

# **Sophia** **HIGH SCHOOL**

**Digital Safety & Acceptable Use Policy**

**2025 - 2026**

<b>Ownership &amp; Consultation</b>	
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<b>Version control</b>	
Implementation date	September 2020
Reviewed	September 2021
Reviewed and updated	September 2022
Reviewed and updated	September 2023
Reviewed and updated	September 2024
Reviewed and updated	August 2025
Reviewed and updated	October 2025
Next Review	August 2026

## DIGITAL SAFETY POLICY

### 1. Introduction

1.1 This Digital Safety Policy sets out the roles, responsibilities and procedures for the acceptable, safe, and responsible use of all digital and communication technologies. This includes the use of school-based devices, the internet, email, instant messaging and other social networking technologies and mobile phones and games, to safeguard adults and students. It details how the school will provide support and guidance to parents and the students for the safe and responsible use of these technologies. It also explains procedures for any unacceptable use or misuse of these technologies by adults or students. The School has developed an AI for Educational Use policy which should be read in conjunction with this Acceptable Use and Digital Safety Policy.

1.2 The use of the internet as a tool to develop teaching, learning and administration has become an integral part of school and home life. There are always going to be risks with using any form of communication which lies within the public domain. Therefore, it is imperative that there are clear rules, procedures and guidelines to minimise those risks whilst students use these technologies. These risks include:

- Being vulnerable to inappropriate contact from strangers; Cyber-bullying;
- Illegal activities of downloading or copying any copyright materials and file-sharing via the internet or mobile devices;
- Issues with spam and other inappropriate email;
- Online content which is abusive, offensive, or pornographic;
- The use of social media to encourage extremism; and viruses
- Ethical use of AI according to the Academic Integrity Policy

1.3 It is also important that staff are clear about the procedures. For example only contacting students about homework via the school's (Sophia) Digital Learning Platform (DLP), not via personal emails.

1.4 Whilst we endeavour to safeguard and mitigate against all risks, we will never be able to completely eliminate them all. Any incidents that may come to our notice will be dealt with quickly and according to the school's policies to ensure the school continues to protect students.

1.5 The involvement of students and parents is also vital to the successful use of digital technologies. This policy thus also aims to inform how parents and students are part of the procedures and how students are educated to be safe and responsible users so that they can make good judgments about information they see, find and use.

### 2. Aims of this Policy

- To ensure the safeguarding of all students within the school by detailing appropriate and acceptable use of all online and digital technologies.
- To outline the roles and responsibilities of all students, staff and parents.

- To ensure all students, staff and parents are clear about procedures for misuse of any online technologies.
- To develop links with parents and the wider community to ensure continued awareness of online technologies.

### **3. Students**

#### 3.1 Our students:

- Are involved in the review of our Digital Safety Agreement through discussion in lessons and other forums, in an age appropriate way;
- Are responsible for following the Digital Safety Agreement whilst within school as agreed each academic year or whenever a new student starts at the school for the first time, and are required to sign that they have read and understood the rules;
- Are taught to use the internet in a safe and responsible manner through the Personal Development and Sustainable Development goals set out in the curriculum;
- Are taught to immediately tell an adult about any inappropriate materials or contact from someone they do not know;
- Are made aware of the potential use of online digital technologies to expose young people to inappropriate contact from strangers and to extremist ideas and know what to do if they encounter such issues;
- Are taught and encouraged to consider the implications for misusing the internet and technology, for example, posting inappropriate materials to websites; deleting work from digital notebooks and for shared folders and drives.
- Are taught that the downloading of materials, for example music files and photographs, needs to be appropriate and 'fit for purpose,' based on research for school work, and be copyright free;
- Are taught to understand what is meant by e-safety through age appropriate delivery;
- Are taught that sending malicious or hurtful messages outside of the school can become a matter whereby the school may set sanctions or involve outside agencies such as the police;
- Are taught not to put themselves at risk online or through mobile phone use and taught what to do if they are concerned, they have put themselves at risk

### **4. Inappropriate Use by students**

4.1 Should the school become aware of use of the School Digital Education Platform, Google Classroom or School email in such a way as to cause hurt or harm to a member of the school community, the school will act quickly and in accordance with our Behaviour Policy.

