

BIRMINGHAM INDEPENDENT COLLEGE

ON-LINE SAFETY POLICY

NEXT REVIEW: 01/03/2026

Basis

Online learning, creative and collaborative resources enrich students' experiences of learning in dramatic ways. In addition, the modern young person is a "digital native" in that they use a myriad of online and mobile tools with great confidence, enthusiasm, and flair to communicate, record, document their lives and entertain themselves.

With this familiarity comes risk. There are horrific crimes being committed online, including cyberbullying, child pornography, child abuse, child trafficking and fraud. Many young people are not experienced enough to fully understand the risks of using online tools and the consequences their actions may bring. This policy provides a framework for the college to take measures to protect our students and other stakeholders from these risks and to support them in becoming confident, online safe citizens.

The Online Safety Policy is an integral part of the college's day to day practice and relates to other policies including those for bullying and for child protection.

Acceptable Use

The college declares that all students and staff can use the ICT equipment for legitimate purposes, acting within a remit appropriate to their professional / student status, employ online safety practices consistently and follow procedures regarding Online Safety.

Online Safety Education / Training

All ICT users are at risk of crimes such as cyberbullying, grooming, extremism, stalking and identity fraud through the illegal use of information and channels found online.

Students are taught:

- That there are many risks to disclosing personal data online.
- To carefully consider what personal information to put online and what it may be used for.
- About the consequences and impact of Cyberbullying and what to do about it.
- About the techniques some people employ to extract information for illegal use.
- Procedures when involved in Online Safety incidents, at home and in college
- How to ensure their personal data is kept safe from technological threats such as viruses, trojans.
- Not to trust information from unverified sources and unknown people.
- How to critically review and verify any information found online.
- About extremism and how online platforms can be used to radicalise.
- About copyright law, how it protects everyone, how to work within the law when collecting and using digital information.
- To teach relationships education, relationships and sex education, and health education.
- How to use technology safely, responsibly, respectfully and securely
- Where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Updates from KCSIE Sept 2024

- New definition of safeguarding - The definition of safeguarding now includes protecting children from maltreatment online, as well as within or outside the home.
- The term "exploitation" has been added to the safeguarding definition, replacing the phrase "abuse and neglect" with "abuse, neglect, and exploitation".
- The DSL is responsible for safeguarding and child protection, including online safety.

- They should understand the filtering and monitoring systems and processes in place.

Informal Teaching

It is important to consider that effective teaching of Online Safety skills in students is not simply a matter of “covering units”. All staff should be aware of Online Safety issues and build them into their teaching wherever possible, even as an informal class discussion. Advantage should be taken of students’ own experiences to discuss Online Safety with them.

For Students

The core elements of Online Safety are covered at an appropriate level to ensure pupils are prepared for the dangers they could face online. Students progressively learn more about Online Safety with more elements being introduced and further detail being added to core elements to ensure students have a solid understanding of all dangers and how to cope with them.

Within the college there are different Pathways and Online Safety looks different in each one, where possible it is expected to relate subject content to Online Safety elements/topics which helps support students understanding in and outside of the classroom.

The Online Safety curriculum is reviewed annually as part of normal scheme reviews.

For Parents/Care

This document is available for parents on the college website. This ensures that Parental information is on the college's ICT provision, expectations of students and that Online Safety is shared within the college.

Parent workshops are carried out to highlight the dangers and illustrate the correct procedures followed in college and how these can be used at home.

Staff

New staff are trained in Online Safety matters as part of the induction programme. For existing staff, Online Safety training is delivered annually as a standalone session and is also incorporated into the whole-college INSET programme as part of the Child Protection training.

Assessment

Assessment of Online Safety education and policy effectiveness is conducted as an integral part of their education. Students are taught about the subject at least once a year and work is assessed and feedback is given to reinforce understanding and knowledge.

Classroom

Whenever ICT is used in the classroom, all adults need to be aware of the potential for Online Safety incidents and breaches of ICT security. To minimise the risk of Online Safety incidents, staff should all adhere to the following classroom management protocols concerning Online Safety.

Always research web links before a lesson - can a student easily find themselves on inappropriate materials in a few clicks from your recommended site? Is all material suitable for the age range of the students?

Be active in all classrooms and do not allow unsupervised use - tour the room, looking for signs of secrecy. This normally means some illicit activity going on.

