhere to the staff AUP
- Take responsibility for ensuring the safety of sensitive FSD ACADEMY/EFP data and information
- Develop and maintain an awareness of current online safety issues, legislation and guidance relevant to their work
- Maintain a professional level of conduct in their personal use of technology at all times
- Ensure that all digital communication with Learners is on a professional level and only through FSD ACADEMY based systems, NEVER through personal email, text, mobile phone social network or other online medium.
- Embed online safety messages in learning activities where appropriate
- Supervise Learners carefully when engaged in learning activities involving technology
- Ensure that Learners are told what to do should they encounter any material or receive a communication which makes them feel uncomfortable
- Report all online safety incidents which occur in the appropriate log and/or to their line manager
- Respect, and share with Learners the feelings, rights, values and intellectual property of others in their use of technology in Academy and at home

Additional Responsibilities of Technical Staff

- Support FSD ACADEMY in providing a safe technical infrastructure to support learning and teaching
- Ensure appropriate technical steps are in place to safeguard the security of the FSD ACADEMY ICT system, sensitive data and information. Review these regularly to ensure they are up to date
- Ensure that provision exists for misuse detection and malicious attack
- At the request of the Leadership team conduct occasional checks on files, folders, email and other digital content to ensure that the Acceptable Use Policy is being followed
- Report any online safety related issues that come to their attention to the Online Safety Lead and/or senior leadership team
- Ensure that procedures are in place for new starters and leavers to be correctly added to and removed from all relevant electronic systems, including password management
- Ensure that suitable access arrangements are in place for any external users of FSD ACADEMY ICT equipment

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- Liaise with Educational Funding Partners, Local Authorities and others on online safety issues
- Document all technical procedures and review them for accuracy at appropriate intervals
- Ensure appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster
- Read, understand and adhere to the pupil AUP and follow all safe practice guidance
- Take responsibility for their own and each other's safe and responsible use of technology wherever it is being used, including judging the risks posed by the personal technology owned and used by them outside of the study programme
- Ensure they respect the feelings, rights, values and intellectual property of others in their use of technology on site and at home
 - Understand what action should be taken if they feel worried, uncomfortable, vulnerable or at risk whilst using technology, or if they know of someone to whom this is happening
- Report all online safety incidents to appropriate members of staff
- Discuss online safety issues with family and friends in an open and honest way
- To know, understand and follow FSD ACADEMY policies on the use of mobile phones, digital cameras and handheld devices
- To know, understand and follow FSD ACADEMY policies regarding online bullying

Responsibilities of Parents and Carers

- Help and support FSD ACADEMY in promoting online safety
- Read, understand and promote the Learner AUP with their children
- Discuss online safety concerns with their children, show an interest in how they are using technology, and encourage them to behave safely and responsibly when using technology
- Consult with FSD ACADEMY if they have any concerns about their child's use of technology
- To agree to and sign the home-Academy agreement which clearly sets out the use of photographic and video images of Learners
- To agree to and sign the FSD ACADEMY-home Learner Agreement containing a statement regarding their personal use of social networks in relation to the study programme :

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We will support FSD ACADEMY's approach to online safety and not deliberately post comments or upload any images, sounds or text that could upset or offend any member of the study programme or bring FSD ACADEMY into disrepute.

Responsibilities of Managing Directors

- Read, understand, contribute to and help promote FSD ACADEMY's online safety policies and guidance as part of the company's overarching safeguarding procedures
 - Support the work of the SLT, staff and Learners in promoting and ensuring safe and responsible use of technology in and out of the study programme, including encouraging parents to become engaged in online safety awareness
 - To have an overview of how the company IT infrastructure provides safe access to the internet and the steps FSD ACADEMY takes to protect personal and sensitive data
 - Ensure appropriate funding and resources are available for FSD ACADEMY to implement their online safety strategy
- Responsibilities of the Designated Safeguarding Lead**
- Understand and raise awareness of the issues and risks surrounding the sharing of personal or sensitive information
 - Be aware of and understand the risks to young people from online activities such as grooming for sexual exploitation, sexting, online bullying, radicalisation and others.
 - Raise awareness of the particular issues which may arise for vulnerable Learners in FSD ACADEMY's approach to online safety ensuring that staff know the correct child protection procedures to follow

Acceptable Use Policies

FSD ACADEMY has a number of AUPs for different groups of users.

These are shared with all users yearly and staff and Learners will be expected to agree to them and follow their guidelines.