4.2 Refer to Annex 1 for further guidance.

### **5. Staff**

5.1 It is the responsibility of all adults within the school to:

- Adhere to the Staff Code of Conduct including Acceptable Use Policy;
- Implement and adhere to the student Digital Safety Agreement (see Annex 1, 2 and 3);
- Be up to date with digital knowledge appropriate for different age groups;
- Be vigilant when using technology as part of lessons; Model safe and responsible use of

- technology;
- Provide reminders and guidance to students on Digital Safety;
- Ensure that students are protected and supported in their use of online technologies, and that they know how to use them in a safe and responsible manner;
- Not connect with any student under the age of nineteen on any social networking site, or via personal mobile phones and follow the school's Social Guidelines.
- Protect confidentiality and not disclose information from the network, or pass on security passwords;
- Make sure that any information subject to data protection legislation, namely, the General Data Protection Regulation 2016 (as amended, extended or re-enacted from time to time), is not stored on unencrypted portable media or transported in an unsecure form;
- Use their discretion when communicating electronically about work-related issues and not bring the school's reputation into disrepute;
- Not make or take personal calls or engage in personal texting when they are on duty

### **6. Parents**

6.1 All parents have access to a copy of this Digital Safety Policy on our website. Parents are asked to explain and discuss the rules with their child, where appropriate, so that they are clearly understood and accepted.

6.2 Parents should be aware that the school cannot take responsibility for a student's misuse or abuse of IT equipment. This includes social networking with other students, and the possibility of students accessing inappropriate content. However, should parents or guardians become aware of an issue, we strongly encourage prompt communication with the school so we can offer advice and support. The school has a duty to report serious concerns to local authority safeguarding teams or to the police, in line with statutory requirements.

### **7. The Curriculum**

7.1 The school teaches our students how to use the internet safely and responsibly, for researching information, exploring concepts, deepening knowledge and understanding, and communicating effectively in order to further learning, through our Holistic Horizons and Project Based Learning. The following concepts, skills and competencies are taught through the school in an age-appropriate manner:

- Digital citizenship;
- Future work skills;
- Internet literacy;
- Making good judgments about websites and emails received; Knowledge of risks such as viruses, and opening mail from a stranger;
- Access to resources that outline how to be safe and responsible when using any online technologies;
- Knowledge of copyright and plagiarism issues; File-sharing and downloading illegal content;
- Uploading information – knowing what is safe to upload, and not to upload personal information; and
- Where to go for advice and how to report abuse.

7.2 Students are taught skills to explore how online technologies can be used effectively, in a safe and responsible manner.

## **8. Monitoring**

8.1 It is the responsibility of the school to ensure appropriate systems and technologies are in place to monitor and maintain the safeguarding and security of everyone using the school network. The school will monitor the use of online technologies and the use of the internet by students and staff, within reason – as all lessons will be recorded.

## Annex 1 - DIGITAL SAFETY AGREEMENT FOR STUDENTS IN KEY STAGE 1 & 2

These are our rules for using digital tools, technology, the internet and our online learning platform safely;

- We use digital tools, technology and the internet to help us learn, and we will learn how to use the internet safely, ethically, effectively and responsibly.
- We send emails and messages that are polite. We are kind and respectful in how we treat others online.
- Approval from an adult may be needed before we email, chat to, or video-conference anyone at school.
- We never give out passwords or personal information (like our last name, address or phone number).
- We never post photographs or video clips without a teacher's permission and never include names with photographs.
- If we need help, we know who and when to ask. We know who the School Safeguarding Team are and how to contact them.
- If we see anything on the internet, in google classroom, or in an email or other electronic message that makes us uncomfortable or appears unpleasant, we inform an adult.
- I accept that the school monitors my use of the internet at school and my school email account.
- If we receive a message sent by someone we do not know, we inform an adult. We do not go into unsupervised online rooms unless an adult or teacher has given us permission and is available to supervise
- We aim to look after each other by using our safe internet in a responsible way.
- We agree not to send hurtful words, images or messages outside of school on the internet or mobile devices about anyone in our school community.
- I will keep my camera on (full face) when I am in a live lesson, with the true background image.
- I will let my teachers know if I use any AI tools or technology when completing my work. I understand that when using AI technology there are rules to follow in the SHS Academic Integrity Policy and I agree to follow these rules.
- We will consider the implications for misusing the internet and technology, for example, posting inappropriate materials to websites; deleting work from digital notebooks, shared folders and drives.

