



21/10/24

Review Date: 21 October 2025

Orchard Academy

www.orchard-academy.com

Online Safety Policy and Acceptable Use

1. Introduction

Orchard Academy is dedicated to ensuring the safety and well-being of all students and staff in the online environment. This Online Safety Policy outlines our commitment to promoting safe and responsible use of technology and sets clear expectations for acceptable use of digital resources.

2. Purpose

The purpose of this policy is to:

- Establish guidelines for safe and responsible online behavior.
- Protect students and staff from potential online risks and abuse.
- Promote a culture of digital citizenship and respect within the online learning environment.

3. Scope

This policy applies to all students, staff, and volunteers of Orchard Academy, as well as any third-party users of our online platforms.

4. Online Safety Principles

- **Safety First:** The safety and well-being of our students and staff is our primary concern. All online activities must prioritize personal safety.
- **Respect and Responsibility:** All users are expected to treat others with respect and use technology responsibly.
- **Digital Citizenship:** Users should promote positive and ethical behavior in online interactions and develop critical thinking skills regarding online content.

5. Acceptable Use Guidelines

General Use

- Users must utilise school-provided technology and online platforms exclusively for educational purposes.
- Personal use of school devices should be limited and in accordance with school policies.

Online Behaviour

- Users must communicate respectfully and avoid any form of harassment, bullying, or inappropriate language.
- Sharing personal information, including addresses, phone numbers, and social media accounts, is strictly prohibited.

Privacy and Confidentiality

- Users must respect the privacy of others and must not share personal information or images without explicit consent.
- All communications and interactions should be treated as confidential unless explicitly stated otherwise.

Cybersecurity

- Users are responsible for maintaining the security of their accounts and passwords.
- Devices must have up-to-date antivirus software and be protected from malware and other threats.

Reporting Concerns

- Users should report any incidents of online bullying, harassment, or inappropriate content to a teacher or designated safeguarding lead (DSL) immediately.
- Concerns about online safety or security should also be reported promptly.

6. Staff Responsibilities

- Staff members are responsible for modeling appropriate online behavior and promoting online safety among students.
- Training will be provided for staff on online safety and acceptable use policies to ensure they can effectively support students.

7. Student Responsibilities

- Students are expected to adhere to this policy and engage in safe and respectful online behavior.
- Students should seek help from a teacher or trusted adult if they encounter any online issues or concerns.

8. Monitoring and Review

- The use of online platforms and technology will be monitored to ensure compliance with this policy.
- This policy will be reviewed annually to ensure it remains effective and relevant to the needs of the Academy and its users.

9. Consequences of Misuse

- Violations of this policy may result in disciplinary action, which can include loss of access to online resources, warnings, or further disciplinary measures as outlined in the Academy's disciplinary policy.

10. Conclusion

Orchard Academy is committed to creating a safe online environment for all users. This Online Safety Policy and Acceptable Use guidelines serve to protect students and staff while promoting positive and responsible use of technology.

Approved by: Management Committee of Orchard Academy

Next Review Date: September 2025