Academy Acceptable Use Policy documents

Acceptable Use Policy for Post-16 & Alternative Provision Learners

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Training

Technology use changes at a fast pace, and we recognise the importance of regular staff training. The Online Safety Lead will attend training updates at least once per year. All FSD ACADEMY staff will receive regular updates on risks to Learners online from the Online Safety Lead, and attend online or external training as necessary.

Learning and Teaching

We believe that the key to developing safe and responsible behaviours online for everyone within our Post-16 community lies in effective education. We know that the internet and other technologies are embedded in our Learners' lives, not just through FSD ACADEMY but outside as well, and we believe we have a duty to help prepare our Learners to benefit safely from the opportunities that these present.

We will deliver a planned and progressive scheme of work to teach online safety knowledge and understanding and to ensure that Learners have a growing understanding of how to manage the risks involved in online activity. We believe that learning about online safety should be embedded across the curriculum and also taught in specific lessons through PSHE.

We will teach Learners how to search for information and to evaluate the content of websites for accuracy when using them in any curriculum study area. Staff and Learners will be reminded that third party content should always be appropriately attributed so as not to breach copyright laws.

We will discuss, remind or raise relevant online safety messages with Learners routinely wherever suitable opportunities arise. This includes the need to protect personal information and to consider the consequences their actions may have on others. Staff will model safe and responsible behaviour in their own use of technology during lessons.

We will remind Learners about the responsibilities to which they have agreed through the AUP.

Learners will be made aware of where to seek advice or help if they experience problems when using the internet and related technologies.

How parents and carers will be involved

We believe it is important to help all our parents develop sufficient knowledge, skills and understanding to be able to help keep themselves and their children safe.

To achieve this we will offer opportunities for finding out more information through parents evenings, FSD ACADEMY's e- newsletter and website.

We will ask all parents to discuss the learner's AUP with their child and return a signed copy to FSD ACADEMY. We also ask parents to sign the FSD ACADEMY Home Learner agreement which includes a statement about their use of social networks in situations where it could reflect on our company's reputation and on individuals within the study programmes.

We request our parents to support FSD ACADEMY in applying the Online Safety Policy.

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Managing and safeguarding IT systems

FSD ACADEMY ensures that access to each IT system is as safe and secure as reasonably possible.

Servers and other key hardware or infrastructure are located securely with only appropriate staff permitted access. Servers, workstations, the Sports Brain and other hardware and software are kept updated as appropriate. For each site operating a study programme, it is expected that Site Leaders ensure a firewall is maintained and virus and malware protection is installed on all appropriate hardware and is kept active and up-to-date. Staff have virus protection installed on all laptops used for educational activity.

All administrator or master passwords for FSD ACADEMY IT systems are kept secure and available to at least two members of staff e.g. Principal and member of technical support.

The wireless networks at each site is expected to be protected by a secure log on which prevents unauthorized access. Site Leaders arrange this. New users can only be given access by named individuals e.g. Site Leader, Tutor.

We do not allow anyone except technical staff to download and install software onto the Sports Brain. Site Leaders should set up administrator rights to download software on site-owned laptops.

Filtering Internet access

Web filtering of internet content is arranged by each individual site dependent on their internet provider. This ensures that all reasonable precautions are taken to prevent access to illegal content. However, it is not possible to guarantee that access to unsuitable or inappropriate material will never occur and we believe it is important to build resilience in Learners in monitoring their own internet activity.

All users are informed about the action they should take if inappropriate material is accessed or discovered on a computer. However deliberate access of inappropriate or illegal material will be treated as a serious breach of the AUP and appropriate sanctions taken.

Teachers are encouraged to check out websites they wish to use prior to lessons for the suitability of content.

Access to FSD ACADEMY systems

FSD ACADEMY decides which users should and should not have Internet access, the appropriate level of access and the level of supervision they should receive. There are robust systems in place for managing the Sports Brain accounts and passwords, including safeguarding administrator passwords.

All users are provided with a log in and access to Sports Brain appropriate to their role. Learners are taught about safe practice in the use of their log in and passwords.

Staff are given appropriate guidance on managing access to laptops which are used both at home and Academy and in creating secure passwords.

Access to personal, private or sensitive information and data is restricted to authorized users only, with proper procedures being followed for authorizing and protecting login and password information.

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Remote access to Sports Brain and FSD ACADEMY systems is covered by specific agreements and is never allowed to unauthorized third party users.

