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Online Safety Policy

This policy applies to all members of Warrington St Ann's CE Primary School community (including staff, learners, volunteers, parents and carers, visitors, community users) who have access to and are users of school digital systems, both in and out of Warrington St Ann's CE Primary School. It also applies to the use of personal digital technology on Warrington St Ann's CE Primary School site (where allowed).

Approved by Governing Body/Board	
Review Date	

Scope of the Online Safety Policy

This Online Safety Policy sets out how **Warrington St Ann's CE Primary School** will safeguard members of our community online, in line with statutory guidance and best practice. Warrington St Ann's CE Primary School is aware of the wider statutory requirements that informs this policy.

This policy applies to all members of Warrington St Ann's CE Primary School community who access or use school digital systems, including staff, learners, governors, volunteers, parents/carers, visitors and community users. It applies to use of school systems both on and off site, and to the use of personal devices on Warrington St Ann's CE Primary School site (where permitted).

Where online safety concerns or incidents occur outside school and are known to Warrington St Ann's CE Primary School, **Warrington St Ann's CE Primary School** will respond in line with this policy and related procedures, including Warrington St Ann's CE Primary School's Safeguarding, Behaviour and Anti-Bullying policies. Where appropriate, parents/carers will be informed of incidents involving inappropriate online behaviour that take place out of school. proportionate.

Policy and leadership

Responsibilities

Online safety is a shared responsibility. All members of Warrington St Ann's CE Primary School community are expected to model safe, responsible behaviour, report concerns promptly and learn from incidents and good practice. The roles below clarify accountability.

Headteacher and senior leaders

Senior leaders set the culture and ensure that systems are effective. In line with KCSIE, the DSL holds day-to-day lead responsibility.

Senior leaders will:

- Ensure Warrington St Ann's CE Primary School meets its safeguarding duty of care, including online safety.
- Know and apply procedures for serious allegations involving staff (Headteacher plus at least one senior leader).
- Ensure that the DSL/, IT provider/technical staff and relevant colleagues are trained and able to fulfil their roles.
- Put in place appropriate oversight and support for internal monitoring activity.

- Establish and receive regular online safety reports and act on emerging risks and themes.
- Work with governors, the DSL and IT provider on filtering and monitoring.

Governors

Governors approve the Online Safety Policy and challenge its effectiveness, in line with KCSIE expectations.

The governing body will nominate an Online Safety Governor who will:

- Meet regularly with the DSL.
- Receive anonymised incident and monitoring summaries.
- Check delivery of key commitments (e.g., education, reporting, staff training).
- Through regular review, assess the effectiveness of filtering and monitoring with SLT, DSL and IT provider, in line with DfE standards.
- Report to the relevant governor group/committee.
- Undertake basic cyber security awareness training and support school cyber security oversight.

Governors also support parent/carers and community engagement in online safety.

Designated Safeguarding Lead (DSL)

KCSIE states the DSL leads safeguarding and child protection, including online safety, and understands filtering and monitoring systems and processes.

The DSL will:

- Lead safeguarding, including online safety, with clear responsibilities in their job description.
- Maintain up-to-date knowledge of online risks, filtering/monitoring and cyber security.
- Coordinate and record online safety concerns and incidents, escalating and referring in line with safeguarding procedures.
- Liaise with SLT, the Online Safety Governor, the IT provider and relevant external partners as required.
- Review anonymised incident patterns and filtering/monitoring information, confirming at least annual checks.
- Report regularly to SLT and drive continuous improvement across relevant policies and practice, using evidence (e.g. incident data, monitoring, self-review such as 360 safe).

Curriculum Leads

Curriculum leads will work with the DSL/ to deliver a planned online safety through appropriate channels, e.g. Computing, PSHE/RSE, other curriculum areas, assemblies/pastoral provision and national initiatives e.g. Safer Internet Day.

Teaching and Support Staff

All staff are expected to uphold professional standards online and contribute to a strong safeguarding culture.

Staff will:

- Follow the Online Safety Policy, Safeguarding/Child Protection Policy, code of conduct, Technical Security Policy and sign/comply with the Staff Acceptable Use Agreement.
- Maintain professional boundaries (including online/remote learning).
- Supervise learner use of technology and follow procedures for online safety issues
- Embed online safety where appropriate; teach research skills, copyright and plagiarism awareness.
- Challenge harmful online behaviour and report concerns promptly.
- Use only school-approved digital services and AI tools; protect data, apply UK GDPR, and verify AI outputs for accuracy/bias before use.
- Complete induction and annual training, with updates as needed; contribute to improvement by sharing learning and concerns.

IT service provider

The IT provider supports leaders and the DSL to meet DfE filtering, monitoring and technical standards. Where services are outsourced, Warrington St Ann's CE Primary School remains accountable.

The IT provider will: (Smoothwall & EDAC)

- Maintain secure infrastructure and managed user access.
- Implement, maintain and update filtering and monitoring; provide reports; act on alerts and concerns.
- Support procurement, risk identification, reviews and checks with SLT/DSL.
- Monitor systems for misuse and report concerns promptly to SLT/DSL
- Follow Warrington St Ann's CE Primary School's Online Safety and Technical Security policies and keep technical knowledge current.

Learners

Learners will:

- Follow the Learner Acceptable Use Agreement and Online Safety Policy
- Report concerns and know how to get help.
- Use technology responsibly, respecting others and their copyright and intellectual property.
- Use AI responsibly: protect original work, check accuracy and avoid plagiarism.
- Understand that out-of-school behaviour may be addressed where it affects Warrington St Ann's CE Primary School community.

Parents and carers

Parents/carers are key partners in reinforcing safe online behaviour.

Warrington St Ann's CE Primary School will:

- Publish the Online Safety Policy and share the learner Acceptable User Agreement
- Provide guidance on the responsible use of online technologies and seek permissions for digital services/images where required.
- Share updates through meetings, newsletters, online channels and campaigns.

Parents/carers will be encouraged to reinforce key messages and support safe use of personal devices (where permitted in school).

Community users

Community users accessing school systems or platforms will sign a Community User Acceptable Use Agreement before access is provided. Warrington St Ann's CE Primary School welcomes partnership working and shares good practice where appropriate.

Policy

Online Safety Policy

The Online Safety Policy is part of Warrington St Ann's CE Primary School safeguarding framework and should be read alongside Safeguarding/Child Protection, Behaviour, Anti-Bullying and Data Protection policies.

What the policy does

- Defines responsibilities for online safety.
- Sets expectations for safe, professional and ethical use of technology (including AI).
- Sets out reporting, recording and response procedures for online safety incidents.
- Supports compliance with KCSIE, DfE Technical Standards and UK GDPR.
- Promotes learners' digital competence and critical understanding.

