



**ST JAMES**

Schools

## **Online Safety Policy**

2025-26

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## 1 Aims and Objectives

It is the duty of St James Schools to ensure that every pupil in its care is safe; and the same principles apply to the digital world as apply to the real world. Online communications and technology provide opportunities for enhanced learning but also pose great risks to young people. Our pupils are therefore taught how to stay safe in the online environment and how to mitigate risks, including but not limited to the risk of bullying, harassment, grooming, stalking, abuse and radicalisation and identity theft.

Technology is continually enhancing communication, the sharing of information, learning, social interaction and leisure activities. However, many information technologies, particularly online resources, are not effectively policed. All users need to be aware, in an age-appropriate way, of the range of risks associated with the use of these internet technologies. Current and emerging technologies used in and outside of school include:

- Websites;
- Email and instant messaging;
- Blogs, forums and chat rooms;
- Mobile internet devices such as smart phones and tablets;
- Social networking sites;
- Music / video downloads;
- Gaming sites and online communities formed via games consoles;
- Instant messaging technology via SMS or social media sites;
- Video calls;
- Podcasting and mobile applications;
- Virtual and augmented reality technology; and
- Artificial intelligence.

This policy, supported by the Acceptable Use Policy for Staff and Acceptable Use Policy for Pupils, and are implemented to protect the interests and safety of the whole school community. It aims to provide clear guidance on how to minimise risks and how to deal with any infringements. It is linked to the following school policies:

- Safeguarding and Child Protection Policy
- Prevent (within the Safeguarding and Child Protection Policy)
- Acceptable Use Policy
- Bring Your Own Device Policy for Staff and Visitors
- Staff Code of Conduct;
- Behaviour Policy
- Data Protection Policy and Privacy Notice/s;
- Educational Visits Policy
- PSHE / RSE Policy; and
- Acceptable Use of AI within the IEAL Employment Manual
- Photographic Image Use Policy

At St James Schools, we understand the responsibility to educate our pupils on online safety issues; teaching them the appropriate behaviours and critical thinking skills necessary to enable them to remain both safe and within the law when using the internet and related technologies in and beyond the classroom. We also understand the importance of involving pupils in discussions about online safety and listening to their fears and anxieties as well as their thoughts and ideas.

## 2 Scope

This policy applies to all members of the school community, including staff, pupils, parents and visitors, who have access to and are users of the school IT systems. In this policy:

- “staff” includes teaching and non-teaching staff, governors, and volunteers;
- “parents” includes pupils’ carers and guardians; and
- “visitors” includes anyone else who comes to the school.

Both this policy, and the Acceptable Use policies, cover both fixed and mobile internet devices provided by the school (such as PCs, laptops, webcams, tablets, whiteboards, digital video equipment, etc.); as well as all devices owned by pupils, staff, or visitors and brought onto school premises (personal laptops, tablets, smart phones, etc.).

In designing this policy, the school has considered the “4Cs” outlined in KCSIE (content, contact, conduct and commerce) as the key areas of risk. However, the school recognises that many pupils will have unlimited and unrestricted access to the internet via mobile phone networks. This means that some pupils, may use mobile technology to facilitate child-on-child abuse, access inappropriate or harmful content or otherwise misuse mobile technology whilst at school. The improper use of mobile technology by pupils, in or out of school, will be dealt with under the school’s [Behaviour Policy and / or Safeguarding and Child Protection Policy] as is appropriate in the circumstances.

## 3 Roles and responsibilities in relation to online safety

All staff; governors and visitors have responsibilities under the safeguarding policy to protect children from abuse and make appropriate referrals. The following roles and responsibilities must be read in in line with the Safeguarding and Child Protection Policy.

### 3.1 The Governing Body of Trustees

The Governing Body of Trustees has overall leadership responsibility for safeguarding as outlined in the Safeguarding and Child Protection Policy. The Governing Body of the school is responsible for the approval of this policy and for reviewing its effectiveness at least annually.

The Trustees will ensure that all staff undergo safeguarding and child protection training, both at induction and with updates at regular intervals, to ensure that:

- all staff, in particular the DSLs (also referred to as Online Safety Coordinator in this policy) and Senior Leadership Team are adequately trained about online safety;
- all staff are aware of the expectations, applicable roles and responsibilities in relation to filtering and monitoring and how to raise to escalate concerns when identified;
- staff are aware of the school procedures and policies that should be followed in the event of the abuse or suspected breach of online safety in connection to the school.

