Online Safety Policy 2024/25

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If you have any queries around the content provided within this policy Or If you require this policy document in an alternative format, please contact: safeguarding@tameside.ac.uk

1. Policy Statement

1.1 Tameside College (Including Clarendon Sixth Form) is committed to promoting the safeguarding and welfare of students. This policy has been developed in line with [DFE guidance: Keeping Children Safe in Education 2024](#) and [college's safeguarding policy.](#)

1.2 At the core of our Online Safety Policy is a steadfast commitment to fostering equality, diversity, and inclusion in full accordance with the [Equality Act 2010](#). We are dedicated to eliminating discrimination, advancing equal opportunities, and fostering an inclusive environment for all members of our college community. This commitment extends to every aspect of our processes, ensuring that it adheres to the legal obligations outlined in the [Equality Act 2010](#).

1.3 The college recognises the benefits and opportunities which new technologies offer to teaching and learning. We encourage the use of technology for all students and staff in order to enhance skills, promote achievement and enable lifelong learning. Our students are living in an increasingly complex world, living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks. We aim to equip our students with the knowledge to make the best use of the internet and technology in a safe, considered and respectful way, so they are able to reap the benefits of the online world.

1.4. Areas of risk for our college community include the following:

1.4.1 Content

- Exposure to age-inappropriate material

- Exposure to inaccurate or misleading information

- Exposure to socially unacceptable material, such as that inciting violence, hate or intolerance, sites promoting radicalisation or pornography

- Exposure to illegal material, such as images of child abuse

- Illegal downloading of copyrighted materials e.g. music and films

1.4.2 Contact

- Grooming using communication technologies, potentially leading to sexual assault, sexting, child sexual exploitation and radicalization

- The use of assumed identities on gaming platforms

- Bullying via websites, mobile phones or other forms of communication device

- Spyware, e.g. use of Remote Access Trojans/Tools to access private information or spy on their victim.

- Digital footprint and online reputation

1.4.3 Commerce

- Exposure of minors to inappropriate commercial advertising

- Exposure to online gambling services

- Commercial, phishing and financial scams

2. Scope

2.1 This policy applies to all members of the college community (including staff, students, volunteers, parents/carers, visitors, community users) who have access to and are users of college IT systems and resources, both in and out of college.

2.2 The Online Safety Policy applies to all use of the internet and forms of electronic communication such as email, mobile phones, social media and instant messaging.

2.3 It applies to any devise used to access college IT resources.

2.4 This policy works in partnership with the IT Acceptable Use Policy and they should be read alongside each other.

3. **Introduction and purpose of the policy**

3.1 Online safety refers to the act of staying safe online. This is also known as internet safety, e-safety and cyber safety. It includes all devices which have access to the internet such as PCs, laptops and smart phones. Being safe online refers to individuals protecting themselves and others from online risks.

3.2 This policy sets out the college's approach and measures to ensure that all members of the college community can work in an e-safe environment and that any online safety issue is detected and dealt with promptly.

3.3 The specific purpose of the policy is to: -

- Ensure we provide a safe online environment for our members to learn and work.
- Have effective filtering and monitoring measures to safeguard learners and staff from potentially harmful and inappropriate online material.
- Equip our students and staff with the knowledge they may require to make the best use of the internet and technology in a safe and considered way.
- Promote use of online safety and activities in line with college values and staff Code of Conduct.
- Ensure there are arrangements in place to address concerns.
- Ensure filtering and protection systems do not result in unreasonable restrictions that may impact teaching and learning.

4. College Values

4.1 The college's values underpin and reflect our behaviours and play a critical role in shaping our college's work and study environment including online. We promote safeguarding, support a positive learning experience for all and our values play a key part in the way we wish to achieve our ambitions.

4.1 The college values are:

- Excellence through learning
- It's my responsibility,
- Work together
- Act with integrity
- Value and respect each other

5. Behaviour

5.1 Tameside College expects all students and staff to behave in line with its values.

5.2 We expect all users of technologies to adhere to the standard of behaviour as set out in the <u>IT</u> <u>Acceptable Use Policy.</u> The College will not tolerate any abuse of IT systems.

5.3 Whether offline or online, communications by staff and students should be courteous and respectful at all times.

5.4 Any reported incident of bullying or harassment or other unacceptable conduct will be treated seriously and in line with the relevant college policies and procedures.