Implementation, monitoring and review

- Reviewed at least annually, and sooner if risks/technology change.
- Monitored by the DSL and governors using anonymised incident trends, filtering/monitoring reports and education review activity
- Findings inform improvement planning and staff training priorities.

Communication and accessibility

- Shared at staff induction and reinforced through training.

- Communicated to learners and parents/carers through Acceptable Use Agreements and awareness activity.
- Published on Warrington St Ann's CE Primary School website.

Acceptable use

Acceptable use is defined through the Online Safety Policy and a suite of Acceptable Use Agreements (AUAs) (*see appendices*). AUAs matter most when they are understood, reinforced and followed—not simply signed.

Reinforcement

- staff and learner induction/handbooks
- curriculum and awareness sessions
- communications with parents/carers
- school website
- peer support / learner-led activity

Warrington St Ann's CE Primary School has agreed what is acceptable/unacceptable for their context (age, setting and systems) and has recorded this in the tables below.

User actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable & illegal
Users must not use online services (apps, games, sites) to create, share, download, upload, transfer or communicate material or comments that are:	Any illegal activity, for example: • Child sexual abuse imagery (CSAM)* • Child sexual abuse/exploitation and grooming • Terrorism-related content • Encouraging, promoting or assisting suicide/self-harm • Sexual image offences (including intimate image abuse/revenge porn and extreme pornography) • Incitement to, or threats of, violence • Hate crime • Public order offences (including harassment and stalking) • Drug-related offences • Weapons/firearms offences • Fraud and financial crime (including money laundering) <i>Note: follow UKSIC and UKCIS guidance when responding to self-generated intimate images (SGII).</i>					X

User actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable & illegal
Users must not attempt or support cybercrime (Computer Misuse Act 1990), including:	- Misusing someone else's username/ID or password to access data, software or systems without authorisation - Gaining unauthorised access to school networks, data or files (including bypassing security controls) - Creating, introducing or spreading malware (viruses, ransomware, harmful scripts) - Phishing, credential theft, or attempting to capture passwords or personal data - Revealing, copying or publishing confidential information (e.g., personal/financial data, databases, access codes) - Disabling, impairing or disrupting network/services (e.g., denial of service) - Using penetration-testing tools without explicit permission <i>Note: schools should decide whether incidents are dealt with internally or reported to police. Serious or repeat offences should be reported. The National Crime Agency provides routes to divert young people away from cybercrime and into positive pathways.</i>					X
Unacceptable (not illegal) under school policies, for example:	Accessing inappropriate material/activities online in a school setting including pornography, gambling, drugs. (Informed by Warrington St Ann's CE Primary School's filtering practices and/or AUAs)				X	
	Promoting discrimination, harassment or hateful content				X	
	Using school systems to run a private business or make unauthorised financial gain				X	
	Using tools/services to bypass filtering, monitoring or other safeguards (e.g., VPN/proxy, anonymisers, alternative DNS)				X	
	Infringing copyright or intellectual property (including via AI tools, stream ripping or unauthorised copying/sharing)				X	
	Unfair usage (downloading/uploading large files that hinders others in their use of the internet)				X	
	Sharing content that is offensive, undermines Warrington St Ann's CE Primary School's ethos, breaches integrity, or brings Warrington St Ann's CE Primary School into disrepute				X	

	Staff and other adults				Learners			
	Not allowed	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff oversight
Online gaming and in-game chat/voice (e.g. Roblox, Fortnite, Minecraft)	X				X			
Online shopping and digital commerce (including in-app purchases, marketplaces, subscriptions)	X				X			
Cloud storage and file sharing (e.g., Google Drive, OneDrive, Dropbox, WeTransfer; P2P/torrents)		X				X		
Social media and user-generated platforms (e.g. TikTok, Instagram, Snapchat, X, Reddit) and other age-restricted services			X		X			
Messaging, chat and voice (e.g., WhatsApp, Google chat iMessage, Snapchat, Discord, Teams personal accounts)			X		X			
Streaming entertainment/media (video, music, podcasts) e.g. Netflix, Disney+, Spotify			X		X			
Video platforms and livestreaming (e.g. YouTube, Twitch, TikTok LIVE, Instagram Live)	X				X			
Personal mobile phones and smart devices on site (phones, smartwatches, earbuds)		X						X
Mobile phones used for learning (teacher-directed and supervised)			X		X			
Mobile phones used during social time/breaks (where permitted) including device-free approaches		X			X			
Taking photos/video/audio on devices (including sharing, location data and consent)			X					X
Other personal devices (e.g., tablets, handheld consoles, VR headsets, wearables)		X			X			
Personal email accounts on site or on Warrington St Ann's CE Primary School network/Wi-Fi (e.g., Gmail, Outlook.com)		X			X			
School email used for personal communication (non-work/non-learning)	X				X			
Unapproved AI tools/services (generative AI chatbots and image/video tools, AI companions, browser extensions)			X		X			

Reporting and responding

Introduction

Warrington St Ann's CE Primary School is committed to creating a culture where all members of the community feel confident, safe, and supported in reporting online safety concerns. In line with *Keeping Children Safe in Education (KCSIE)*, Warrington St Ann's CE Primary School recognises that online risks may occur in school or outside school and may affect children in any setting. Reporting routes must therefore be clear, accessible, inclusive, and consistently understood by all.

Warrington St Ann's CE Primary School recognises national findings, including the Ofsted *Review of Sexual Abuse in Schools and Colleges* (2021), which highlight that children may not always feel able to report. Warrington St Ann's CE Primary School assumes that harmful online behaviours may be occurring, even where none have been disclosed, and responds by maintaining strong systems for reporting, analysing, and addressing concerns.

