

Progression4Work Online Safety Policy – Publication July 2022

Including all acceptable use statements signed for by students and parents on induction

This policy was written in July 2022. It will be reviewed every year unless national guidance changes and amendments must be made mid – year. Also, policy will be amended if any issues arise mid-year that necessitates a change.

This policy will ensure we have effective monitoring strategies to meet the safeguarding needs of the school and follow the recently published DfE publication of [Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](#) (paragraph 141 page 37). Also, that such monitoring systems should block relevant content without unreasonably impacting on a child's learning (paragraph 134 page 35).

1. Scope of the Online Safety Policy

This policy applies to all members of Progression4work organisation (including staff, students, volunteers, parents / carers, visitors, community users) who have access to and are users of Progression 4 Work's ICT systems, both in and out of the Progression 4 Work office.

The Online Safety Policy defines the requirements for training and education of students and staff when using internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate students and staff about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

Progression issues our E Safety Policy to staff and students during induction. The aim of this is to ensure good and safe practice in the use of new technologies for educational / work purposes and to protect both staff and students from inappropriate use of new technologies.

This Online Safety Policy: will operate in conjunction with other Progression4Work policies including those for ICT, Behaviour for Learning, Safeguarding, Curriculum Planning, and Health & Safety; and has been written by the Senior Leadership Team and Directors using resources from The School Bus Website, which itself is based on government guidance and is considered a model of good practice nationally.

2. Statement of Intent

We understand that computer technology is an essential resource for supporting teaching and learning. The internet, other digital and information technologies open opportunities for students and play an important role in their everyday lives.

Whilst we recognise the importance of promoting the use of computer technology throughout the curriculum, we also understand the need for safe internet access and appropriate use. We are committed to providing a safe learning environment for all students and staff and have implemented important controls to prevent any harmful risks.

3 Roles and Responsibilities

It is the responsibility of all staff to be alert to the possible harm to students or staff due to inappropriate internet access or use, both inside and outside of the Unit, and to reporting any incidents to the Designated Safeguarding Lead (“DSL”) and Headteacher as a priority.

Teachers are responsible for ensuring that online safety issues are embedded into the curriculum and safe internet access are always promoted and are aware of them.

3. Responsibilities regarding the use of Progression 4 Work’s ICT resources via the Acceptable Use Statement.

The Headteacher/Director/IT Manager and DSL are ultimately responsible for ensuring the day-to-day online safety at Progression 4 Work and managing any issues that may arise. The Directors/DSL is responsible for reviewing online safety policies and providing relevant training and advice for members of staff as part of the requirement for staff to undergo regularly updated safeguarding training and be able to teach students about online safety. The Directors/DSL is also accountable for ensuring all staff are aware and understand procedures to report online safety concerns.

The Directors are responsible for the approval of the online safety policy and reviewing the effectiveness of the policy.

The ICT managed service provider is responsible for ensuring the Progression 4 Work infrastructure is secure and not open to misuse or attack. It is important that the managed service provider is fully aware of this Online Safety Policy and Acceptable User Agreements. It must ensure that users may only access the networks and devices through a properly enforced password protection system, in which passwords are continually changed and that technical filtering system is regularly reviewed and updated. **All staff must not make changes to the computers/laptops which may compromise current security. This includes updating any operating system or changing any passwords on staff devices. This will be conducted only by the IT Manager.**

The IT Manager will carryout and record weekly checks on the internet filtering system and report any issues immediately to the DSL. The IT manager will then ensure that any issues are

dealt with via the internet filtering provider. The IT Manager and DSL will create a termly report for the Headteacher and Directors on the effectiveness of the internet filtering system.

All students are aware of their responsibilities regarding the use of Progression 4 Work's ICT systems and equipment, and their expected behaviour via the Acceptable Use statement. Cyber bullying incidents are reported in accordance with Progression 4 Work's Behaviour for Learning Policy. They and their parents are requested to sign a note of understanding and acceptance of policy on entry to Progression 4 Work.

4. Communicating the policy

Informing students of the Online Safety Policy

- Online Safety rules are discussed with the students at the start of each year and there is a copy of the Acceptable Use statement sent to parents and is displayed played in rooms with computers.
- Students are informed that network and internet use is monitored. Students and parents sign to accept and understand policy.