6. College IT security

6.1 IT security including providing a safe online environment for our members to learn and work is a vital element of network infrastructure. The College has robust systems in place to ensure the College network is safe and secure and provides an important layer of defence against a wide range of threats. Every effort will be made to keep security software up to date. Appropriate security measures will include the use of enhanced filtering and protection of firewalls, servers, routers, work stations to prevent accidental or malicious access of college systems and information.

6.2 Digital communications, including email and internet postings, over the College network, will be monitored in line with the IT Acceptable Use Policy.

7. Responsibilities

7.1 The Assistant Principal for Student Services and Inclusion and Head of IT are responsible for maintaining this policy along with:

7.1.1 All tutors, who are responsible for embedding online safety education and practice into their teaching programme.

7.1.2 All College Managers who are responsible for implementing good online safety practice and safeguards consistent with this policy in their area of responsibility.

7.1.3 The College Safeguarding Committee overseeing and reviewing online safety arrangements including receiving relevant reports.

7.1.4 All members of College staff being aware, staying alert and responding appropriately to any potential or actual online safety (e-Safety) issue.

7.1.5 All students and staff are responsible for upholding expected standards of behaviour

8. Use of Images and Video

8.1 The use of images, or photographs, is popular in teaching and learning and should be encouraged where there is no breach of copy right or other rights of another person (e.g. images rights or rights associated with personal data). This will include images downloaded from the internet and those belonging to staff or students.

8.2 All students and staff should receive training on the risks when taking, downloading and posting images online and making them available to others.

8.3 Thereareparticularriskswherepersonalimagesofthemselvesorothersareposted onto social networking sites, for example.

8.3 Tameside College teaching staff will provide information to students on the appropriate use of images. This includes photographs of students and staff as well as using third party images. Our aim is to reinforce good practice as well as offer further information for all users on how to keep their personal information safe.

8.5 No image /photograph can be copied, downloaded, shared or distributed online without permission from the owner.

8.6 Photographs of activities on the College premises should be considered carefully and have the consent of the Marketing department before being published. Approved photographs should not include names of individuals without consent.

9. Student development

9.1 Through the tutorial and personal development activities, students will be offered online safety information and training to enable them develop the required knowledge and skills needed to recognise online risks and to keep themselves safe while working online.

9.2 They will also be made aware of the filtering and monitoring arrangements that are in place at college, which aims to eliminate students' exposure to risks. Students are also made aware of how to report issues and access to sources of support and guidance (see 11 below).

10. Staff development

10.1 All new staff will receive online safety training as part of their induction programme, ensuring that they fully understand the college's online safety policy and IT Acceptable Use Policies. Refresher updates /training will be provided regularly.

11. non – compliance

11.1   Non-compliance and breach of the online safety policy may lead to disciplinary action according to this policy, IT Acceptable Use Policy, Acceptable Behaviour Policy and staff code of conduct, which are available to on CollegeIP.

12. Report and Support

12. 1 if a student wishes to report an incident, they can do so through our safeguarding policy. This includes reporting concerns directly to their tutor, college managers or to the college's Safeguarding team,

safeguarding@tameside.ac.uk.

 12. 2 where a member of staff wishes to report an incident unrelated to students, they must contact their line manager as soon as possible or contact the IT team.

12.2 Where an online safety incident is reported to the College (through the safeguarding reporting methods, IT reporting reports or picked up as part of the filtering and monitoring measures) this matter will be dealt with very seriously, investigated and addressed. The College will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring.

12.3   The college may involve external agencies if any issue involves safeguarding or criminal activities.

12.4   Students can access support from the wellbeing and safeguarding team.

12. Related Policies and Procedures

- Safeguarding Policy

- IT Acceptable Use Policy

- Prevent Policy

- Staff Code of Conduct

- Acceptable Behaviour Policy

- Harassment and Bullying Policy

13. Location and access to the policy

The Online Safety Policy and supporting policies and other documents are available via SharePoint on the College network and through course handbooks and inductions for students:

14. Policy status and version control

Version Control			
Author:	Assistant Principal – Student Services and Inclusion	Approved by:	*Senior Leadership Team* & Governing Body
Date Approved:	July 2024	Next Review Date:	August 2025
Responsible for review:	Assistant Principal – Student Services and Inclusion	Version Number:	1.0
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