### **3.2 Headteacher and the Senior Leadership Team**

The Headteacher is responsible for the safety of the members of the school community, and this includes responsibility for online safety. Together with the Senior Leadership Team, they are responsible for procuring appropriate filtering and monitoring systems, documenting decisions on what is blocked or allowed and why, reviewing the effectiveness of the filtering and monitoring provisions, overseeing reports and ensuring staff are appropriately trained.

### **3.3. The Designated Safeguarding Lead (DSL)**

The DSL of each school takes the lead responsibility for Safeguarding and Child protection at their school within the group of St James Schools. This includes a responsibility for online safety as well as the school's filtering and monitoring system.

The DSL will play a key role in ensuring that this policy is implemented effectively, working closely with the Headteacher, IT Department and Governors to achieve this. Responsibility for online safety is shared across these roles, in line with statutory guidance, including *Keeping Children Safe in Education* and the DfE's *Meeting digital and technology standards in schools and colleges - Filtering and Monitoring Standards*.

The Board of Governors retains overall responsibility for ensuring that the school meets these standards and that appropriate systems and oversight are in place. The IT Department is responsible for the technical operation, maintenance, and review of filtering and monitoring systems, while the DSL provides safeguarding oversight and responds to any online safety concerns that meet the threshold under the Safeguarding and Child Protection Policy.

The DSL will work closely with the IT department to ensure that the school's requirements for filtering and monitoring are met and enforced. The DSL will review filtering and monitoring reports and ensure that termly checks are properly made of the system.

### **3.4 Online Safety Coordinator**

The DSL has delegated day to day responsibilities relating to online safety to the school's (Online Safety Coordinator). They will keep up to date on current online safety issues and guidance issued by relevant organisations, including the Department for Education (including KCSIE), ISI, the CEOP (Child Exploitation and

Online Protection), Childnet International and the Local Safeguarding Children Procedures. The Online Safety Coordinator will share any disclosure, report or suspicion of improper use of school IT or any issues with the school's filtering and monitoring system to the DSL.

### **3.5 IT Department**

The school's IT staff have a key role in maintaining a safe technical infrastructure at the school and in keeping abreast with the rapid succession of technical developments. They are responsible for the security of the school's hardware system, its data and for training the school's teaching and administrative staff in the use of IT. They monitor the use of the internet and emails, maintain content filters, and will report inappropriate usage to the DSLs if relating to a pupil, the Headteachers if relating to a member of school staff and the Chief Operating Officer.

### **3.6 Teaching and support staff**

All staff are reminded upon login to any school computer to read the IT Acceptable Use Policy. As with all issues of safety at this school, staff are encouraged to create a talking and listening culture in order to address any online safety issues which may arise in classrooms on a daily basis. Any concerns related to the functionality, effectiveness, suitability, or usage of technology within the School, including the monitoring and filtering systems, will be promptly escalated to the Designated Safeguarding Lead

All staff must read and understand this Online Safety Policy and enforce it in accordance with direction from the DSL and the Headteacher as appropriate.

### **3.7 Pupils**

Pupils are responsible for using the school IT systems in accordance with the IT Acceptable Use Policy for Pupils.

### **3.8 Parents and carers**

St James Schools believes that it is essential for parents to be fully involved with promoting online safety both within and outside school. We regularly consult and discuss online safety with parents and seek to promote a wide understanding of the benefits and risks related to internet usage. The school will contact parents if it has any concerns about pupils' behaviour in this area and likewise it hopes that parents will feel able to share any concerns with the school.

## **4 Filtering and Monitoring**

**In general:**

St James Schools aims to provide a safe environment to learn and work, including when online. Filtering and monitoring systems are important parts of the school's safeguarding arrangements, and it is vital that all staff understand the expectations, applicable roles and responsibilities in relation to filtering and monitoring.

Staff, pupils, parents and visitors should be aware that the school's filtering and monitoring systems apply to all users, all school owned devices and any device connected to the school's internet server. Deliberate access, or an attempt to access, prohibited or inappropriate content, or attempting to circumvent the filtering and monitoring systems will be dealt with under the Staff Code of Conduct or the Behaviour Policy, as appropriate.