5. Staff and the Online Safety policy

- All staff are given the Online Safety Policy and the Acceptable Use statement on the commencement of their contract, and their importance explained. Staff sign to acknowledge understanding and acceptance of these policies and contractual requirements.
- Staff are aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are essential.

6. Teaching and Learning – Students

- A planned online safety curriculum will be provided and should be regularly revisited.
- Key online safety messages will be reinforced.
- Students will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

7. Parents/ Carers

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

Progression 4Work will therefore seek to provide information and awareness to parents and carers upon meeting with them.

8. Staff

All new staff will receive online safety training as part of their induction programme, ensuring that they fully understand the Progression 4 Work Online Safety Policy and Acceptable Use Agreements.

9. What will the consequences be for misuse of the internet?

Students

- We expect students to adopt the same moral standards on-line as off-line and inappropriate use of the internet is fully integrated in our Behaviour Policy.
- Teachers have the power to discipline students who engage in misbehaviour with regards to internet use. This is done in line with the Behaviour Policy.
- Complaints of more serious internet misuse are dealt with by a senior member of staff.
- Complaints of a child protection nature must be dealt with in accordance with Progression 4 Work's child protection procedures.
- Any student who does not adhere to the rules outlined in the Acceptable Use Statement and is found to be wilfully misusing the internet, will have their internet access suspended and their parents or carers informed.
- Possible referral to LADO depending on the nature of the misuse.
- Checks on our computers are made at the end of each week to ensure no misuse. Students are aware we check. All staff and students have own identifying log ins and inappropriate use can be tracked back to an individual.
- Our online platform cannot be used to explore inappropriate material. It has no search engine or the ability to browse away from that site.

- Misuse of the internet will be reported to the DSL on a pink safeguarding concern form.

Staff

- Any complaint about staff misuse will be referred to the Head Teacher and/or Directors.
- If any illegal material is found on the Progression 4 Work network, or evidence that suggests that illegal material was accessed, the police will be contacted, and disciplinary action will follow.
- Referral to the LADO

10. Managing Resources

Information system security

- Progression 4 Work's ICT systems capacity and security are overseen and reviewed regularly by our IT Support Team- F1 Group.
- Virus protection is updated regularly.
- Management systems are available to allow teachers and members of staff to control workstations and monitor students' activity, for use when considered appropriate.
- If staff or students discover an unsuitable site, it must be reported to the DSL They will decide if it should be reported to the internet service provider.
- Effective filtering systems are established to eradicate any potential risks to students. through access to, or trying to access, certain websites which are harmful or use inappropriate material.
- Filtering systems are used, that are relevant to students' age ranges, their frequency of use of ICT systems, and the proportionality of costs compared to the risks.
- IT support will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective, and reasonable.

E-mail

- Students may only use their e-mail accounts when communicating with staff and other students at Progression 4 Work and any external contacts related to Progression 4 Work.
- Students must immediately tell a teacher if they receive an offensive e-mail.

- Students must not reveal personal details of themselves or others in e-mail communication or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully, in the same way as a letter written on Progression 4 Work headed paper.
- The forwarding of chain letters or inappropriate images is not permitted. Our filtering system will detect inappropriate images and flag this.

Published content and the Progression 4 Work website.

The contact details on the website are:

- the company registered address,
- e-mail and telephone number.
- Staff or students' personal information will not be published.
- A Director will take overall editorial responsibility and ensure that content is accurate and appropriate. Mr Phil Varley / Mrs Johanne Varley

Publishing students' images and work

Photographs that include students are selected carefully, gaining relevant permissions as appropriate, before photographs of students are published on the website or Progression run social media accounts.

Students' work can only be published publicly with the permission of the student and parents.

Staff can take pictures, though they must do so in accordance with Progression 4work policies in terms of the sharing and distribution of such. Staff must NOT use personal equipment for taking photographs.

Progression 4Work provides a camera to take photographs and store them. This is the only device permitted to be used for this activity. It is kept in the Directors office and must be signed in and out. Use can therefore be monitored and tracked.

