



Online Safety Policy

Reviewed: November 2025

Next review: November 2026

Staff responsibilities

1. The Online Safety Policy requires staff to behave at times in accordance with the following principles of the Code of Conduct:

Code of Conduct – Staff: Abstract

3.5 report quickly, where appropriate, incidents or matters which impact on pupil/student welfare including suspicion of online bullying or grooming

3.6 communicate effectively with pupils/students, colleagues, parents, school management and others in the school community in a manner that is professional, collaborative and supportive, and based on trust and respect

3.7 ensure that any communication, including online with pupils/ students, colleagues, parents, school management and others is appropriate, including communication via mobile phone, electronic media, such as e-mail, texting and social networking sites. Staff communication with pupil/students must be strictly limited to professional matters.

3.8 Staff must not form social/personal relationships with pupil/students

3.9 ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format

3.10 ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format

2. Staff must not breach the policy as described in the General Rules

Student responsibilities

1. The purpose of the Online Safety Policy is to protect individuals and the school from inappropriate use or misuse of online resources. Students must not breach the policy as described in the General Rules

General Rules

Mobile phones and other electronic devices and the internet including social media must not be put to inappropriate uses including

accessing or distributing material that is illegal or could bring the school into disrepute such as:

- Sexually explicit messages, images, videos, cartoons or jokes;

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East Midlands School of Business and Management

- Profanity, slander, or libel;
- Ethnic, religious, or racial slurs (including images, jokes, etc);
- Political, terrorist or propaganda material;
- Any other material that could be construed as harassment or bullying of others based on their sex, race, sexual orientation, age, national origin, disability or religious or political beliefs;
- Drugs or criminal skills
- Gambling
- Threatening, harassing, proposition or causing distress, annoyance, needless anxiety or discomfort to any other person or entity;
- Circulating comments about employees, students, or other partners of the school which are abusing, objectionable, or otherwise inappropriate;
- Use of the IT systems for inappropriate activities.
- Sending offensive messages
- Transmitting any sensitive data such as school passwords or account details;
- Downloading, copying, plagiarising or 'sending' the works of others without their permission as this may infringe copyright and/or breach academic rules.