The IT Operations Manager will check once per term that the filtering and monitoring systems are operating effectively - these checks must be recorded along with any appropriate action. The DSL will review the filtering and monitoring system, looking at the records of the checks and share this information with the Safeguarding Committee for review. Such a review should occur before the beginning of every new academic year; however, such reviews should occur if:

- there is a major safeguarding incident;
- there is a change in working practices; or
- if any new technology is introduced.

The school's filtering system blocks internet access to harmful sites and inappropriate content. The filtering system will block access to child sexual abuse material, unlawful terrorist content, adult content as well as, but not limited to, the following: gambling, drugs, network misuse, intolerance, non-safe search engines, malware. If there is a good educational reason why a particular website, application, or form of content should not be blocked a pupil should contact the relevant member of teaching staff, who will then contact the DSL for their consideration.

The school will monitor the activity of all users across all of the school's devices or any device connected to the school's internet allowing individuals to be identified. In line with the school's Data Protection Policy and/or Privacy Notice/s, the DSL will monitor the alerts received. Any incidents should be acted upon and recorded. If there is a safeguarding concern, this should be reported to the DSL immediately. Teaching staff should notify the DSL and/or IT department if they are teaching material which might generate unusual internet traffic activity.

**Staff:**

If any member of staff has any concern about the effectiveness of the filtering and monitoring system, they must report the matter to the DSL immediately in line with the Safeguarding and Child Protection Policy; particularly if they have received a disclosure of access to, or witnessed someone accessing, harmful or inappropriate content. If any member of staff accidentally accesses prohibited or otherwise inappropriate content, they should proactively report the matter to the DSL.

While the filtering and monitoring system has been designed not to unreasonably impact on teaching and learning, no filtering and monitoring system can be 100%

effective. Staff have a responsibility to monitor the use of IT in their lessons. Teaching staff should notify the IT department if they believe that appropriate teaching materials are being blocked.

### **Pupils:**

Pupils must report any accidental access to materials of a violent or sexual nature or that are otherwise inappropriate to the DSL and/or the appropriate teacher. Deliberate access to any inappropriate materials by a pupil will be dealt with under the school's Behaviour Policy. Pupils should be aware that all internet usage via the school's systems and its Wi-Fi network is monitored.

Certain websites are automatically blocked by the school's filtering system. If this causes problems for schoolwork / research purposes, pupils should contact a member of the IT department for assistance.

## **5 Education and training**

### **5.1 Staff: awareness and training**

As part of their induction, all new teaching staff receive information on online safety, including the school's expectations, applicable roles and responsibilities regarding filtering and monitoring. This will include training on this Online Safety Policy.

All staff working with children are responsible for demonstrating, promoting and supporting safe behaviours in their classrooms and following the school's Online Safety procedures. These behaviours are summarised in the IT Acceptable Use Policy which must be signed and returned before use of technologies in school.

All staff receive regular information and training (at least annually) on online safety issues in the form of INSET training and internal meeting time and are made aware of their individual responsibilities relating to the safeguarding of children within the context of online safety. All supply staff receive information about Online Safety as part of their safeguarding briefing on arrival at school.

Teaching staff are encouraged to incorporate online safety activities and awareness within their subject areas and through a culture of talking about issues as they arise. They should know what to do in the event of misuse of technology by any member of the school community. When pupils use school computers, staff should make sure children are fully aware of the agreement they are making to follow the school's IT guidelines.

In accordance with the [Safeguarding and Child Protection Policy], if there is a safeguarding concern a report must be made by staff as soon as possible if any incident relating to online safety occurs and be provided directly to the school's DSL.

### **Pupils: the teaching of online safety**

Online safety guidance will be given to pupils on a regular basis. We continually look for new opportunities to promote online safety and regularly monitor and assess our pupils' understanding of it.

The school provides opportunities to teach about online safety within a range of curriculum areas and IT lessons. Educating pupils on the dangers of technologies that may be encountered outside school will also be carried out via PSHE / RSE, by presentations in assemblies, as well as informally when opportunities arise.

At age-appropriate levels, pupils are taught about their online safety responsibilities and to look after their own online safety. Pupils can report concerns to the DSL and any member of staff at the school.

