



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Online Safety & E-Safety Policy

Document Control

This policy has been approved for operation within:	Manchester Muslim Preparatory School
Date of last review	August 2023
Date of next review	Summer 2024
Review period	1 Year
Owner	MMPS

Contents

1. Aims
 2. Legislation and guidance
 3. Roles and responsibilities
 4. Educating pupils about online safety
 5. Educating parents about online safety
 6. Cyber-bullying
 7. Acceptable use of the internet and email in school
 8. Staff and Pupils using mobile devices in school
 9. Staff using work devices outside school
 - 10.. How the school will respond to issues of misuse
 11. Training
 12. Monitoring arrangements
 13. Links with other policies
- Appendix 1: EYFS and KS1 acceptable use agreement (pupils and parents/carers)
- Appendix 2: KS2 acceptable use agreement (pupils and parents/carers)
Acceptable use agreement (staff, trustees, volunteers and visitors)
refer to ICT and Acceptable Internet Use Policy - Appendix 2
- Appendix 3: Online safety incident report log; reporting procedure
- Appendix 4: Online safety incident report
- Appendix 5: Child-friendly acceptable use policy
- Appendix 6: Online safety audit

1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and trustees
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scam

2. Legislation and guidance

This policy is based on the Department for Education's (DfE) statutory safeguarding guidance, [Keeping Children Safe in Education](#) (2019), and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#) and [cyber-bullying: advice for headteachers and school staff](#)
- [Relationships and sex education](#)
- [Searching, screening and confiscation](#)

It also refers to the Department's guidance on [protecting children from radicalisation](#).

It reflects existing legislation, including but not limited to the [Education Act 1996](#) (as amended), the [Education and Inspections Act 2006](#) and the [Equality Act 2010](#). In addition, it reflects the [Education Act 2011](#), which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.

3. Roles and responsibilities

3.1 The board of trustees

The trust board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The trust board will make sure all staff undergo online safety training as part of child protection and safeguarding training, and ensure staff understand their expectations, roles and responsibilities around filtering and monitoring.

The trust board will also make sure all staff receive regular online safety updates (via email, e-bulletins and staff meetings), as required and at least annually, to ensure they are continually provided with the relevant skills and knowledge to effectively safeguard children.

The trust board will co-ordinate regular meetings with appropriate staff to discuss online safety, requirements for training, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The trust board should ensure children are taught how to keep themselves and others safe, including keeping safe online.

The trust board must ensure the school has appropriate filtering and monitoring systems in place on school devices and school networks, and will regularly review their effectiveness. The board will review the DfE filtering and monitoring standards, and discuss with IT staff and service providers what needs to be done to support the school in meeting those standards, which include:

- Identifying and assigning roles and responsibilities to manage filtering and monitoring systems;
- Reviewing filtering and monitoring provisions at least annually;
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning;
- Having effective monitoring strategies in place that meet their safeguarding needs.

All trustees will:

- Ensure that they have read and understand this policy
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (ICT & Internet Acceptable Use Policy, Appendix 2)
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole-school or college approach to safeguarding and related policies and/or procedures
- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

3.2 The head teacher

The head teacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The designated safeguarding lead

Details of the school's designated safeguarding lead (DSL) [and deputy/deputies] are set out in our child protection and safeguarding policy.

The DSL takes lead responsibility for online safety in school, in particular:

- Ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with trust board to review this policy annually and ensure the procedures and implementation are updated and reviewed regularly
- Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks
- Working with the ICT manager to make sure the appropriate systems and processes are in place
- Working with the ICT manager and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school's child protection policy
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary
- Undertaking annual risk assessments that consider and reflect the risks children face
- Providing regular safeguarding and child protection updates, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively

3.4 The ICT manager

The ICT manager is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a weekly basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour/ anti-bullying policy

3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (ICT & Internet Acceptable Use Policy, Appendix 2), and ensuring that pupils follow the school's terms on acceptable use (appendices 1 and 2)

- Working with the DSL to ensure that any online safety incidents are logged (see appendix 5) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Supervise and monitor pupils who are using devices such as computers, laptops and iPads

3.6 Parents

Parents are expected to:

- Notify a member of staff or the head teacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendices 1 and 2)

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? – [UK Safer Internet Centre](#)
- Hot topics – [Childnet International](#)
- Parent resource sheet – [Childnet International](#)
- Healthy relationships – [Disrespect Nobody](#)

3.7 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 3).

