Online safety toolkit **Guidance**



Policy checklist

| | Policy/policy area | School | Pupils | Staff | arents/carers | Governors | Volunteers | Other |
|----|--|--------|--------|-------|---------------|-----------|------------|-------|
| 1 | Online safety policy (framework) | ✓ | | | | | | |
| 2 | Online safety group terms of reference | 1 | | | | | | |
| 3 | Responding to incidents procedure | ✓ | | | | | | |
| 4 | Reporting log | 1 | | | | | | |
| 5 | Acceptable use policy | | ✓ | ✓ | | ✓ | ✓ | |
| 6 | (Link to home school agreement) | | ✓ | | ✓ | | | |
| 7 | School use of social media procedures | ✓ | | | | | | |
| 8 | Social media (individual use) policy | | | ✓ | | | | |
| 9 | Electronic communications policy | | | | | | | |
| 10 | Technical security policy | ✓ | | | | | | |
| 11 | Filtration/monitoring policy | ✓ | | | | | | |
| 12 | Filtration change procedure | ✓ | | | | | | |
| 13 | Use of cloud systems consent (Google) | | ✓ | | | | | |
| 14 | Bring your own device (BYOD) policy | ✓ | | | | | | |
| 15 | BYOD acceptable use | | | | | | | |
| 16 | Data protection policy | ✓ | | | | | | |
| 17 | Data handling policy | | | | ✓ | ✓ | | |

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|----|---|--------|----------|-------|----------------|-----------|------------|-------|
| | | | | | | | | · |
| 18 | Privacy statement | | ✓ | | | | | |
| 19 | Use of biometric systems | ~ | | | | | | |
| 20 | Consent to use biometric systems | | ~ | | | | | |
| 21 | Taking/using/storing digital images/videos | ✓ | | | | | | |
| 22 | Consent to be shown on website/social media | | ✓ | | | | | |
| 23 | Searching devices and deleting images | | ✓ | | | | | |
| 24 | Online safety training policy | 1 | | | | | | |
| 25 | Training audit | ✓ | | | | | | |

| If you want to know more, or have any questions, please contact | | | | | |
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