Passwords

- We ensure that a secure and robust username and password convention exists for all system access (email, Sports Brain access, FSD ACADEMY management information system).
- All staff set up a unique, individually-named user account and password for access to IT equipment, email and information systems available within FSD ACADEMY.

All Learners have a unique, individually-named user account and password for access to the Sports Brain and information systems.

All staff and Learners have responsibility for the security of their usernames and passwords and are informed that they must not allow other users to access the systems using their log on details. They must immediately report any suspicion or evidence that there has been a breach of security.

- The Academy maintains a log of all accesses by users and of their activities while using the system in order to track any online safety incidents.

Using the Internet

Each specific study programme site is responsible to provide the internet to

- Support curriculum development in all subjects

- Support the professional work of staff as an essential professional tool
- Enhance the management information and business administration systems
- Enable electronic communication and the exchange of curriculum and administration data with the EFPs, FSD ACADEMY and others

Users are made aware that they must take responsibility for their use of, and their behaviour whilst using the IT systems or a site provided laptop or device and that such activity can be monitored and checked.

All users of FSD ACADEMY IT or electronic equipment will abide by the relevant Acceptable Use Policy (AUP) at all times, whether working in a supervised activity or working independently,

Using email

Email is regarded as an essential means of communication and FSD ACADEMY provides all FSD ACADEMY staff members with an e-mail account for FSD ACADEMY based communication. All learners use own email for access to SCL education. Communication by email between staff, Learners and parents will only be made using the FSD ACADEMY email account and should be professional and related to educational matters only.

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FSD ACADEMY business should be regarded as having been sent on headed notepaper and reflect a suitable tone and content and should

Ensure that the good name of the company is maintained. There are systems in place for storing relevant electronic communications which take place between staff and parents.

Use of the FSD ACADEMY.com email system is monitored and checked.

It is the personal responsibility of the email account holder to keep their password secure.

As part of the curriculum Learners are taught about safe and appropriate use of email. Learners are informed that misuse of email will result in a loss of privileges.

FSD ACADEMY will set clear guidelines about when learner-staff communication via email is acceptable and staff will set clear boundaries for Learners on the out-of-college times when emails may be answered.

Under no circumstances will staff contact Learners, parents or conduct any FSD ACADEMY business using a personal email addresses.

Responsible use of personal web mail accounts on the FSD ACADEMY system is permitted outside teaching hours.

Publishing content online

FSD ACADEMY maintains editorial responsibility for any publishing online to ensure that the content is accurate and the quality of presentation is maintained. FSD ACADEMY maintains the integrity of the educational site by ensuring that responsibility for uploading material is always moderated and that passwords are protected.

Creating online content as part of the study programme:

As part of the curriculum we encourage Learners to create online content. Learners are taught safe and responsible behaviour in the creation and publishing of online content. They are taught to publish for a wide range of audiences which might include Tutors, Vice Principals', Staff and EFPs. They are moderated by the Academy where possible. Appropriate procedures to protect the identity of Learners will be followed.

We take all steps to ensure that any material published online is the author's own work, gives credit to any other work included and does not break copyright.

Online material published outside the study programme:

Staff and Learners are encouraged to adopt similar safe and responsible behaviours in their personal use of blogs, wikis, social networking sites and other online publishing outside the study programme as they are when at the site.

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Material published by Learners, SLT and staff in a social context which is considered to bring FSD ACADEMY or that Specific study programme into disrepute or considered harmful to, or harassment of another learner or member of a study programme will be considered a breach of discipline and treated accordingly.

Using images, video and sound

We recognize that many aspects of the curriculum can be enhanced by the use of multi-media and that there are now a wide and growing range of devices on which this can be accomplished. Learners are taught safe and responsible behaviour when creating, using and storing digital images, video and sound.

Digital images, video and sound recordings are only taken with the permission of participants and their parents; images and video are of appropriate activities and are only taken of Learners wearing appropriate dress. Full names of participants are not used either within the resource itself, within the file-name or in accompanying text online.

We ask all parents/carers to sign an agreement about taking and publishing photographs and video of their children (in publications and on websites) and this list is checked whenever an activity is being photographed or filmed.

We secure additional parental consent specifically for the publication of Learners' photographs in newspapers, which ensures that parents know they have given their consent for their child to be named in the newspaper and possibly on the website.

For their own protection staff or other visitors to the study programme never use a personal device (mobile phone, digital camera or digital video recorder) to take photographs of Learners.