Reporting Concerns

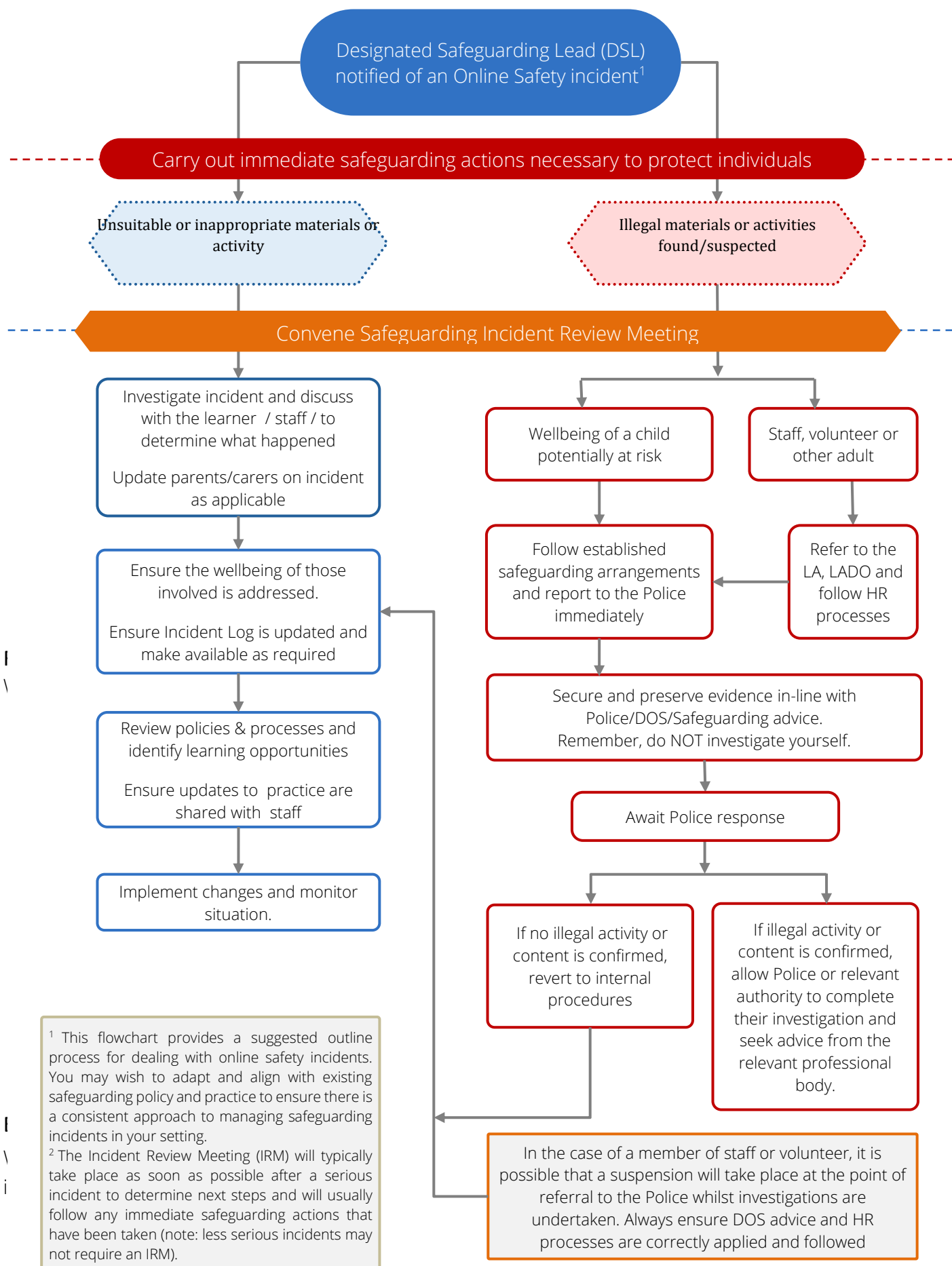
Warrington St Ann's CE Primary School will ensure that:

- Clear, accessible reporting routes are in place for all members of Warrington St Ann's CE Primary School community, including pupils, staff, governors, parents/carers, and volunteers.
- Reporting processes are fully aligned with safeguarding procedures, including the child protection, whistleblowing, managing allegations and complaints policies.
- Multiple reporting options are available, such as speaking with the Designated Safeguarding Lead (DSL), online or anonymous reporting tools (e.g., Whisper), email contact, or in-person disclosures.
- Reporting routes are well publicised through induction, assemblies, posters, Warrington St Ann's CE Primary School website, and digital platforms.
- All users understand that any online safety concern must be reported, including those relating to harmful or illegal behaviour, sexual harassment, bullying, discrimination, grooming, or self-generated sexual imagery.

Responding to Concerns

Warrington St Ann's CE Primary School will ensure that:

- Reports are acknowledged and responded to promptly, considering the safety and wellbeing of the person reporting.
- The DSL, Online Safety Lead, and senior leaders have the training and skills needed to recognise, assess, and manage online safety risks.



- *Reporting Harmful Content service*

School actions

It is more likely that Warrington St Ann's CE Primary School will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of Warrington St Ann's CE Primary School community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour/disciplinary procedures as follows: (Warrington St Ann's CE Primary School will need to agree upon its own responses and place the ticks in the relevant columns. They may also wish to add additional text to the column(s) on the left to clarify issues. Schools have found it useful to use the charts below at staff meetings/training sessions)

Responding to Learner Actions

Incidents	Refer to class teacher	Refer to Key stage lead	Refer to Headteacher	Refer to Police/Social Services	Refer to local authority technical support for advice/action	Inform parents/carers	Remove device/network/internet access rights	Issue a warning	Further sanction, in line with behaviour policy
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on User Actions on unsuitable/inappropriate activities).			X	X		X			
Attempting to access or accessing the school network, using another user's account (staff or learner) or allowing others to access school network by sharing username and passwords	X	X				x		x	X
Corrupting or destroying the data of other users.			x		x	x	x		x
Sending an e-mail, text or message that is regarded as offensive, harassment or of a bullying nature		x	x			x		x	x
Unauthorised downloading or uploading of files or use of file sharing.		x	x			x		x	x
Using proxy sites or other means to subvert the school's filtering system.			x		x	x	x		x
Accidentally accessing offensive or pornographic material and failing to report the incident.			x			x		x	
Deliberately accessing or trying to access offensive or pornographic material.			x	x	x	x	x		x
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act.	x		x					x	
Unauthorised use of digital devices (including taking images)	x		x			x	x		x
Unauthorised use of online services		x	x						x
Actions which could bring the school into disrepute or breach the integrity or the ethos		x	x	x			x	x	
Continued infringements of the above, following previous warnings or sanctions.		x	x	x			x	x	

Responding to Staff Actions

Responding to Staff Actions

Incidents	Refer to line manager	Refer to Headteacher/ Principal	Refer to local authority (LADO) /HR	Refer to Police	Refer to LA / Technical Support Staff for action re filtering, etc.	Issue a warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities)		X	X	X				
Actions which breach data protection or network / cyber-security rules.		X		X				
Deliberate actions to breach data protection or network security rules.	X	X			X	X*	X	X*
Deliberately accessing or trying to access offensive or pornographic material		X	X	X	X			
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X	X	X	X			X
Using proxy sites or other means to subvert the school's filtering system.		X	X		X			X
Unauthorised downloading or uploading of files or file sharing	X	X	X		X			
Breaching copyright / intellectual property or licensing regulations (including through the use of AI systems)		X						
Breaching copyright or licensing regulations.		X			X	X		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account.	X	X			X	X		
Sending an e-mail, text or message that is regarded as offensive, harassment or of a bullying nature		X	X	X				X
Using personal e-mail/social networking/messaging to carry out digital communications with learners and parents/carers	X	X	X			X		X
Inappropriate personal use of the digital technologies e.g. social media / personal e-mail	X	X			X	X		X
Careless use of personal data, e.g. displaying, holding or transferring data in an insecure manner		X			X	X		
Actions which could compromise the staff member's professional standing		X	X			X		
Actions which could bring the school into disrepute or breach the integrity or the ethos of the school.		X	X			X		X

Failing to report incidents whether caused by		X	X		X	X		X deli
Continued infringements of the above,	X	X	X	X				

Use of Artificial Intelligence (AI)

Generative AI (Gen AI) is developing rapidly and its use in education is increasing. In schools, AI is typically used in three areas: learner support, teacher support, and school operations. All use must be safe, ethical and responsible.