No photograph displayed will have a student's identity tagged to it and likewise no name displayed will have an image tagged to it of the student.

Social networking and personal publishing

Any member of staff that is representing Progression4Work online, e.g., through blogging, must express neutral opinions and not disclose any confidential information regarding the company, or any information that may affect its reputation.

Mobile devices and handheld computers

- Students are authorised to use mobile devices only on way to and going home from their education base. Use is forbidden in the Unit unless for dictation purposes.
- Mobile devices are not permitted to be used at any other time by students.
- Students will not be allowed any passwords for internet access by Progression 4 Work.
- Staff using hand-held devices which have been provided by the company are subject to the same monitoring and filtering.
- Staff should not use mobile phones in class or around children. Pre-arranged use of a mobile device is acceptable such as a call from a Dr or an important personal call.

Doxing

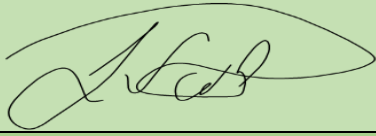
The term 'Doxing' is short for "dropping dox" 'dox' being slang for documents. Typically, doxing is a malicious act, used against people with whom the hacker disagrees or dislikes.

Doxing can ruin lives, as it can expose targeted individuals and their families to both online and real-world harassment.

Any student or member of staff who engages in Doxing will be subject to disciplinary procedures and possibly permanently excluded or dismissed on grounds of gross misconduct.

Policy to be read in conjunction with

Staff Code of Conduct

| | | |
|------------------------|-----------|--|
| Policy Written | July 2020 | Signed  |
| Policy Review | Date | Changes or Additions |
| 1 st Review | July 23 | Changes made in line with KCSIE Sept 23 |
| 2 nd Review | May 24 | Doxing |
| 3 rd Review | Feb 25 | F1 Group managing ICT |
| 4 th Review | Aug 25 | No changes needed |

Appendix

Acceptable Use Bundle

Internet permission letter

Dear parents / carers

We are pleased to offer students of Progression 4Work access to the computer network for the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return this form.

At Progression 4work we take E-safety and the safety of all our students very seriously. We use filtering systems to ensure that harmful and inappropriate material is not accessible. We endeavour to filter out all inappropriate material, but unfortunately, we cannot 100% guarantee that our systems are infallible.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Access to the Internet will enable students to explore thousands of libraries and databases.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

Internet and E-Mail Rules

Students are responsible for good behaviour on Progression 4 Work computer networks just as they are in their education base or an off-site trip. Communications on the network are often public in nature. General school rules for behaviour and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental / Carers permission is required. Access is a privilege - not a right. Access entails responsibility.

Individual users of the computer networks are responsible for their behaviour and communications over those networks. It is presumed that users will comply with all legal requirements / standards and will honour the agreements they have Signed.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Progression4Work Internet User Agreement Jan 2025

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Accessing violent, racist, sexist, or offensive websites or gaming sites
- Accessing inappropriate, sexual, or explicit material including extremist or terror-based content.
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another student's log in account
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources
- Accessing social network sites such as Facebook, Messenger, Snapchat etc

Any violation of these rules may result in a loss of access to ICT equipment and or the Internet as well as other disciplinary or legal action.

As a user of the Progression4Work computer network, I hereby agree to comply with all the stated rules -

Student Signature _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services such as the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable. but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent Signature _____

Date _____

Email User Agreement and Parent Permission Form

As a parent of a user of the Progression4Work computer network, I hereby agree to allow my child supervised access to email as a part of their studies. The sending and receiving of emails is an important of our modern technological society. It is also a necessity in the ICT course that is undertaken at Progression4Work.

I give permission for my child to use a shared email account accessible and monitored by staff to send and receive emails.

Parent Signature _____

Date _____

Some students may have the opportunity to set up and use their own email address as a part of their accredited course. Though this will be created and used in their education I we will not have control over this account outside of their education. We would therefore advise you to monitor your child's email / Internet use to ensure they are using this safely.

I give permission for my child to have their own email account to send and receive emails during their education.