We are happy for parents to take photographs at FSD ACADEMY events but will always make them aware that they are for personal use only and if they have taken photographs of children other than their own they should not be uploaded to social media sites.

Using video conferencing, web cameras and other online meetings

We use video conferencing to enhance the curriculum by providing learning and teaching activities that allow Learners to link up with people in other locations and see and hear each other. We ensure that staff and Learners take part in these opportunities in a safe and responsible manner. All video conferencing activity is supervised by a suitable member of staff. Learners do not operate video conferencing equipment, answer calls or set up meetings without permission from the supervising member of staff.

Video conferencing equipment is switched off and secured when not in use and online meeting rooms are closed and logged off when not in use.

All participants are made aware if a video conference is to be recorded. Permission is sought if the material is to be published.

For their own protection a video conference or other online meeting between a member of staff and pupil(s) which takes place outside Academy or whilst the member of staff is alone is always conducted with the prior knowledge of the Principal or line manager and respective parents and carers.

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Using mobile phones

During lesson time we expect all mobile phones belonging to staff to be switched off or on silent mode unless there is a specific agreement for this not to be the case.

Where required for safety reasons in off-site activities, a site mobile phone can be provided for staff for contact with Learners, parents or the Academy. Staff should not use personal mobile phones in any situation where their mobile phone number or other personal details may be revealed to a pupil or parent. (In an emergency or where a staff member doesn't have access to a Academy-owned device, they should use their own device and hide their own mobile number for confidentiality purposes (by inputting 141 before contact number)

Unauthorized or secret use of a mobile phone or other electronic device, to record voice, pictures or video is forbidden. Publishing of such material on a web site which causes distress to the person(s) concerned will be considered a breach of FSD ACADEMY discipline, whether intentional or unintentional. The person responsible for the material will be expected to remove this immediately

upon request. If the victim is another learner or staff member we do not consider it a defense that the activity took place outside study programme hours.

The sending or forwarding of text messages, emails or other online communication deliberately targeting a person with the intention of causing them distress, 'cyberbullying', will be considered a disciplinary matter.

We make it clear to staff, Learners and parents that the Principal has the right to examine content on a mobile phone or other personal device to establish if a breach of discipline has occurred.

Using mobile devices

We recognize that the multimedia and communication facilities provided by mobile devices (e.g. iPad, iPod, tablet, netbook, Smart phones) can provide beneficial opportunities for Learners. However their use in lesson time will be with permission from the Tutor or Site Leader and within clearly defined boundaries.

Learners are taught to use them responsibly.

Using other technologies

As a company we will keep abreast of new technologies and evaluate both the benefits for learning and teaching and also the risks from an online safety point of view.

We will regularly review the online safety policy to reflect any new technology that we use, or to reflect the use of new technology by Learners.

Staff or Learners using a technology not specifically mentioned in this policy, or a personal device whether connected to the site network or not, will be expected to adhere to similar standards of behaviour to those outlined in this document.

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Protecting company and Educational Funding Partner data and information

FSD ACADEMY recognizes their obligation to safeguard staff and learner's sensitive and personal data including that which is stored and transmitted electronically. We regularly review our practices and procedures to ensure that they meet this basic obligation.

The EFPs are all registered Data Controllers under the Data Protection Act 1998 and we comply at all times with the requirements of that registration. All access to personal or sensitive information owned by the EFPs or FSD ACADEMY will be controlled appropriately through technical and non-technical access controls.

Learners are taught about the need to protect their own personal data as part of their online safety awareness and the risks resulting from giving this away to third parties.

Suitable procedures, and where necessary training, are in place to ensure the security of such data including the following:

- All computers or laptops holding sensitive information are set up with strong passwords, password protected screen savers and screens are locked when they are left unattended
- Staff are provided with appropriate levels of access to the FSD ACADEMY's management information system holding pupil data. Passwords are not shared and administrator passwords are kept securely
- Staff are aware of their obligation to keep sensitive data secure when working on computers offsite
- All devices taken off site, e.g. laptops, tablets, removable media or phones, are secured to protect sensitive and personal data and not left in cars or insecure locations.
- When we dispose of old computers and other equipment we take due regard for destroying information which may be held on them
- Remote access to computers is by authorized personnel only
- We have full back up and recovery procedures in place for data
- Where sensitive staff or pupil data is shared with other people who have a right to see the information, for example Managing Directors or EFP SLT members, we label the material appropriately to remind them of their duty to keep it secure and securely destroy any spare copies

Management of assets

Details of all FSD ACADEMY-owned hardware and software are recorded in an inventory.