We recognise that Gen AI can introduce risks. These risks can be reduced through our existing safeguarding, data protection and technical security arrangements, and by updating procedures where needed. Safeguarding of learners and staff remains central to our approach.

Policy statements

Warrington St Ann's CE Primary School will:

- Support appropriate use of AI to enhance learning and teaching, improve outcomes, streamline administration and reduce workload. Staff remain professionally responsible and accountable for any work supported by AI.
- Comply with relevant law and guidance, including Keeping Children Safe in Education (KCSIE) and UK GDPR.
- Provide training and guidance for staff and governors on the benefits, risks and safe use of AI, and identify further development needs.
- Teach about AI through the curriculum where appropriate, helping learners understand how Gen AI works, its benefits and limitations, and its ethical and social impacts.

Safe use, data protection and security

Warrington St Ann's CE Primary School will:

- Protect personal and sensitive data. Staff must not enter personally identifiable or sensitive information into AI tools. Where AI is used, staff should use anonymised data only.
- Require UK GDPR compliance. Staff must ensure any AI tool used meets data protection and security requirements before use.
- Approve tools and accounts. Only school-approved AI tools may be used for schoolwork, and staff should use school-provided AI accounts where available to support oversight and reduce risk.
- Safeguard sensitive information. Internal documents, strategic plans or other sensitive material must not be entered into third-party AI tools unless the tool and purpose have been explicitly approved.

Quality, fairness and integrity

Warrington St Ann's CE Primary School will:

- Maintain human oversight. AI may support work but must not replace professional judgement—especially in decisions that affect people. AI outputs must be checked for accuracy before sharing or publishing.
- Promote transparency. Where AI has materially supported an output (e.g. documents, presentations, communications), staff should make this clear where appropriate.
- Address bias and discrimination. We recognise AI outputs may reflect bias. Warrington St Ann's CE Primary School will use appropriate safeguards, review processes and procurement checks to prioritise fairness and safety.
- Protect copyright and intellectual property. Warrington St Ann's CE Primary School will take steps to avoid copyright infringement and protect the intellectual property of staff and learners, including ensuring learners' work is not used to train AI systems without appropriate consent.

Reporting, monitoring and accountability

Warrington St Ann's CE Primary School will:

- Require prompt reporting of AI-related concerns, including misuse, data incidents or inappropriate outputs.
- Maintain an inventory of AI tools in use, with purposes and risks recorded, and carry out regular review using the risk assessment matrices in Appendix C7.
- Engage parents/carers with clear information about how AI is used in school (e.g. an "AI in our school" guide).

Use in assessment and feedback

AI tools may be used to support teachers with assessment processes (e.g. identifying areas for improvement and drafting feedback), and to support learners in improving their work. Teachers remain responsible for outcomes and must ensure accuracy, fairness and appropriate use.

Misuse and disciplinary action

Improper use of AI—including breaches of this policy, data protection failures, misuse of sensitive information, or failure to follow agreed processes—may result in action under Warrington St Ann's CE Primary School's Staff Disciplinary Policy.

Education

Online Safety Education Programme

Online safety education is a core part of Warrington St Ann's CE Primary School's safeguarding approach and sits alongside effective technical controls (including filtering and monitoring). In line

with KCSIE, online safety is a running and interrelated theme reflected across relevant policies and the curriculum.

Warrington St Ann's CE Primary School delivers a planned, progressive and inclusive programme of online safety education for all learners, aligned to nationally recognised guidance and frameworks (including [DfE "Teaching Online Safety in Schools"](#), UKCIS "[Education for a Connected World](#)", and resources such as [SWGfL ProjectEVOLVE](#)). Learning is age-appropriate, builds on prior learning, is matched to need, and is taught through existing curriculum areas (including RSHE/RSE, Health Education, Computing and Citizenship), with assessment and clear intended outcomes.

The programme develops learners' ability to:

- recognise and manage online risks, including harmful content, contact, conduct and commerce risks;
- understand consent, sexual harassment and sexual violence (including online), supported by safe opportunities for discussion;
- think critically about what they see online, including how to check reliability and accuracy and the role of AI-generated content;
- respect copyright and intellectual property, including when using online material and AI tools;
- understand and follow the learner acceptable use agreement, and act within moral and legal boundaries (including awareness of the [Computer Misuse Act 1990](#)).

Where internet use is planned, learners are guided to appropriate resources and supported if unsuitable content is encountered. Where open searching is permitted, staff supervise and remain vigilant. Filtering may be temporarily adjusted for legitimate curriculum research, with auditable approval and clear rationale.

Learner voice is actively used to strengthen Warrington St Ann's CE Primary School's approach through feedback, learner representation (e.g. on an Online Safety Group), and opportunities such as digital leaders, peer mentoring, campaigns, and contribution to acceptable use and community-facing online safety activities.

Staff

In line with [DfE Keeping Children Safe in Education \(KCSIE\)](#), all staff and volunteers receive safeguarding and child protection training, including online safety, at induction and through regular updates (at least annually). Online safety training is integrated into Warrington St Ann's CE Primary School's whole-school safeguarding approach, wider staff development and curriculum planning.

- All staff will receive online safety training and understand their responsibilities under this policy. Training will include (select/delete as appropriate):
- A planned programme of online safety, data protection and cybersecurity training for all staff, regularly updated and reinforced. Staff training needs will be reviewed periodically to ensure provision remains relevant and effective.
- Online safety training for all new staff as part of induction, ensuring understanding of the Online Safety Policy and Acceptable Use Agreements, including classroom management, professional conduct, online reputation and modelling positive online behaviour.
- Regular updates for the Designated Safeguarding Lead through external training and review of relevant guidance (e.g. UK Safer Internet Centre, SWGfL, Trust).
- Support for staff knowledge-building and consistent practice through structured professional learning resources (e.g. [ProjectEVOLVE EDU](#)) and, where appropriate, enhanced pathways (e.g. [ProjectEVOLVE SAFEGUARDING](#)).
- Regular review of this Online Safety Policy and updates through staff meetings, team briefings and/or INSET.
- Targeted advice, guidance and training from the DSL/ (or nominated staff) to individuals as required.

