Online Safety Policy

ST ANDREW'S COLLEGE POLICY DOCUMENT	
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St Andrew's College, Cambridge take a whole school approach to online safety and has created this policy to

- Ensure the safety and wellbeing of all students and staff members when using the internet
- To detail our approach to online safety to all staff and students
- To ensure that we operate within the law and in line with the colleges' values in terms of how we use the internet

 This policy applies to all staff and students and anyone involved in the colleges activities.

We believe that:

- Children and Young people should not experience abuse of any kind
- Children and Young People should be able to use the internet for education and personal development
- There should be safeguards in place to ensure that children and young people are kept safe whilst using the internet

We recognise that:

- The internet provides countless opportunities to everyone however, it also presents risks and we have a duty to educate staff about the roles that online technologies play in the lives of children and young people and the risks they might face in using them
- We must encourage all students in the college to use the internet, social media and mobile phones in a manner that is safe, regardless of whether they are using the college network or devices
- We need to work closely with students, staff, parents and external bodies in order to promote student welfare and to ensure that students are responsible in their approach to online safety
- We are unable to monitor all student's internet activity all the time and recognise that students may use 3G, 4G or 5G to access the internet inside and outside of

college. We therefore focus on attention on having clear rules for internet use and on education and training

We aim to keep our students safe by:

- Having a member of staff with responsibility for online safety. This is our Designated Safeguarding Lead who works closely with our IT Operations Manager on policies and training
- Providing clear and specific rules to all staff and volunteers regarding safe use of the internet. We do this by ensuring all staff read and sign a Staff Code of Practice and an IT Acceptable Use Policy at the start of their employment and each year thereafter, when policies are reviewed and updated
- Proving clear rules to all students regarding safe use of the internet. We do this by ensuring all students read and sign a Student Code of Practice and IT Acceptable Use Policy.
- Supporting and encouraging everyone to use the internet in a way that is safe. This is done through regular training sessions and updates
- Having clear procedures in place to enable us to respond quickly and appropriately to any incidents of inappropriate online behaviour
- Using a content filtering system on the college and hall of residence networks. This filters web content in various categories that is deemed to be inappropriate and can also block access to specific web addresses if required.
- Periodically reviewing our security measures and ensuring that user accounts and passwords are used appropriately and updated regularly
- Ensuring all personal information about staff of students is held securely and only shared if appropriate
- Ensuring that any images of students, staff or homestays are used only if permission has been obtained and only for the purpose for which consent was given
- Ensuring that risk assessments are carried out for any new online platforms or technologies that we plan to use in the college

If online abuse occurs, we'll respond to it by:

- Having robust safeguarding procedures in place to respond to abuse (including online abuse)
- Ensuring that all staff and volunteers undergo safeguarding training to ensure that they understand and can recognise all forms of abuse including bullying, cyberbullying, emotional abuse, sexual abuse and exploitation
- Providing ongoing support regarding the above
- Ensuring that our approach considers the needs of the person experiencing abuse along with any bystanders and the college as a whole
- Reviewing policies and procedures to ensure any issues have been resolved in the long-term

Online Safety Policy

Related policies include:

Safeguarding
Prevent
Anti Bullying and Harassment
Allegations of Abuse against staff
Student Code of Practice
Staff Code of Practice
Student IT Acceptable Use Policy
Staff IT Acceptable Use Policy