4. Educating pupils about online safety

Pupils will be taught about online safety as part of the curriculum:

In **Key Stage 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage 2** will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

By the **end of primary school**, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not.
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met

- How information and data is shared and used online
- What sorts of boundaries are appropriate in friendships with peers and others (including in digital context)
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

5. Educating parents about online safety

The school will raise parents' awareness of internet safety in letters or other communications home and alert parents to the e-safety page on the MMPS website: <https://www.mmmps.miet.uk/parents/e-safety/>

This policy will also be shared with parents.

Online safety will also be covered during parents' inductions.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the head teacher / DSL.

Concerns or queries about this policy can be raised with any member of staff or the head teacher.

6. Cyber-bullying

6.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social and health (PSHE) education, and other subjects where appropriate.

All staff, trustees and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour and anti-bullying policy. Where illegal, inappropriate or harmful material has been

spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

The headteacher, and staff authorised to do so by the headteacher, i.e. a member of the senior leadership team (SLT), can carry out a search and confiscate any electronic device that they have reasonable grounds for suspecting:

- Poses a risk to staff or pupils, and/or
- Is identified in the school rules as a banned item for which a search can be carried out, and/or
- Is evidence in relation to an offence

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

- Make an assessment of how urgent the search is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the headteacher or another member of the SLT.
- Explain to the pupil why they are being searched, how the search will happen, and give them the opportunity to ask questions about it
- Seek the pupil's co-operation

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on an electronic device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on an electronic device, the staff member should reasonably suspect that the device has, or could be used to:

- Cause harm, and/or
- Undermine the safe environment of the school or disrupt teaching, and/or
- Commit an offence

If inappropriate material is found on the device, it is up to the staff member in conjunction with the head teacher / a member of the senior leadership team to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding if there is a good reason to erase data or files from a device, staff members will consider if the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

- They reasonably suspect that its continued existence is likely to cause harm to any person, and/or
- The pupil and/or the parent/carer refuses to delete the material themselves

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

- **Not** view the image
- Confiscate the device and report the incident to the head teacher immediately, who will decide what to do next. The head teacher will make the decision in line with the DfE's latest guidance on [screening, searching and confiscation](#) and the UK Council for Internet Safety (UKCIS) guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

Any searching of pupils will be carried out in line with:

- The DfE's latest guidance on [searching, screening and confiscation](#)
- UKCIS guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the internet and email in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1-3). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

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

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

- The school provides each member of staff and trustees with an email address. This email account should be used for school purposes only. Unless with the specific agreement of the head teacher.
- All work-related business should be conducted using the email address the school has provided.
- Staff must not share their personal email addresses with parents/carers and pupils and must not send any work-related materials using their personal email account.
- Users must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.
- Email messages are required to be disclosed in legal proceedings or in response to Subject Access Requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable therefore, do not write anything you would not want read by others.
- Staff must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information, or the data of multiple individuals should be encrypted so that the information is only accessible by the intended recipient.
- If users receive an email in error, the sender should be informed, and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.
- If staff send an email in error which contains the personal information of another person, they must inform the head teacher immediately and follow our data breach procedure
- Private use of the internet may only take place outside of teaching hours (professional development activities are not deemed private). However, the school computers may not be used for the purpose of social networking.

- Receiving questionable material or chancing upon an undesirable website should notify the head teacher immediately.
- Keep personal details safe and do not give them out over the internet.
- Everyone should develop and maintaining knowledge of internet safety issues, particularly with regard to how they might affect children.

UNACCEPTABLE USE OF THE INTERNET

- It is not acceptable to access, transmit or create any offensive, obscene or indecent images, sounds, data or other material, as well as material that is defamatory, violent, abusive, racist, homophobic or that may cause needless anxiety.
- Bringing the name of the school into disrepute.
- Breach of confidentiality that result in information being inappropriately made available to others, including through social networking sites used from phones and home computers.
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the GDPR.
- Transmission of commercial or advertising material or access to gambling websites.
- Violate the Data Protection Act 2018 by deliberately corrupting or destroying other users' data or violating privacy of others.
- Disrupting the work of others or wasting the time of staff or other users.
- Do not upload a photo to your email profile.