Pupils should be aware of the impact of cyber-bullying and know how to seek help if they are affected by these issues (see also the school's Safeguarding and Child Protection / Anti Bullying / Behaviour / Exclusion and Removal Policies, which describes the preventative measures and the procedures that will be followed when the school discovers cases of bullying). Pupils should approach the DSL, or any other member of staff they trust, as well as parents, peers and other school staff for advice or help if they experience problems when using the internet and related technologies.

## Parents

The school seeks to work closely with parents and carers in promoting a culture of online safety. The school will contact parents if it has any concerns about a pupil's online behaviour and, in turn, encourages parents to share any concerns they may have with the school.

The school recognises that not all parents and carers may feel fully equipped to support their child in using technology safely at home. Where appropriate, the school may arrange information or discussion evenings for parents, inviting external specialists to advise on online safety and on practical steps parents can take to minimise potential risks without curbing their child's natural enthusiasm and curiosity.

Parents and carers play a vital role in helping their children understand the importance of using technology safely and responsibly. They should be aware that if their child uses a personal 3G/4G/5G-enabled device, this allows independent internet access outside the school's filtering and monitoring systems. The school will continue to work in partnership with parents to promote safe online behaviour, but parents remain responsible for supervising their child's use of technology outside school.

Parents and carers are expected to:

- a) support the school in implementing this policy and report any concerns in line with the school's procedures;
- b) engage with their child about their online activity and promote responsible use of digital devices and social media; and
- c) encourage their child to seek help if they are being bullied, have concerns about safety or wellbeing, or need additional support.

Parents and carers who have any concerns or wish to receive further information about online safety are encouraged to contact the Designated Safeguarding Lead (DSL).

## **6 Use of school and personal devices**

### **Staff**

School devices assigned to a member of staff as part of their role must have a password or device lock so that unauthorised people cannot access the content. Staff should only use the school device which is allocated to them for school work. When they are not using a device staff should ensure that it is locked to prevent unauthorised access. Devices issued to staff are encrypted, to protect data stored on them.

Staff are referred to the Staff and Visitors BYOD Policy, staff code of conduct and IT Acceptable Use Policy for further guidance on the use of non-school owned electronic devices for work purposes.

Staff at St James Schools are permitted to bring in personal devices for their own use.

Staff are not permitted under any circumstances to use their personal devices when taking images, videos or other recording of any pupil nor to have any images, videos or other recording of any pupil on their personal devices. Please read this in conjunction with Safeguarding and Child Protection, Acceptable Use, Staff Code of Conduct and Educational Visits policies.

### **Pupils**

If pupils bring in mobile devices (e.g. for use during the journey to and from school), they should be kept switched off and out of sight all day, and will remain the responsibility of the child in case of loss or damage for the Senior Boys School or must be handed in to the school office staff at the start of the day and collected as they leave school. These requirements apply to phones and all devices that communicate over the internet, including smartwatches and other wearable technology.

The schools have introduced the use of pupil-owned tablets as a teaching and learning tool and pupils are required to adhere to the IT Acceptable Use Policy for Pupils when using tablets for schoolwork. In particular, the IT Acceptable Use Policy for Pupils requires pupils to ensure that their use of tablets for schoolwork complies with this policy and the IT Acceptable Use Policy for Pupils. The policy also prohibits pupils from using tablets for non-school related activities during the school day.

School mobile technologies made available for pupil use by the school including laptops, tablets, cameras, etc. are stored in the IT office / a locked cupboard. Access is available via the IT Office. Members of staff should sign devices out and in before and after each use by a pupil.

Pupils are responsible for their conduct when using school issued or their own devices. Any misuse of devices by pupils will be dealt with under the School's Behaviour Policy.

The school recognises that mobile devices are sometimes used by pupils for medical purposes or as an adjustment to assist pupils who have disabilities or special educational needs. Where a pupil needs to use a mobile device for such purposes, the pupil's parents or carers should arrange a meeting with the DSL or member of SLT (who will inform the DSL) to agree how the school can appropriately support such use. The DSL will then inform the pupil's teachers and other relevant members of staff about how the pupil will use the device at school.