Governors

Governors should take part in online safety training and awareness activity. This is particularly important for governors serving on committees with responsibility for safeguarding, online safety, technology or health and safety.

Training and updates may be provided through:

- Attendance at training offered by the Local Authority, MAT or other relevant organisations (e.g. SWGfL).
- Participation in school training and information sessions (for example, staff briefings or parent events). This may include attendance at assemblies or lessons where appropriate.
- Regular update meetings with the DSL and/or Online Safety Led to review key themes, incidents and current priorities.

Enhanced training will be provided for (at least) the Online Safety Governor. This will include:

- Basic cyber security awareness training.
- Training to understand Warrington St Ann's CE Primary School's filtering and monitoring provision, enabling effective participation in required checks and reviews.

External Stakeholders

Families, the wider community and external agencies play a vital role in supporting the online safety education and wellbeing of learners. Warrington St Ann's CE Primary School recognises that parents and carers may have limited awareness of online risks, and that many external bodies can enhance Warrington St Ann's CE Primary School's safeguarding approach. Warrington St Ann's CE Primary School therefore works actively to build strong partnerships, share key messages, and ensure that families and the wider community are equipped to help keep children safe online.

The following principles underpin Warrington St Ann's CE Primary School's engagement with external stakeholders:

Working with Parents and Carers

Warrington St Ann's CE Primary School will support parents and carers to understand online risks, build confidence, and reinforce safe online behaviours at home. This includes:

- Regular communication and awareness-raising about online safety issues, curriculum content, and reporting routes.
- Providing information through newsletters, Warrington St Ann's CE Primary School website, learning platforms, and digital communication tools.
- Offering opportunities such as parent/carers workshops, information events, or drop-ins focused on online safety.
- Involving learners in sharing online safety messages with parents/carers, including contributing to information events.
- Signposting parents and carers to trusted national resources (e.g. [UK Safer Internet Centre](#), [Internet Matters](#), [Childnet](#), [SWGfL](#)).
- Promoting and participating in key national events such as Safer Internet Day.
- Ensuring parents and carers understand acceptable use expectations and relevant school policies related to online safety.

Wider Community and Agencies

Warrington St Ann's CE Primary School recognises the value of working with external organisations to strengthen local online safety awareness and provision. This may include:

- Sharing online safety information, resources or updates with community groups, extended family members and the wider community.
- Providing or supporting family learning opportunities on digital technologies and safe online behaviours.

- Using Warrington St Ann's CE Primary School website or social media channels to offer online safety content suitable for the broader community.
- Collaborating with early years settings, childminders, youth and sports groups, libraries, voluntary organisations or other local agencies.
- Drawing on the expertise of external agencies (e.g. UK Safer Internet Centre, CEOP, Local Safeguarding Partnerships, Prevent teams, police and health professionals).
- Participating in shared activities with other schools or settings, including transition projects and multi-school events.
- Supporting external groups to review and improve their own online safety practice, including through recommended tools such as 360 Early Years or 360 Groups.

Technology

Purpose

Warrington St Ann's CE Primary School recognises that effective filtering, monitoring, technical security, cyber security and data protection are essential to safeguarding children and protecting the wider school community.

Filtering and Monitoring

Warrington St Ann's CE Primary School has appropriate filtering and monitoring systems in place to help protect users from illegal, inappropriate and harmful online content and activity, in line with statutory guidance. (e.g., [DfE Technical Standards](#), [KCSIE](#)) and best practice guidance (e.g., [UKSIC Appropriate Filtering and Monitoring](#))

Scope

- All users of Warrington St Ann's CE Primary School's IT systems
- All school-owned devices
- Any device accessing Warrington St Ann's CE Primary School's network or internet connection
- Filtering and monitoring provided through third-party or managed services

Roles and Responsibilities

- Governors provide strategic oversight and assurance that filtering and monitoring standards are met.
- Senior leaders ensure appropriate systems are in place, reviewed and resourced.
- The DSL leads safeguarding responses arising from filtering or monitoring alerts.
- The IT service provider maintains systems and provides reports as agreed.
- All staff report concerns relating to access, alerts or system effectiveness.

Filtering and monitoring are recognised as supporting safeguarding, not replacing education, supervision or professional judgement

Filtering

Warrington St Ann's CE Primary School will ensure that filtering systems:

- Block access to illegal content, including child sexual abuse material, terrorist material and other unlawful content
- Manage inappropriate and/or harmful content (including search terms and results). These may include:
 - Gambling
 - Hate speech/discrimination
 - Harmful content
 - Mis/Disinformation
 - Piracy and copyright theft
 - Pornography
 - Self-harm and eating disorders
 - Violence against women and girls
- Are age-appropriate and suitable for an educational environment
- Are applied consistently to all users, devices and internet connections, including backup connections
- Allow the identification of individual users and devices in the event of breaches of the filtering policy
- No user should be able to deactivate or bypass systems that filter illegal content.
- Prevent circumvention through VPNs, proxy services or similar technologies
- Support differentiated access for different user groups (e.g. staff and learners)
- Are reviewed regularly to avoid inappropriate over-blocking that may restrict teaching and learning

Warrington St Ann's CE Primary School understands the capabilities and limitations of the system and potential impact on implementation and policy is understood.

Warrington St Ann's CE Primary School will use recognised tools and guidance to assure the effectiveness of filtering provision e.g., [testfiltering.com](https://www.testfiltering.com)

Monitoring

Warrington St Ann's CE Primary School will ensure that monitoring:

- Enables the identification of safeguarding concerns in a timely manner
- Uses a combination of physical supervision, manual checks and technical systems as appropriate
- Generates alerts that can be prioritised and acted upon by trained staff
- Is subject to human review and professional judgement
- Is clearly communicated to users through policy and acceptable use agreements

Monitoring should be proportionate to Warrington St Ann's CE Primary School's risk profile and should not create a culture of surveillance.

Review and Training

Filtering and monitoring provision will be reviewed at least annually and whenever risks or technologies change. Staff, governors and those with specific responsibilities will receive appropriate training.

Technical Security

Warrington St Ann's CE Primary School takes steps to ensure that its technical infrastructure is secure, reliable and well managed and meets its statutory requirements and aligns with the DfE Technical Standards

Scope

- Staff, learners and governors
- Suppliers of third-party services and solutions
- School networks, servers and cloud systems
- School-owned devices
- User accounts and access controls
- Device configuration and management, including personal devices where permitted

Warrington St Ann's CE Primary School will ensure that its technical systems are managed in a way that:

- Protects users and data from unauthorised access or misuse
- Supports safe and reliable access to digital services
- Enables detection, response and recovery from technical incidents
- Is proportionate to risk and regularly reviewed

Access Control and Authentication

Warrington St Ann's CE Primary School will ensure that:

- All users have unique accounts with appropriate access rights
- New user rights are allocated as part of induction
- Access is removed promptly when users leave Warrington St Ann's CE Primary School
- Passwords and authentication methods reflect NCSC and DfE guidance
- Multi-factor authentication is used for sensitive systems where appropriate
- Administrator access is restricted and monitored
- System administrators and those with global/ confidential data system access use a physical security device in addition to MFA to access systems.