Be aware of phrases being used like LMIRL (Lets meet in real life) ASL (Age, sex, location), and students using web-based chat facilities (which should be blocked anyway).

If an incident occurs, determine its severity rating:

- **Minor** (games, emailing, general web surfing, storing / viewing images in the “silly” category)
- **Major** (viewing / storing / printing legal pornography, distasteful material, cyberbullying)
- **Extreme** (viewing / storing / printing illegal pornography, scenes of extreme violence, rape, torture; criminal activity such as fraud, hacking)

Follow the appropriate action in the Classroom Management section of this document. Please note the importance of not allowing anyone to use the computer after an extreme incident - police / Child Exploitation and Online Protection Centre (CEOP) may wish to check the computer for evidence. **DO NOT attempt to email, re-view or print the content, as this is an offence in itself.**

Students use e-communications facilities (email, instant messaging, texting, X (formerly Twitter), blogs, YouTube, social networking sites) as part of their everyday lives.

You should ensure that you keep yourself safe by:

- Not divulging personal information online.
- Carefully managing social networking profiles.
- Using ONLY the facilities provided by the college to communicate with students and parents / guardians - DO NOT use personal email or other unauthorised methods.
- Considering your position as a professional, acting accordingly when online.

Protection of personal data

Students undergo an Online Safety lesson throughout the academic year, part of this covers protection of personal data.

Students are reminded about the importance of protecting personal data through discussions, posters or presentations.

The college's network filtering systems are configured to prevent student access to many of the sites which pose risks in terms of students posting personal data. (These include Facebook, Instagram etc)

Staff are required to adhere to the mobile phone policy, which reminds staff that posting personal data/information on social networking sites or using instant messaging services may put them at professional and personal risk.

Publicity (Photo / Video of Students)

Uploading images to online public systems

Since the college's website is a publicly accessible source of information, information must be carefully checked to ensure it complies with Online Safety standards before publication (decency, non-identifiable students etc).

All materials for web-site publication are reviewed and approved by the Operations Manager/Head of College before being uploaded.

No material should be added to any public-facing information source (including the website) without approval by SLT.

Photography / Images / Videos

Students have their personal photographs taken for inclusion on the college's system. They are only to be used for this purpose and assessment walls, but must not be copied to shared areas, staff folders.

Students are at risk of identification if photographic images or videos are publicised along with name data. Care should be taken that no photographs / videos of students in combination with names are available on any public system. It is preferable to publish group photos rather than individuals.

Care should also be taken to ensure that, in informal settings (e.g. college trips) the same standards of privacy, decency and non-identifiability are adhered to.

Incidents

Incidents concerning breaches of ICT security or cyberbullying will fall into several classes of severity. A definition of these, and the actions to be taken, are given in the subsections below.

For all incidents of Online Safety an entry should be made on our incident recording system CPOMS with the relevant category selected (Online Safety) and a description of the event including the severity of the incident.

Minor

Minor incidents (such as using personal devices during lessons) should result in the equipment (if mobile/personal) being confiscated and the matter referred to the Operations Manager.

The Operations Manager will evaluate the incident for evidence of modifications needed, and will liaise with the relevant staff as appropriate.

The Operations Manager will deal with the incident under the college's discipline procedures.

Moderate

Moderate incidents (such as: viewing or saving pornography / other offensive material, Cyberbullying by texting, emailing, taking unsolicited photos / videos) should be referred to the Operations Manager.

The SLT member will evaluate the incident and ask for any relevant evidence to help review the situation.

SLT will deal with the incident under the college's discipline procedures. The Operations Manager will be responsible for providing evidence from the monitoring system.

Extreme (illegal)

Extreme incidents (such as viewing or saving of illegal material or activity such as fraud, hacking) have criminal implications and the procedure below must be followed immediately such an incident is discovered:

Upon Discovering the incident

For extreme incidents, the device should be isolated immediately from all users, screens turned off and the Head of College and Operations Manager informed immediately.

The password for the user concerned will be changed to lock down the machine to preserve evidence.

The DSL will notify the appropriate agencies (LA / CEOP / Police) for further advice.

It is VITAL that any ICT equipment used to commit an illegal act is not tampered with in any way, to preserve evidence.

The IT Technician will produce a report of the incident to the Head of College and liaise with staff on preserving evidence.

SLT will review impact of security breach on current Online Safety policies. The Head of College will liaise with the appropriate external authorities (Police / CEOP / Internet Watch Foundation).