This is not an exhaustive list. The school reserves the right to amend this list at any time. The head teacher will use their professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the school's ICT facilities. Staff who engage in any of the unacceptable activity listed above may face disciplinary action in line with the school's policies.

8. Staff and Pupils using mobile devices in school

- Staff must not give their personal phone numbers to parents or pupils.
- School phones must not be used for personal matters.
- If you record calls, callers **must** be made aware that the conversation is being recorded and the reasons for doing so.
- Mobile phones and personally owned devices may not be used in any way during lesson time unless permission is given by the head teacher. They should be switched off or silent at all times and stored securely out of sight of others. Where phones are used outside of lesson time such as at break time they must **not** be used in an area where there are pupils present. Suitable locations may be the staffroom or outside of the school site.
- No images or videos should be taken on mobile phones or personally owned devices. It is not permitted to take photos or videos of children on personal devices. Where photos are taken at staff social events, these should not be published without the express agreement of the people involved.
- Staff are not permitted to use their own mobile phones for contacting children or their families within or outside of the school in a professional capacity.
- Staff should never send to, or accept from anyone, texts or images that could be viewed as inappropriate or allow children to be 'friends' on social networking sites.
- All users with school emails should ensure their phones are protected with PIN codes in case of loss or theft.
- Staff should never store parents or pupil's telephone numbers on their mobile phone, as this allows the possibility of inappropriate contact. Where staff have friends, who are also parents a clear distinction should be made when in contact. Any matters raised about the school should be treated with care and referred to the appropriate person within school. Staff should

take particular care when asked questions as these can be reported back to the school as “Mr/Mrs X said....”

- The taking of personal phone calls during work time should be kept to a reasonable minimum and should generally relate to emergency situations.
- Staff can give the school office number as an emergency contact number for dependents during the working day to minimise the need for checking mobile phones.

9. Staff using work devices outside school

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school’s terms of acceptable use, as set out in appendix 3.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They should make sure the device locks if left inactive for a period of time. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff has any concerns over the security of their device, they must seek advice from the ICT manager.

Work devices must be used solely for work activities.

10. How the school will respond to issues of misuse

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

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

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

11. Training

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

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required through emails and staff meetings.

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

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers by:
 - Abusive, harassing and misogynistic messages
 - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
 - Sharing of abusive images and pornography to those who do not want to receive such content

- Physical abuse and sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

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

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

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

Volunteers will receive appropriate training and updates, if applicable.

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

12. Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 3.

13. Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Positive Behaviour policy
- Anti-Bullying Policy
- Staff Code of Conduct
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use policy



Appendix 1: EYFS and KS1 Acceptable Use Agreement (Pupils and Parents/Carers)

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

Name of pupil:

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

- Ask a teacher or adult if I can do so before using them
- Only use websites that a teacher or adult has told me or allowed me to use
- Tell my teacher immediately if:
 - I click on a website by mistake
 - I receive messages from people I don't know
 - I find anything that may upset or harm me or my friends
- Use school computers for school work only
- Be kind to others and not upset or be rude to them
- Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly
- Only use the username and password I have been given
- Try my hardest to remember my username and password
- Never share my password with anyone, including my friends
- Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer
- Save my work on the school network
- Check with my teacher before I print anything
- Log off or shut down a computer when I have finished using it

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

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

Signed (parent/carer):

Date:



**Appendix 2: KS2 Acceptable Use Agreement
(Pupils and Parents/Carers)**

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

Name of pupil:

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

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

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision
- Bring a mobile phone or personal electronic device into school

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (pupil):

Date:

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

Signed (parent/carer):

Date:



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL
FATH • LEARNING • LIFE

Acceptable Use Agreement

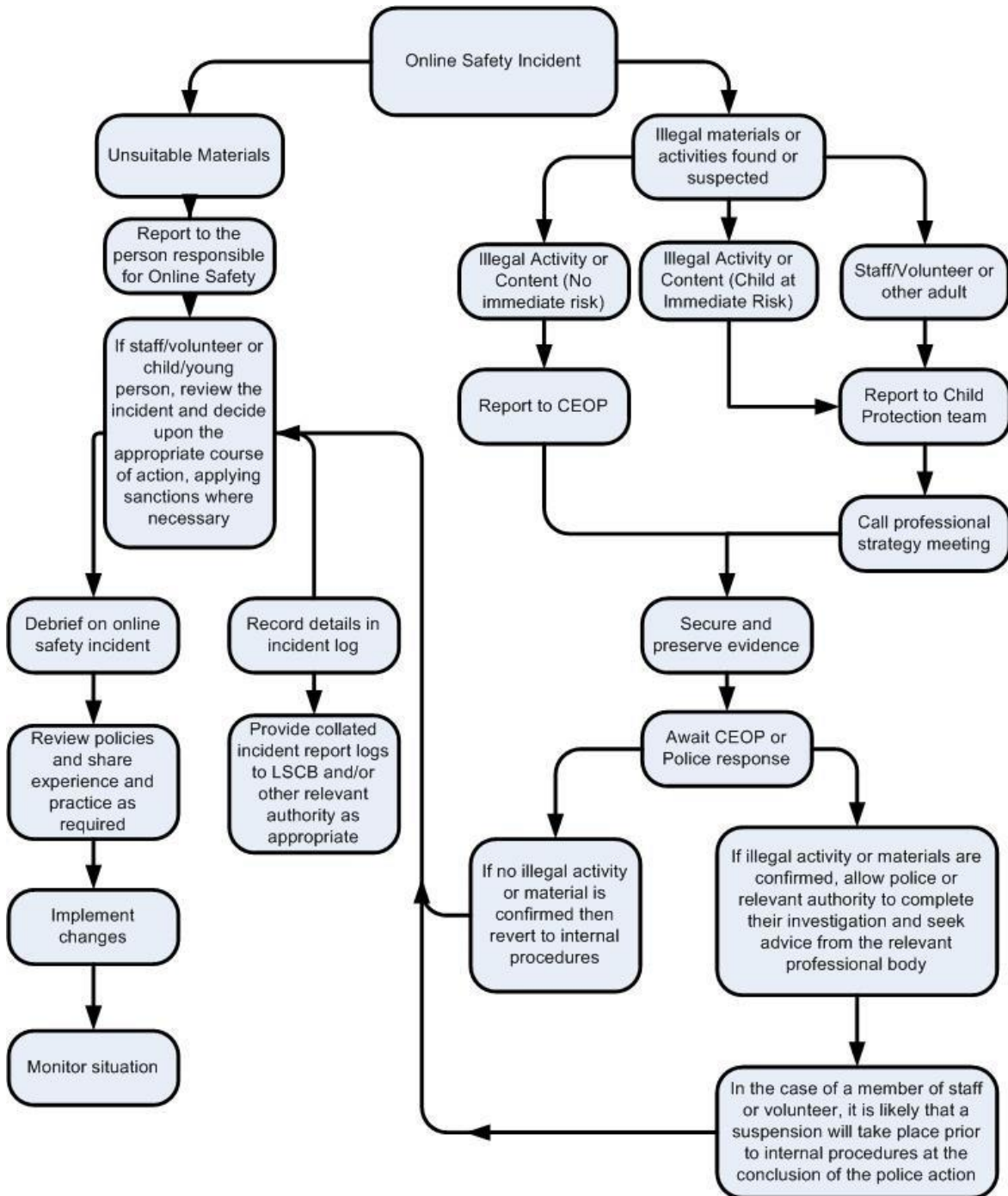
Staff, trustees, volunteers and visitors

*User agreement in separate policy: ICT and acceptable Internet Use –
Appendix 2*

Appendix 3: Online Safety Incident Report Log

ONLINE SAFETY INCIDENT LOG				
Date	Where the incident took place	Description of the incident	Action taken	Name and signature of staff member recording the incident

Appendix 4: Online Safety Incident Report



Appendix 5:

Child Friendly Acceptable Use Policy

1. Introduction

- 1.1 New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies 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.
- 1.2 This Acceptable Use Policy (AUP) 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 ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- 1.3 MMPS will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible user

Early Years and Key Stage 1 (0 - 7)

I know that I must use computers in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the computer and other users.

