



LEGACY EDUCATION

Online Safety and Acceptable Use Policy

"Character Above All Else"

Approved by: Director

Responsible Person: DSL / Online Safety Lead

Last Review Date: December 2025

Next Review Due: December 2026

1. Statement of Intent

- 1.1. At Legacy Alternative Provision (Legacy AP), we recognise that digital technology is an integral part of modern life and education.
- 1.2. We are committed to helping students develop the skills and discipline to use technology safely, respectfully, and responsibly — in ways that reflect our ethos of 'Character Above All Else'.
- 1.3. This policy sets out how we protect our students, staff, and organisation from online risks, and how we respond to online incidents.

2. Purpose and Scope

- 2.1. This policy applies to all members of the Legacy AP community, including staff, students, visitors, and external partners, and covers:
 - Use of digital technology, devices, and the internet on-site or off-site
 - Communication via email, messaging, and social media
 - Cyberbullying and online abuse
 - Data security and personal information
 - Staff conduct and professional boundaries online

3. Aims

- 3.1. Legacy AP aims to
 - Protect students and staff from online harm, abuse, or exploitation
 - Promote critical thinking and responsible digital citizenshipSupport safe and appropriate communication online
 - Safeguard Legacy AP's reputation and data integrity

4. Roles and Responsibilities

- 4.1. Director / DSL
 - Holds overall responsibility for online safety and ensures appropriate procedures are in place.
 - Oversees staff training and response to any incidents.
- 4.2. Online Safety Lead
 - Ensures day-to-day compliance, monitoring, and digital safeguarding.
 - Liaises with referring schools and agencies as needed.
- 4.3. Staff
 - Model safe, respectful online behaviour at all times.
 - Maintain professional boundaries online and via social media.
 - Report any online safety concerns immediately to the DSL.
- 4.4. Students
 - Use technology responsibly and respectfully.
 - Report any concerns, harassment, or inappropriate material immediately.
 - Follow Legacy AP's rules for use of mobile phones and devices.

5. Safe and Responsible Use

- 5.1. Legacy AP teaches and promotes responsible technology use through mentoring and daily supervision.
- 5.2. All users of Legacy AP technology must act responsibly and in accordance with this policy.
- 5.3. All users must:
 - Treat others with respect in all online interactions.
 - Use technology only for educational or work-related purposes
 - Keep passwords secure and private
 - Access only age-appropriate and relevant content
 - Never share personal information publicly.
 - Never access, store, or share illegal, extremist, or pornographic content
 - Understand that online actions have real-world consequences.
 - Respect copyright, confidentiality, and data protection at all times
 - Ask permission before taking photos, videos, or sharing content online.
 - Report any online concern immediately to the **Designated Safeguarding Lead (DSL)**

6. Mobile Phones and Devices

- 6.1. Personal mobile phones must be kept in designated storage or silent during sessions unless permission is granted for learning purposes.
- 6.2. Staff may restrict access to phones during physical training or mentoring to maintain focus and safety.
- 6.3. Taking or sharing images without consent is strictly prohibited.
- 6.4. Any misuse of devices will be treated as a behaviour and safeguarding matter.

7. Social Media and staff conduct

- 7.1. To protect both students and staff, professional boundaries online must be maintained at all times.
- 7.2. **Staff** must:

- Never accept or send friend requests to current or former students under 18.
 - Use only official Legacy AP accounts or channels for communication.
 - Avoid posting content that could bring the organisation into disrepute.
 - Ensure privacy settings are secure and professional standards upheld.
- 7.3. Any breach of these expectations will be addressed under the Staff Code of Conduct and may lead to disciplinary action.

8. Online Safety for students

8.1 Online safety education is embedded through the **personal development and PSHE curriculum** for students

8.2 **Students** learn about:

- Online identity and digital footprints
- Managing relationships and privacy
- Recognising and reporting abuse
- Evaluating information and online influence

8.3 Staff reinforce safe digital habits across all subjects and interactions.

9. Cyberbullying and Online Abuse

- 9.1. Cyberbullying is treated with the same seriousness as in-person bullying.
- 9.2. Reports are investigated by the DSL and recorded in the Behaviour & Safeguarding Log.
- 9.3. Support is provided to both victim and perpetrator.
- 9.4. Referring schools and parents/carers are informed where appropriate.
- 9.5. Serious incidents may be referred to the police or local safeguarding partners.

10. Filtering, Monitoring, and Security

- 10.1. All Legacy AP systems and devices are protected with filtering and antivirus tools.
- 10.2. Legacy AP uses filtering and monitoring systems to prevent access to harmful or extremist material.
- 10.3. All network activity is logged and reviewed in line with **GDPR** and safeguarding requirements.
- 10.4. Personal data is stored securely and shared only when necessary.

- 10.5. Regular audits and updates ensure compliance with GDPR and safeguarding standards.
- 10.6. Any breaches are reported immediately to the Director/DSL and recorded.

11. Education and Training

- 11.1. All staff receive annual training in online safety and digital safeguarding.
- 11.2. Students are taught about responsible use of technology, digital footprints, and online respect.
- 11.3. Legacy AP promotes open discussion about online pressures, image sharing, and the impact of digital behaviour on wellbeing.

12. Data Protection

- 12.1. All digital data, photographs, and communication are handled in accordance with the **Data Protection & GDPR Policy**.
- 12.2. Staff must ensure student data is only stored on secure Legacy AP systems, never on personal devices or cloud platforms without authorisation.

13. Reporting Concerns

- 13.1. Concerns about online activity, cyberbullying, or misuse of technology must be reported immediately to the DSL or Online Safety Lead.
- 13.2. All reports are logged, investigated, and followed up appropriately.
- 13.3. Students: may face proportionate consequences under the Behaviour Policy.
- 13.4. Staff: may face disciplinary action under the Staff Code of Conduct.
- 13.5. If a criminal or safeguarding issue is suspected, external agencies may be contacted.

14. Monitoring and Review

- 14.1. The Online Safety Lead reviews this policy annually and after any significant incident.
- 14.2. Feedback from students and staff informs updates to ensure it remains relevant and effective.

15. Related Policies

- 15.1. This policy should be read alongside:
 - Safeguarding & Child Protection Policy
 - Staff Code of Conduct
 - Behaviour & Exclusions Policy
 - Anti-Bullying Policy
 - Data Protection & Privacy Policy
 - Equality, Diversity and Inclusion Policy