System Security and Maintenance

Warrington St Ann's CE Primary School will ensure that:

- Systems and software are licensed, supported and kept up to date
- Security patches are applied promptly
- Anti-virus and malware protection is in place across all systems
- Backups are taken regularly, stored securely (both locally and offsite, with rotation) and regularly tested
- Physical access to infrastructure is controlled

Device Management

Warrington St Ann's CE Primary School will ensure that:

- Clear expectations exist for the use of school-owned and personal devices
- School devices are configured securely and managed appropriately, with regular/automatic patches and updates
- Where personal devices are permitted, expectations are clearly defined and risk-assessed
- Acceptable Use Agreements reference responsible device use
- Users receive guidance on safe and appropriate device use

Supplier Management

Warrington St Ann's CE Primary School will ensure that:

- Provision of third-party services and solutions are adequately contracted and regularly reviewed
- Suppliers can demonstrate adherence to school policy and alignment with the DfE Technical Standards

Incident Management

Technical incidents will be logged, escalated and reviewed. Serious incidents will be managed in line with safeguarding and business continuity procedures.

Review and Training

Technical security arrangements will be reviewed regularly. Staff with specific responsibilities will receive appropriate training, and users will be educated on their responsibilities.

Cyber Security

Warrington St Ann's CE Primary School recognises cyber security as a leadership and governance responsibility and takes steps to reduce the risk and impact of cyber incidents and aligns with the DfE Cyber Security Standards, National Cyber Security Centre (NCSC) guidance and NCSC Cyber Essentials.

Scope

- Cyber threats including phishing, ransomware, malware and unauthorised access

- Staff, learners and governors
- Suppliers of third-party services and solutions
- Technical systems and cloud services
- Incident response and business continuity

Warrington St Ann's CE Primary School will take a proactive, risk-based approach to cyber security to:

- Reduce the likelihood and impact of cyber incidents
- Ensure timely and effective response to threats
- Build awareness and resilience across Warrington St Ann's CE Primary School community

Cyber Security Strategy

Warrington St Ann's CE Primary School will maintain a cyber security strategy that:

- Is supported by senior leaders and governors
- Is informed by risk assessment and incident learning
- Is reviewed regularly in line with emerging threats
- Is inclusive of all services and solutions, including those from third-party suppliers

Supplier Management

Warrington St Ann's CE Primary School will ensure that suppliers:

- Can demonstrate adherence to school policy and alignment with the DfE Cyber Security Standards
- Are familiar with school incident response plan and able to respond effectively

Awareness and Education

Warrington St Ann's CE Primary School will ensure that:

- Staff receive regular cyber awareness training
- Learners receive age-appropriate education on cyber risks
- Governors understand their oversight responsibilities

Incident Response

Warrington St Ann's CE Primary School will maintain a clear cyber incident response plan that:

- Defines roles and escalation routes
- Supported by an effective communications strategy
- Supports safeguarding and business continuity
- Is tested periodically through simulations or exercises
- Ensures incidents are recorded and reviewed

Review

Cyber security arrangements will be reviewed annually, or sooner if required by incidents, guidance or changes in technology. Lessons learned from managing incidents should inform improvements to the strategy.

Data Protection

Warrington St Ann's CE Primary School is committed to protecting personal data and complying with data protection legislation.

Warrington St Ann's CE Primary School ensures that:

- personal data is processed lawfully, fairly and transparently
- a Data Protection Officer (DPO) is appointed and appropriate governance arrangements are in place
- all staff receive regular training to ensure they are aware of their responsibilities and can respond appropriately to data protection incidents.
- systems are in place to respond effectively to Freedom of Information and Subject Access Requests
- Data Protection Impact Assessments have been conducted on existing and planned use of software and systems.
- privacy notices explain how data is used and how individual rights can be exercised
- data is stored, shared and disposed of securely
- data breaches are reported and managed in line with legal requirements
- data protection is embedded across safeguarding, teaching, learning and administration.

See separate Data Protection Policy

Review

Arrangements for filtering, monitoring, technical/cyber security and data protection are reviewed regularly and updated to reflect:

- changes in technology
- emerging safeguarding risks
- national guidance and statutory expectations

Technology Practice

Purpose

Warrington St Ann's CE Primary School recognises that the safe and responsible day-to-day use of technology plays a vital role in safeguarding children, supporting learning, and protecting Warrington St Ann's CE Primary School community. Clear expectations, consistent practice and informed users help reduce risk while enabling positive and purposeful use of digital technologies.

This approach supports the safeguarding duties set out in *Keeping Children Safe in Education*, emphasising safeguarding and whole-school responsibility, including the requirement to address online safety through policy, practice and education.

Device Management

Warrington St Ann's CE Primary School manages the use of digital devices in a way that supports safeguarding, learning and responsible behaviour. This reflects KCSIE's requirement for a clear mobile / smart technology policy and explicitly links device use to behaviour, safeguarding and education

Warrington St Ann's CE Primary School ensures that:

- expectations for the use of school-owned and personal devices are clearly defined and communicated
- device use is consistent with safeguarding, behaviour, data protection and acceptable use policies
- appropriate technical and procedural controls are in place to support safe use
- staff, learners and visitors have been trained/educated/informed and understand their responsibilities when using devices on school premises or systems
- education on the safe and responsible use of devices forms part of Warrington St Ann's CE Primary School's online safety education

Decisions about device use are informed by risk assessment and reviewed regularly.

Digital Content

Warrington St Ann's CE Primary School recognises that digital content (images, video and any other multi-modal digital media) can enrich learning and communication when used responsibly. It directly supports KCSIE expectations around sexual imagery, sharing of images, consent and coercion. It also reinforces lawful management of digital content as part of safeguarding and embeds education and prevention alongside policy.

Warrington St Ann's CE Primary School ensures that:

- clear expectations are in place for the creation, use, storage and sharing of digital content

- consent, privacy and safeguarding considerations are applied consistently
- staff and learners are trained/educated to understand their responsibilities when creating or sharing digital content
- personal data and images are handled securely and lawfully
- policy and practice are reviewed in the light of emerging technologies and risks.

Public Online Communications

Warrington St Ann's CE Primary School uses public online communications to inform, celebrate success and engage with the wider community, while managing associated risks. It supports KCSIE expectations around professional boundaries and staff conduct online, addresses reputational and safeguarding risk from public platforms while reinforcing parental engagement and transparency.