For my own personal safety:

- I only use the internet when an adult is with me;
- I only click on links and buttons when I know what they do;
- I keep my personal information and passwords safe online;
- I only send messages online which are polite and friendly;
- I know the school can see what I am doing online;
- I know that if I do not follow the rules then:
 - The matter will be referred to the Phase leader
 - My parents/carers will be notified
 - I may be subject to a 'time-out' or supervised access
- I have read and talked about these rules with my parents/carers;
- I always tell an adult/teacher if something online makes me feel unhappy or worried;
- I can visit a number of internet sites to learn more about keeping safe online, such as:
 - [ThinkUKnow](#)
 - [CBBC Stay Safe](#)
 - [Kidsmart](#)
 - [Safety Net Kids](#)
 - [Safe Search](#)



1 I only go online with a grown up



2 I am kind online



3 I keep information about me safe



4 I tell a grown up if something online makes me unhappy



Key Stage 2 (7 - 11)

I know that I must use ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I always ask permission from an adult before using the internet;
- I only use websites and search engines that my teacher has chosen;
- I use my school computers for school work unless I have permission otherwise;
- I ask my teacher before using my own personal device/mobile phone
- I know that not everything or everyone online is honest or truthful and will check content on other sources like other websites, books or with a trusted adult;
- I always credit the person or source that created any work, image or text I use;
- I only talk with and open messages from people I know and I only click on links if I know they are safe;
- I always talk to an adult if I'm not sure about something or if something happens online that makes me feel worried or frightened;
- I only send messages which are polite and friendly;
- I keep my personal information safe and private online;
- I will keep my passwords safe and not share them with anyone;
- I will not access or change other people's files or information;
- I will only post pictures or videos on the Internet if they are appropriate and if I have permission;

- I will only change the settings on the computer if a teacher/technician has allowed me to;
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it;
- I know that people I meet online may not always be who they say they are. If someone online suggests meeting up, I will immediately talk to an adult;
- I know that my use of school computers and Internet access will be monitored;

- I know that if I do not follow the rules then:
 - The matter will be referred to the Phase leader
 - My parents/carers will be notified
 - I may be subject to a 'time-out' or supervised access
- If I see anything online that I shouldn't or that makes me feel worried or upset then I will minimise the page and tell an adult straight away
- I have read and talked about these rules with my parents/carers;
- If I am aware of anyone being unsafe with technology then I will report it to a teacher;
- I can visit www.thinkuknow.co.uk and www.childline.org.uk to learn more about keeping safe online.

Appendix 6: Online Safety Audit (2023-24)

Date of latest update of the online safety policy (at least annual): <i>August 2023</i>	
The school online safety policy was agreed by trustees on: <i>September 2023</i>	
The policy is available for staff in: <i>Staff Shared Documents</i>	
The policy is available for parents/carers at: <i>MMPS Website</i>	
The online safety coordinator is: <i>Head Teacher / DSL: D. Ghafari</i>	
The member of the Senior Leadership Team responsible for online safety is: <i>Head Teacher / DSL: D. Ghafari</i>	
The member of the Governing Body responsible for online safety is: <i>Trust Chair – Safeguarding Lead: F. Zaheer</i>	
The Senior Safeguarding Lead is: <i>D. Ghafari (Head Teacher)</i>	
The Data Protection Officer is: <i>Z. Hafeez – Trust Manager, Trustee</i>	
Has online safety training been provided for all staff?	<i>Academic Year 2020-2021 ✓ Academic Year 2021-2022 ✓ Academic Year 2022-2023 ✓ Academic Year 2023-2024</i>
Has online safety guidance been provided for all pupils?	<i>Ongoing</i>
Are online safety guidance materials available for parents?	<i>School Website</i>
Is there a clear procedure for a response to an incident of concern?	<i>Online, e-safety policy</i>
Have online safety materials from CEOP and other agencies been considered?	<i>CEOP reporting link on website</i>
Have all staff (teaching and non-teaching) signed the Staff Acceptable Use Agreement?	<i>Yes</i>
Have all pupils signed the Pupil Acceptable Use Agreement?	<i>Yes</i>
Have all parents/carers signed an Online Safety home / school agreement form?	<i>Yes, part of pupil registration pack</i>
Are online safety rules displayed in all rooms where computers are used and expressed in a form that is accessible to all pupils?	<i>Yes</i>
Is personal data collected, stored and used according to the principles of the General Data Protection Regulation?	<i>Yes</i>
Is Internet access provided by an approved educational internet service provider (e.g. RM)?	<i>Yes</i>
Has filtering on internet-based devices been appropriately applied?	<i>Yes</i>