Name:

Year group:

I understand the Digital Safety Agreement for using digital tools, internet, email and online tools safely and responsibly. I am aware that the adults working with me at school will help me to check that I am using the computers appropriately.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DIGITAL SAFETY AGREEMENT FOR STUDENTS IN KEY STAGE 3

I am encouraged to use and be aware of the safety rules and procedures which regulate my use of digital technologies, resources, Sophia High School Learning platforms, including my access to Google Classroom and the internet. This includes the use of AI in an effective, ethical and safe manner, to support. Access to the School's Online Learning Platform enables me to find resources, to communicate, and to help my research for the completion of school work.

- I accept that these platforms and tools are to be used for educational purposes only and in an appropriate manner. I take responsibility for my actions and know that any breach of the rules will be considered a serious disciplinary matter.
- I will make targeted use of the internet to support my studies.
- I accept that the school monitors my use of the google online learning platform and that my student email address and data attached to this email belongs to the school.
- I will not access, create or display any material (images, sounds, text, and video) which is likely to cause offence, inconvenience or anxiety to anyone.
- I will fully follow our teachers' instructions over the use of IT and the internet.
- I do not assume that information published on the Web or written in an email is accurate. I keep my username and password confidential.
- I am careful about what I write on a computer or post on social media. I check my work before I print or send it.
- I do not use bad language. I do not write racist, sexist, abusive, homophobic or aggressive words. I do not write things that could upset or offend others.
- I understand that sending malicious messages outside of school can become a matter whereby the school will set sanctions or involve outside agencies such as the police.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
- I do not make available online personal information about myself or anyone else, such as an address, telephone number and private details, in an email or on a website.
- I do not respond to offensive, abusive or rude messages. I let a teacher know immediately if I am sent anything I do not feel comfortable with.
- At school I do not go to sites or download any materials which are in bad taste, offensive, violent or pornographic.
- If I quote from a text, or use AI in my work, I will always attribute my sources and acknowledge use of anyone else's ideas, images or data by citing the author, using quotation marks, and compiling a bibliography as required.
- I always respect the privacy of other users' data.
- I will check my school emails through the Learning Management System regularly to enable me to work and learn effectively.
- I will follow the school rules on academic honesty and not practise plagiarism.
- I know that if I am worried about something related to technology outside of school I can ask for advice or help from my teachers.
- I will keep my camera on (full face) when I am in a live lesson, with the true background image.
- I will declare any use of AI technology when completing my work. I understand that when using AI technology there are rules to follow in the SHS Academic Integrity Policy and I agree to follow these rules.
- We will consider the implications for misusing the internet and technology, for example, posting inappropriate materials to websites; deleting work from digital notebooks, shared folders and drives or actions which would be seen as online bullying or harassment.

Name:

Year group:

I understand the contents of the school's Digital Safety Agreement and the rules for using the internet, email and online tools safely and responsibly. I am aware that the adults working with me at school will help me to check that I am using the computers appropriately.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DIGITAL SAFETY AGREEMENT FOR STUDENTS IN KEY STAGE 4 & 5

I am encouraged to use and be aware of the safety rules and procedures which regulate my use of digital resources, Sophia High School Learning platforms, including my access to Google Classroom and the internet. Access to the school's network and the internet enables me to find resources, to communicate, and to help my research for the completion of school work.