See separate public online communications policy

Outcomes

The impact of the Online Safety Policy and practice is evaluated regularly using evidence such as online safety incident logs, behaviour and bullying records, and surveys of staff, learners and parents/carers. Evaluating student outcomes as part of their online safety should be defined and evaluated as part of Warrington St Ann's CE Primary School's assessment processes. Findings are reported to relevant groups and used to strengthen practice.

This process ensures that:

- Evidence from audits and reviews is discussed through balanced professional debate, alongside the impact of preventative work (education, awareness and training).
- Clear reporting routes are in place so patterns, themes and outcomes are shared regularly with senior leaders and governors.
- Parents/carers are informed of key patterns and learning through Warrington St Ann's CE Primary School's online safety communication and awareness activity.
- Online safety and related policies and procedures are updated in response to evidence and emerging risks.
- Learning and evidence of impact are shared, where appropriate, with other schools, agencies and local authorities to support a consistent local approach to online safety

Appendices

- 1 - Learner Acceptable Use Agreement Template – KS2
- 2 - Learner Acceptable Use Agreement Template – for younger learners (EY/KS1)
- 3 - Parent/Carer Acceptable Use Agreement Template
- 4 - Staff (and Volunteer) Acceptable Use Policy Agreement Template
- 5 - Community Users Acceptable Use Agreement Template

Reporting Log

Training Needs Audit Log

Appendix 1 - Acceptable Use Agreement – for KS2 Learners

I agree to use Warrington St Ann's CE Primary School's digital systems safely and responsibly to protect me, other learners and Warrington St Ann's CE Primary School.

Keeping Safe Online

- Warrington St Ann's CE Primary School will check how I use devices and the internet to keep everyone safe.
- I will keep my usernames and passwords private and tell a trusted adult if someone else knows them.
- I will be careful when talking to people online and will only talk to people I know and trust.
- I will not share personal information like my name, address, or photos without asking a trusted adult.
- I will only take or share images of myself, or others, when fully dressed.
- If I see or hear something online that worries or upsets me, I will tell a trusted adult straight away.
- I will only meet people I have spoken to online if a trusted adult is with me.

Using Computers and the Internet Sensibly

- I will only use devices, apps and sites that I am allowed to, and will check if I am unsure.
- I will always ask permission and check with a trusted adult before using someone else's work or pictures.
- I will make sure the information I find online is true by checking carefully.
- I will only use apps or tools, like AI, that my teacher has said are OK, and I will ask for help if I'm unsure.
- I will not copy or use music, videos, or games unless I have permission.
- I will tell a trusted adult about any damage to devices or if anything else goes wrong.
- I will check with trusted adults before clicking on any unexpected messages or links (even if these look as though they are from people that I already know).

Being Respectful and Responsible

- I will treat others kindly online, just as I do in real life.
- I will make good choices about what I share online to protect myself and others.
- I will spend a healthy amount of time using devices and make time for other activities too.
- I will always think about how my behaviour online could affect me, my friends, and my school.

What Happens If I Break These Rules?

- If I don't follow these rules, my teacher may stop me from using computers or devices, speak to my parents, or take other actions to help me make better choices in the future.

By following these rules, I can enjoy using technology safely and responsibly.

I have read and understand the above and agree to follow these guidelines when:

- I use Warrington St Ann's CE Primary School systems and devices (both in and out of school)
- I use my own devices in Warrington St Ann's CE Primary School (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I am out of school and involved in any online behaviour that might affect Warrington St Ann's CE Primary School or other members of Warrington St Ann's CE Primary School.

Name of Learner: Group/Class:

Signed: Date:

Appendix 2 - Acceptable Use Agreement – for younger learners (EY/KS1)

Our Technology Rules

I will follow these rules to use computers, tablets and the internet safely at school. These rules help us all stay safe and have fun using computers and tablets at school!

Staying Safe

- My teacher will watch what I do on computers, tablets and the internet to keep me safe.
- I will keep my passwords secret and tell my teacher if I need help.
- I understand that people online are not always who they say they are. I will only talk to people online if my teacher or a trusted adult says it's OK.
- I will not share my name, address, or pictures without asking my teacher or a trusted adult first.
- If I see something that makes me feel worried or upset, I will tell my teacher or a trusted adult straight away.
- I will only use apps, games or websites my teacher says are safe.

Using Technology Kindly

- I will be kind when using technology, just like I am in real life.
- I will take care of the computers and tablets I use.
- I will only look at things my teacher says are OK.

Making Good Choices

- I will ask my teacher before I use someone else's pictures or work.
- I will take breaks from screens and do other fun things too.
- I know that I can say no / please stop to anyone online who makes me feel sad, uncomfortable, embarrassed or upset.
- I will ask for help from a trusted adult if I am not sure what to do or if I think I may have done something wrong.

What Happens If I Forget the Rules

- If I forget the rules, my teacher will help me learn to make better choices next time.

Signed (child):

Signed (parent):

Appendix 3 - Parent/Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open new opportunities for everyone. They can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This acceptable use policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

Warrington St Ann's CE Primary School will try to ensure that learners have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the learner acceptable use agreement is attached to this permission form, so that parents/carers will be aware of Warrington St Ann's CE Primary School expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of Warrington St Ann's CE Primary School in this important aspect of Warrington St Ann's CE Primary School's work.

Permission Form

Parent/Carers Name:

Learner Name:

As the parent/carers of the above learners, I give permission for my son/daughter to have access to the digital technologies at school.

I understand that Warrington St Ann's CE Primary School has discussed the acceptable use agreement with my son/daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that Warrington St Ann's CE Primary School will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that Warrington St Ann's CE Primary School cannot

ultimately be held responsible for the nature and content of materials accessed on the internet and using devices.

I understand that my son's/daughter's activity on the systems will be monitored and that Warrington St Ann's CE Primary School will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of digital technologies at home and will inform Warrington St Ann's CE Primary School if I have concerns over my child's online safety.

Signed:

Date:

Use of Digital/Video Images

The use of digital/video images plays an important part in learning activities. Learners and members of staff may record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on Warrington St Ann's CE Primary School website and occasionally in the public media. Where an image is publicly shared by any means, only your child's first name/initials will be used.

Warrington St Ann's CE Primary School will comply with the Data Protection Act and request parent's/carer's permission before taking images of members of Warrington St Ann's CE Primary School. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other learners in the digital/video images.

Parents/carers are requested to sign the permission form below to allow Warrington St Ann's CE Primary School to take and use images of their children and for the parents/carers to agree.

Digital/Video Images Permission Form

Parent/Carers Name:.....Learner Name:.....