## **7 Online Communications**

### **Staff**

Any digital communication between staff and pupils or parents / carers must be professional in tone and content. Under no circumstances may staff contact a pupil or parent / carer / recent alumni (i.e. pupils over the age of 18 who have left the school within the past 12 months) or parents of recent alumni using any personal email address or SMS / WhatsApp for school related business. The school ensures that staff have access to their work email address when offsite, for use as necessary on school business. Personal telephone numbers, email addresses, or other contact details, may not be shared with pupils or parents / carers and recent alumni. Under no circumstances may staff contact a pupil or parent / carer and recent alumni using a personal telephone number, email address, or other messaging system nor should pupils, parents and recent alumni / their parents / carers be added as social network 'friends' or similar.

Staff must immediately report to the DSL / Headteacher the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication. Staff must remain alert to the risk of fraudulent emails and should report emails they suspect to be fraudulent to the IT department.

### **Pupils**

All pupils are issued with their own personal school email addresses for use on our network and by remote access. Access is via a personal login, which is password protected. This official email service may be regarded as safe and secure, and must be used for all schoolwork. Pupils should be aware that email communications through the school network and school email addresses are monitored.

The school will ensure that there is appropriate and strong IT monitoring and virus software. Spam emails and certain attachments will be blocked automatically by the email system. If this causes problems for schoolwork / research purposes, pupils should contact IT department for assistance.

Pupils must not respond to any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and should immediately report such a communication, to a member of staff who should then refer it to the DSL.

## 8 Use of social media

### Staff

Staff should refer to the IEAL Employment Manual for the Staff Social Media policy.

Any online communications, whether by email, social media, private messaging or other, must not:

- place a child or young person at risk of, or cause, harm;
- bring [name of school] into disrepute;
- breach confidentiality;
- breach copyright;
- breach data protection legislation;
- or do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
  - making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
  - using social media to bully another individual; or
  - posting links to or endorsing material which is discriminatory or offensive.
- otherwise breach the Staff Code of Conduct or Child Protection and Safeguarding Policy.

### Pupils

8.1 Pupils' use of social media on any School IT systems, School Managed iPads and School IT (Microsoft) accounts accessed at any time (including during online learning) and equipment/devices and any personal devices (including hand held devices, watches or any other internet enabled device) brought on to the School site or at a School activity, must comply with the Pupils' Acceptable Use Policy. Pupils should also follow any additional code of conduct / guidelines put in place for online learning from home.

8.2. Pupils must not access any social media that is for adults only or if the pupil does not meet the minimum age requirement.

8.3. Anonymous sites must not be accessed as there is a high risk that inappropriate comments can be exchanged, causing distress or endangerment.

8.4. Bad, including offensive, explicit or abusive, language and inappropriate pictures must never be included in messages.

8.5. All messages should be positive and not include anything that could be upsetting or defamatory towards others or the School.

8.6. Pupils must take responsibility for keeping details of their accounts private, using full privacy settings and logging off properly and not allowing others to use their accounts.

8.7. Pupils must report anything offensive or upsetting that they see online to the appropriate bodies, either by using the “report abuse” tabs or by speaking to their parents or a member of staff.

8.8. It is a serious offence to use another person’s account, or to create an account in another person's name without their consent.

8.9. Pupils should not regard anything posted online as private and should remember that harassment, defamatory attitudes and racism are just some issues that could lead to prosecution.

8.10. An individual’s “Digital Footprint” is becoming increasingly significant when it comes to job and university applications. If unfortunate decisions are made, it will be extremely difficult, perhaps impossible, to eliminate the evidence.

8.11. If pupils see inappropriate postings by other pupils, they must inform the School so that steps can be taken to avoid possible repercussions.

8.12. The Malicious Communications Act applies to social media interaction by Pupils, Staff and Parents of the School.

8.13. The age restrictions for social media platforms” link (see further guidance) is used as a visual aid for pupils. It demonstrates the ages at which children are allowed to access various Social Media platforms, as well as serving as a starting point for discussion about the safe use of Social Media.

8.15. Pupils must have permission from the Head of Marketing Department for any social media accounts using the name of St James Schools School, a St James Schools School logo, or clearly attached to St James Schools School in some way

#### Social Media Restrictions for Social Media Platforms

What are the age limits for social media apps and platforms?

It is vital that parents, pupils and staff know the age restrictions that are applied to many popular apps. As this is a fast moving area we would recommend that parents (with their child) always check before a child accesses an app from an internet safety website such as Internet Matters, for which there is a link below. We do not endorse the use of these apps; this information is provided only to help support your children to use social media safely.