All redundant IT equipment is disposed of through an authorised agency. This will include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data.

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Disposal of any ICT equipment will conform to The Waste Electrical and Electronic Equipment Regulations 2006 and/or The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007. Further information can be found on the Environment Agency website.

Dealing with online safety incidents

All online safety incidents are recorded in the FSD ACADEMY Online Safety Log which is regularly reviewed.

Any incidents where Learners do not follow the Acceptable Use Policy will be dealt with following FSD ACADEMY's normal behaviour or disciplinary procedures.

In situations where a member of staff is made aware of a serious online safety incident concerning Learners or staff, they will inform the Online Safety Lead, their line manager or the Principal who will then respond in the most appropriate manner.

Instances of online bullying will be taken very seriously by FSD ACADEMY and dealt with using their anti-bullying procedures. FSD ACADEMY recognizes that staff as well as Learners may be victims and will take appropriate action in either situation, including instigating restorative practices to support the victim.

Incidents which create a risk to the security of a sites' network, Sports Brain or create an information security risk, will be referred to FSD ACADEMY's Online Safety Lead and technical support and appropriate advice sought and action taken to minimize the risk and prevent further instances occurring, including reviewing any policies, procedures or guidance. If the action breaches FSD ACADEMY policy, then appropriate sanctions will be applied. FSD ACADEMY will decide if parents need to be informed if there is a risk that pupil data has been lost.

FSD ACADEMY reserves the right to monitor equipment on their premises and to search any technology equipment, including personal equipment with permission, when a breach of this policy is suspected.

Dealing with a Child Protection issue arising from the use of technology:

If an incident occurs which raises concerns about child protection or the discovery of indecent images on the computer, then the procedures outlined in FSD ACADEMY's Safeguarding Procedures and Guidance will be followed.

Section 1.4.6 Child Abuse and Information Communication Technology

Dealing with complaints and breaches of conduct by Learners:

- Any complaints or breaches of conduct will be dealt with promptly
- Responsibility for handling serious incidents will be given to a senior member of staff
- Parents and the learner will work in partnership with staff to resolve any issues arising
- Restorative practice will be used to support the victims
- There may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies

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The following activities constitute behaviour which we would always consider unacceptable (and possible illegal):

- accessing inappropriate or illegal content deliberately
- deliberately accessing downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent
- continuing to send or post material regarded as harassment or of a bullying nature after being warned
- staff using digital communications to communicate with Learners in an inappropriate manner (for instance, using personal email accounts, personal mobile phones, or inappropriate communication via social networking sites)

The following activities are likely to result in disciplinary action:

- any online activity by a FSD ACADEMY staff member which is likely to adversely impact on the reputation of the company or Education Funding Partner
- accessing inappropriate or illegal content accidentally and failing to report this
- inappropriate use of personal technologies (e.g. mobile phones) on site or in lessons
- using site, FSD ACADEMY or personal equipment to send a message, or create content, that is offensive or bullying in nature or could bring the site, FSD ACADEMY or EFP into disrepute
- attempting to circumvent site filtering, monitoring or other security systems
- circulation of commercial, advertising or 'chain' emails or messages
- revealing the personal information (including digital images, videos and text) of others by electronic means (e.g. sending of messages, creating online content) without permission
- using online content in such a way as to infringe copyright or which fails to acknowledge ownership (including plagiarizing of online content)
- transferring sensitive data insecurely or infringing the conditions of the Data Protection Act 1998

The following activities would normally be unacceptable; in some circumstances they may be allowed

e.g. as part of planned curriculum activity or by a system administrator to problem solve

- accessing social networking sites, chat sites, instant messaging accounts, email or using a mobile phone for personal use during lesson time
- accessing non-educational websites (e.g. gaming or shopping websites) during lesson time

- sharing a username and password with others or allowing another person to log in using your account
- accessing FSD ACADEMY ICT systems with someone else's username and password

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- deliberately opening, altering, deleting or otherwise accessing files or data belonging to someone else

Related documents:

- Acceptable Use Policies (Learners, Staff, Visitors and Supply staff, Community users)
- Letter for Parents explaining the AUP and agreement to sign
- Electronic Communications Guidance for Staff
- Information Security Guidance for Staff
- First Responders Guide to online safety incidents
- Misuse of Electronic Communications by Staff
- Practical Guidance for protecting Academy information
- Guidance for using children's images and voices in publications and on web sites

E: office@fsdacademy.com