Throughout this procedure, reference should be made to Smooth Wall as the filtering and monitoring provider.

Incidents implicating Staff

Extreme incidents involving staff should be dealt with using the same protocols as students. Generally, the Head of College will take the lead in incidents minor / moderate severity, liaising with IT staff, as necessary.

Once evidence has been collected, the college's Disciplinary Policy will be implemented.

Accidental viewing of inappropriate content

Students

Students should report the incident to the nearest member of the teaching staff. The teacher should then notify the IT Technician who should lock the appropriate machine and user account and use the monitoring software to provide evidence of the security breach.

The IT Technician will then notify the SLT and will review the security breach.

It is important that students feel supported and not criminalised in this instance, as doing so would dissuade them from reporting incidents of this type, with the consequent risks of further security breaches later on.

Staff

Staff should follow the above procedure if they accidentally view inappropriate content from within college. The procedure will be the same, but the IT Technician will report the matter to the Head of College.

Creating a safe environment

The college will employ such technologies and policies as it sees fit to ensure the security of:

- ICT infrastructure (e.g. virus protection).
- Protection against data loss / corruption (backup strategies).
- Protection of personal data against unauthorised publicity, transfer, and use.
- Users against being exposed to inappropriate / damaging material.

Filtering

The college uses the Smooth Wall effective online filtering and monitoring regime. The IT Technician manages and implements changes.

Staff can request for filtering to be applied to ensure the college adapts to the changing dangers posed by the internet. Conversely staff can also request the removal of certain filters to allow them to access resources they require for a lesson. In this case it is carefully considered by the SLT in consultation with other members of the IT Technician.

Monitoring

Students and staff's online activities are monitored using the Smooth Wall system. The monitoring software is used in active mode, with the detection of key words resulting in the logging of the event and notification of DSL and Operations Manager. In the event of an incident being escalated, Smooth Wall can also be consulted later for evidence which is then supplied to the appropriate member of staff dealing with the incident. The monitoring system observes any activity on a user's screen and captures screen shots when specified words are detected on the screen. This can then be used as evidence in the event of an incident.

Anti-Virus / Firewall

The college subscribes to the McAfee Anti-Virus package. Automatic updates are set to operate on all end-user workstations, laptops and file servers. Laptops are protected by the Anti-Virus package even when offline. The college employs Smooth wall hardware firewalls and uses on-site firewalls were deemed most appropriate.

Patches and updates to programs and operating systems are regularly applied to ensure security integrity is always maintained.

The college does not allow any unauthorised devices to be connected to its networks or other ICT Infrastructure. Wireless networks are encrypted by default, with security details known only to the relevant technical staff.

Social Networking or Mobile devices

There are specific college policies for Social Networking and Mobile devices. A summary of key points follows below.

Students

Social networking sites and newsgroups will be blocked unless a specific use is approved.

Students are advised never to give out personal details of any kind which may identify them or their location. Examples would include their real name, address, mobile or landline phone numbers, college, IM address, e-mail address, names of friends, specific interests, and clubs etc.

Students and parents will be advised that the use of social networking outside college may will be inappropriate for students aged 13 and below.

There is to be no communication with staff members in or outside of college, unless there is circumstance where this is not possible, e.g. College Trip, Residential, and Emergency Situation.

Communication with other students outside of college hours should be monitored by parents. If a situation arises with such as bullying the Operations Manager or Head of College can be contacted.

Staff

Staff must never give out their personal details to pupils or parents. Communication with other staff members outside of college via social networking is the responsibility of the end user. However, references to college and staff, students or parents, if of an offensive nature, may be subject to disciplinary investigation. Staff must be aware that anything posted on-line is in the public domain and may potentially be seen by anyone including non-intended recipients.

Communication with current students or parents, such as having them as a friend on social media, and messaging is **not allowed** by BIC. Uploading or sharing photos or videos with students in is also **forbidden**.

All staff must be aware that the posting of inappropriate pictures, videos and comments may be viewed as bringing the college into disrepute by association, which could be considered a disciplinary issue.

Staff must not share their contact details with current students or parents unless agreed by SLT. We also advise that staff do not share their contact details with past pupils or parents as there is usually still a link to college through current pupils and parents.

Any issues or queries need to be highlighted to the Operations Manager or IT Technician.