<https://www.internetmatters.org/resources/what-age-can-my-child-start-social-networking/>

## 9 Data protection

Please refer to the Data Protection policy and the IT Acceptable Use Policy for further details as to the key responsibilities and obligations that arise when personal information, particularly that of children, is being processed by or on behalf of the school.

Staff and pupils are expected to save all data relating to their work to their one drive account provided by the school or the on-premise file servers. The Prep School pupils

use Showbie to save their work. Staff devices should be encrypted if any data or passwords are stored on them. The school expects all removable media (USB memory sticks, CDs, portable drives) taken outside school or sent by post or courier to be encrypted before sending.

Staff may only take information offsite when authorised to do so, and only when it is necessary and required in order to fulfil their role. No personal data of staff or pupils should be stored on personal memory sticks, but instead stored on an encrypted USB memory stick provided by the school.

Staff should also be particularly vigilant about scam / phishing emails (and similar) which could seriously compromise the school's IT security and/or put at risk sensitive personal data (and other information) held by the school. If in any doubt, do not open a suspicious email or attachment and notify the IT department in accordance with the Data Protection Policy and IT Acceptable Use Policy.

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of IT must be immediately reported to the IT department.

## 10 Password security

Pupils and staff have individual school network logins, email addresses and storage folders on the server or cloud. Staff and pupils are regularly reminded of the need for password security.

- **Annual password expiry:**
  - Passwords will now expire every **365 days** instead of every 60 days. This reduces unnecessary resets and helps avoid weak, repetitive password patterns.
- **Support for longer passwords and passphrases:**
  - You are encouraged to use longer passwords or simple passphrases (for example, "*sunshine-train-library*") that are easier to remember and more secure.
  - Our minimum password length is increasing to further encourage the use of passphrases.
- **Aligned with best practice:**
  - These updates ensure our systems remain compliant with recognised cybersecurity standards while improving user experience.
  - This includes dropping the requirement of numbers and symbols, relying on length over complexity.
- not write passwords down; and
- not share passwords with other pupils or staff.

## 11 Safe use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and

pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for generative AI, cyberbullying, stalking or grooming to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own (personal) images on the internet (e.g. on social networking sites) and follow [the School's] guidance as referred to above 8.0 use of social media.

## 12 Artificial Intelligence

The schools do not permit the use of generative AI apps such as ChatGPT on pupils' iPads. The schools do not restrict the embedded AI elements in the currently approved search engines. The schools have enabled AI monitoring on their monitoring and filtering platform.

In particular, personal or confidential information should not be entered into generative AI tools. This technology can potentially store and/or learn from data inputted and you should consider that any information entered into such tools is released to the internet.] Paid-for versions of AI tools licensed for use within the schools' broader software ecosystem are only available to a small pool of admin staff who have been advised to use the tool with generic information and remove any school specific information which might result in a data leak outside the organisation.

It is also important to be aware that the technology, despite its advances, still produces regular errors and misunderstandings and should not be relied on for accuracy. In particular, pupils should not use these tools to answer questions about health / medical / wellbeing issues, or indeed anything of a personal nature. It is always best to seek help and recommendations as to reliable resources from a member of staff.

## 13 Misuse

St James Schools will not tolerate illegal activities or activities that are in breach of the policies referred to above. Where appropriate the school will report illegal activity to the police and/or the local safeguarding partnerships. If a member of staff discovers that a child or young person is at risk as a consequence of online activity they should report it to the DSL. The DSL then may seek assistance from the CEOP, the LADO, and/or its professional advisers as appropriate.

The school will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with our Safeguarding and Child Protection and Behaviour policies.

## 14 Complaints

As with all issues of safety at St James Schools, if a member of staff, a pupil or a parent / carer has a complaint or concern relating to online safety prompt action will be taken to deal with it. Complaints should be addressed to the DSL in the first instance, who will liaise with Senior Leadership Team and undertake an investigation where appropriate. Please see the Complaints Policy for further information.

Incidents of or concerns around online safety will be recorded in accordance with the Safeguarding and Child Protection policy and reported to the school's DAL, in accordance with the school's Safeguarding and Child Protection Policy.