- I accept that these platforms and tools are to be used for educational purposes only and in an appropriate manner.
- I take responsibility for my actions and know that any breach of the rules will be considered a serious disciplinary matter.
- I will make targeted use of the internet to support my studies.
- I accept that the school monitors my use of the internet at school.
- I will not access, create or display any material (images, sounds, text, and video) which is likely to cause offence, inconvenience or anxiety to anyone.
- I will fully follow our teachers' instructions over the use of IT and the internet.
- I do not assume that information published on the Web or written in an email is accurate. I keep my username and password confidential.
- I am careful about what I write on a computer. I check my work before I print or send it.
- I do not use bad language. I do not write racist, sexist, abusive, homophobic or aggressive words. I do not write things that could upset or offend others.
- I understand that sending malicious messages outside of school can become a matter whereby the school will set sanctions or involve outside agencies such as the police.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
- I do not make available online personal information about myself or anyone else, such as an address, telephone number and private details, in an email or on a website.
- I do not respond to offensive, abusive or rude messages. I let a teacher know immediately if I am sent anything I do not feel comfortable with.
- At school I do not go to sites or download any materials which are in bad taste, offensive, violent or pornographic.
- If I quote from a text, I will always attribute my sources and acknowledge use of anyone else's ideas, images or data by citing the author, using quotation marks, and compiling a bibliography as required.
- I always respect the privacy of other users' data.
- I will check my school emails through the Learning Management System regularly to enable me to work and learn effectively.
- I will follow the school rules on academic honesty and not practise plagiarism.
- I know that if I am worried about something related to technology outside of school I can ask for advice or help from my teachers.
- I will keep my camera on (full face) when I am in a live lesson, with the true background image.
- I will declare any use of AI technology when completing my work. I understand that when using AI technology there are rules to follow in the SHS Academic Integrity Policy and I agree to follow these rules.
- We will consider the implications for misusing the internet and technology, for example, posting inappropriate materials to websites; deleting work from digital notebooks, shared folders and drives.

Name:

Year group:

I understand the contents of the school's Digital Safety Agreement and the rules for using the internet, email and online tools safely and responsibly. I am aware that the adults working with me at school will help me to check that I am using the computers appropriately.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Annex 4 – Email Etiquette

Email best practice:

- Write well-structured emails and use short, descriptive subjects.
- Sentences can be short and to the point. You can start your email with 'Hi', or 'Dear', and the name of the person. The use of internet abbreviations and characters such as smileys is not encouraged.
- Signatures must include your name, job title and school name and must include school approved graphics in signature
- Users must spell check all mails prior to transmission.
- Only mark emails as important if they really are important.  
Avoid long strings of messages; start new conversations.

Do not:

- Write it in an email unless you would put it on a noticeboard in the office or in a newspaper.
- Write anything that is libellous, defamatory, offensive, racist or obscene - you and the school can be held liable.
- Forward confidential information - you and the school can be held liable.
- Forward a message with sensitive information without acquiring permission from the sender first.  
Send email messages using another person's email account.

## Annex 5 – Metaverse Etiquette (Metiquette)

During our Summer Term 2023 focus on the theme ‘Meet me in the Metaverse’ our staff and students across the school worked collaboratively to define our own roles and responsibilities for working within Immersive Learning environments; Metaverse Etiquette (Metiquette):

### KS1 (Foundation Programme)

1. Be kind to everyone just like any live lesson
2. Treat others the way you want to be treated
3. Use mute when you are not speaking
4. Listen to your teacher
5. Use IFX respectfully
6. Don’t talk to strangers
7. Don’t give out any personal information
8. Update Engage before the live lesson time
9. If you need help ask your teacher

### KS2

1. Act with kindness and be respectful towards others. Your behaviour in the Metaverse should not upset anyone and should reflect how you would treat someone face to face in real-life
2. Use the golden rule “Treat others the way you want to be treated” and be a good role model to others
3. Use mute when asked to by your teacher, stay on mute when not speaking
4. Participate in lessons and be patient with others
5. Use a clear voice and raise your hand to speak
6. Use IFX tools appropriately for the lesson and follow teacher instructions
7. Do not talk to or engage with strangers
8. Do not share personal information
9. Make sure to update your Engage before the live lesson time
10. If you have technical difficulties with Engage please contact your teacher after the lesson
11. If you see disrespectful or unkind behaviour please contact your teacher

### KS3

1. Be respectful and caring towards others. Your behaviour in the Metaverse should not upset anyone and should reflect how you would treat someone face to face in real-life
2. Be a good role model to others and help those new to the Metaverse
3. Use mute when asked to by your teacher, stay on mute when not speaking to avoid interference
4. Participate in lessons
5. Use a clear voice and raise your hand to speak
6. Use IFX tools appropriately for the lesson and follow teacher instructions
7. Avoid any form of bullying or harassment
8. Do not talk to or engage with strangers
9. Do not share personal information
10. Make sure to update your Engage before the live lesson time
11. If you have technical difficulties with Engage please contact your teacher after the lesson