As the parent/carer of the above learner, I agree to Warrington St Ann's CE Primary School taking digital/video images of my child/children.	Yes/No
I agree to these images being used:	
to support learning activities.	Yes/No
in publicity that reasonably celebrates success and promotes the work of Warrington St Ann's CE Primary School.	Yes/No
Insert statements here that explicitly detail where images are published by Warrington St Ann's CE Primary Schools	Yes/No

I agree that if I take digital or video images at, or of school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.	Yes/No
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Signed:

Date:

Use of Cloud Systems Permission Form

Warrington St Ann's CE Primary School uses Google Classroom for learners and Microsoft 365 for staff. This permission form describes the tools and learner responsibilities for using these services.

The following services are available to each learner as part of Warrington St Ann's CE Primary School's online presence in Google Classroom.

Using Google Classroom will enable your child to collaboratively create, edit and share files and websites for school related projects and communicate via email with other learners and members of staff. These services are entirely online and available 24/7 from any internet-connected computer.

Warrington St Ann's CE Primary School believes that use of the tools significantly adds to your child's educational experience.

Do you consent to your child to having access to cloud services? Yes/No

Learner Name:Parent/Carers Name:.....

Signed:Date:

Appendix 4 - Staff (and Volunteer) Acceptable Use Agreement

This acceptable use policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while online and using digital technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that staff are protected from potential risk in their use of technology in their everyday work.

Warrington St Ann's CE Primary School will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to minimise the risk to the safety, privacy or security of Warrington St Ann's CE Primary School community and its systems. I acknowledge the potential of digital technologies for enhancing learning and will endeavour to integrate them in a way that aligns with Warrington St Ann's CE Primary School's policy, ethos and values.

For my professional and personal safety:

- I understand that Warrington St Ann's CE Primary School will monitor my use of school devices and digital technology systems
- I understand that the rules set out in this agreement also apply to use of these devices and technologies out of school, and to the transfer of personal / sensitive data (digital or paper based) out of Warrington St Ann's CE Primary School
- I understand that Warrington St Ann's CE Primary School devices and digital technology systems are primarily intended for educational use and that I will only use them for personal or recreational use within relevant school policies. .
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will store my passwords securely and in line with Warrington St Ann's CE Primary School's relevant security policy.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using digital technologies and systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with Warrington St Ann's CE Primary School's policy on the use of digital/video images and taking account of parental permissions. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on Warrington St Ann's CE Primary School website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in Warrington St Ann's CE Primary School in accordance with school policies.
- I will only communicate with learners and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

Warrington St Ann's CE Primary School has the responsibility to provide safe and secure access to technologies and ensure the smooth running of Warrington St Ann's CE Primary School:

- I will abide by all relevant guidance and legislation (e.g., Keeping Children Safe in Education / UK GDPR)
- I will ensure that I am aware of cyber-security risks and that I will not respond to any communications that might put my / school data or systems at risk from attack
- When using AI systems in my professional role I will use these responsibly and:
 - will only use AI technologies approved by Warrington St Ann's CE Primary School
 - will be aware of the risks of bias and discrimination, critically evaluating the outputs of AI systems for such risks
 - to protect personal and sensitive data, I will ensure that I have explicit authorisation when uploading sensitive school-related information into AI systems
 - will take care not to infringe copyright or intellectual property conventions – care will be taken to avoid intellectual property, including that of the learners, being used to train generative AI models without appropriate consent.
 - ensure that documents, emails, presentations, and other outputs influenced by AI include clear labels or notes indicating AI assistance
 - critically evaluate AI-generated outputs to ensure that all AI-generated content is fact-checked and reviewed for accuracy before sharing or publishing
 - will use generative AI tools responsibly to create authentic and beneficial content, ensuring respect for individuals' identity and well-being
- When I use my personal mobile devices in school, I will follow the rules set out by Warrington St Ann's CE Primary School, in the same way as if I was using school equipment. I will ensure that any such devices are protected by up-to-date anti-virus / anti-malware software and are free from viruses.
- When communicating in a professional capacity, I will only use technology and systems sanctioned by Warrington St Ann's CE Primary School.
- I will not use personal accounts on school systems.
- I will exercise informed safe and secure practice when accessing links to content from outside of my organisation to reduce the risk of cyber security threats.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not access illegal, inappropriate or harmful content on school systems.
- I will not bypass any filtering or security systems that are used to prevent access to such content.
- I will not install or attempt to install unauthorised programmes of any type on a school device, nor will I try to alter device settings, unless this is allowed in school policies
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in Warrington St Ann's CE Primary School Data Security Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based documents containing personal data must be held in lockable storage.
- I understand that the data protection policy requires that any staff or learner data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software; however this may have happened.

When using digital technologies in my professional capacity or for school sanctioned personal use:

- I will ensure that I have appropriate permissions to use the original work of others in my own work and will reflect this with appropriate acknowledgements, particularly where AI has been used to generate content
- Where content is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of Warrington St Ann's CE Primary School:

- I understand that this acceptable use agreement applies to my use of digital technologies related to my professional responsibilities, within or outside of Warrington St Ann's CE Primary School.
- I will ensure my use of technologies and platforms is in line with Warrington St Ann's CE Primary School's agreed codes of conduct.
- I understand that if I fail to comply with this acceptable use agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the Local Authority / Trust in the event of illegal activities, the involvement of the Police.

I have read and understand the above and agree to use Warrington St Ann's CE Primary School digital technology systems (both in and out of Warrington St Ann's CE Primary School) and my own devices (in Warrington St Ann's CE Primary School and when carrying out communications related to Warrington St Ann's CE Primary School) within these guidelines.

Staff/Volunteer Name:

Signed:

Date:

Appendix 5 - Acceptable Use Agreement for Community Users

This acceptable use agreement is intended to ensure:

- that community users of school digital technologies will be responsible users and stay safe while using these systems and devices
- that school systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that users are protected from potential harm in their use of these systems and devices

Acceptable Use Agreement

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into Warrington St Ann's CE Primary School:

- I understand that my use of school systems and devices will be monitored
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, terrorist and extremist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and/or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.
- I will not publish or share any information I have obtained whilst in Warrington St Ann's CE Primary School on any personal website, social networking site or through any other means, unless I have permission from Warrington St Ann's CE Primary School.
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, whatever the cause.
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that if I fail to comply with this acceptable use agreement, Warrington St Ann's CE Primary School has the right to remove my access to school systems/devices

I have read and understand the above and agree to use Warrington St Ann's CE Primary School systems (both in and out of school) and my own devices (in school and when carrying out communications related to Warrington St Ann's CE Primary School) within these guidelines.

Name: Signed: Date:

- Reporting Log

Group:

Date	Time	Incident	Action Taken		Incident Reported By	Signature
			What?	By Whom?		

Training Needs Audit Log

Group:

Relevant training the last 12 months	Identified Training Need	To be met by	Cost	Review Date