Parent Signature _____

Date _____

Progression 4Work Website

As a part of any ICT course studied at Progression 4Work and some aspects of our PHSE programme, all students are required to learn about modern social media. This includes social media sites which many already use in their own time (such as Blogger, Twitter, and YouTube).

Students may be expected to contribute to the company's website / Blog and to create their own. The control and maintenance of this blog will be held by the company, but it is necessary for all students to behave responsibly when posting comments / writing on the website as this in the public domain.

I give permission for my child to contribute to a shared BLOG accessible and monitored by staff.

Parent Signature _____

Date _____

I give permission for my child to contribute to the Progression 4 Work website.

Parent Signature _____

Date _____

Student name _____

Use of images / photos / recorded video within Progression4work.

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to be recorded and have their picture taken during their education or Work Experience. The images / photos / film will be used solely within Progression 4Work and stored safely and securely on the Progression 4 Work learning platform. These images / photos will be used as a part of their work during lessons and when students go on trips out etc.

No photograph will ever have a name and image, it will be one or the other to avoid detection and identification by third parties.

Parent Signature _____

Date _____

Use of images / photos / recorded video to be shared with other schools / Organisations.

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to have their picture shared with our commissioning schools.

Parent Signature _____

Date _____

Use of images / photos / recorded video for the Unit website / Public domain.

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to have their picture / film included on the Progression 4 Work website. All images / film will not be tagged with student's names nor will they be listed with the student's names and surnames.

Parent Signature _____

Date _____

The Safe Use of ICT Equipment

The following rules apply when using Progression 4 Work computers and all other ICT equipment (including iPads, cameras, and video cameras)

- It is your responsibility to look after the equipment you are using, and you may have to pay for any damage you cause.
- If anything is damaged by you deliberately or accidentally whilst you are poorly behaved, you may not be able to use the equipment again.
- You should only access the network using your own username.
- Food and drink are forbidden near all ICT equipment and must not be consumed on the same table.
- The ICT equipment should not be tampered with in anyway.
- The use of e-mail, messaging or communicating with people outside Progression is forbidden. This includes accessing social media sites such as Facebook and Myspace.
- Progression 4 Work ICT equipment is not to be used to access inappropriate games, websites, or material. If students are found to be using ICT equipment irresponsibly then you may not be able to use it again. You are not permitted to bring devices e.g. memory stick or software with you during your education, or to attempt to download software from the internet.
- The computers and printers should only be used for schoolwork.
- Students are responsible for saving and protecting their own work and those who can; should also back up their work.

Any student caught breaking these rules may have their right to use ICT equipment withdrawn. Progression 4 Work reserves the right to examine or delete any files held on its network and to monitor internet sites visited by its users.

Student Signature: _____

Parent Signature: _____

Date: _____

Acceptable and Safe Use of The Internet

Student Name _____

- I have read the e safety rules and I know how to access the Internet safely at Progression 4 Work.
- I know how to behave and be polite when I go online. I know how to be safe and not go on dangerous websites or talk to strangers.
- I know that I should not talk to strangers and should report anyone who tries to contact me online. I know what to do if someone is bullying me online.
- I know who to talk to if I have a problem and who to report any issues to at Progression 4 Work.

Student Signature _____

Parent / Carer Signature _____

Date signed _____

Any student who is not accessing the Internet safely and ignoring these rules may be banned from going online in the future, and commissioning schools will be informed.

Progression 4Work reserves the right to examine or delete any files held on its network and to monitor internet sites visited by its users.

We will also block any site which has any inappropriate material or links to other websites / pages which are inappropriate.

Progression 4Work E Safety Policy and the safe use of ICT Equipment

Student Name _____

- I have read the E Safety policy and I am aware of the rules regarding the safe use of ICT equipment.
- I will treat all equipment with respect and treat other ICT users with respect also.

- I know that if I cannot follow the rules, I will not be able to use ICT equipment either temporarily or permanently (depending upon the severity of the incident).

Student Signature _____

Parent / Carer Signature _____

Date signed _____

Date: _____

Any student caught breaking these rules may have their right to use ICT equipment withdrawn.

The company reserves the right to examine or delete any files held on its network and to monitor internet sites visited by its users.