

Online (e-Safety) Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In drafting this policy The Green Room considered the Department for Education’s Keeping Children Safe in Education 2025 statutory guidance

Online Safety Officer: Nikki Allen

An online safety information leaflet for parents/carers can be found on our website at <https://www.thegreenroomschool.com/students-area>

Owners/: DH/NA/WCF/KBT/CAS

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	GRK	January 2026		January 2027

Rationale

Access - Technologies are integral to the lives of our students, both within and outside of the provision, and are an essential resource to support learning and teaching. We need to include these technologies across our provisions in order to equip our young people with the skills to access learning and employment.

Safe - However, young people should be entitled to safe internet access at all times, and the use of these new and developing technologies can pose risks to them.

Educate - It is impossible to eliminate all risks entirely; therefore, we need to educate young people and build their resilience so that they have the confidence and skills to deal with these risks.

Moderation - We also need to recognize the potential for excessive use, which may impact the social and emotional learning and development of the student.

Parents - We must work in conjunction with parents to ensure that they are equipped to keep their children safe online outside of provision and recognize risks themselves.

This Policy along with the online safety Agreement (included at the end) is to protect the interests and safety of the whole Green Room community. It is used in conjunction with the following mandatory policies: Child Protection and Safeguarding, Health and Safety, Behaviour Policy, Data Protection, and Anti-Bullying Policy.

During the provision day students are only able to access their provision accounts on provision devices. The Google Workspace admin always has internet safe search and restricted mode on. All internet and Google Workspace activity can be monitored and filtered for appropriate use using Lightspeed solutions. We must acknowledge and understand that students will have access to the internet outside of provision and must be educated accordingly and for their life beyond The Green Room. Currently the internet technologies children and young people are using both inside and outside of the classroom include, but are not limited to:

- Websites
- Google Classroom, Chat, Hangouts, Meet, Docs, Slides, Sheets and Forms
- Other Learning Platforms and Virtual Learning Environments
- Email and Instant messaging
- Chat Rooms and Social Networking (eg Facebook, Twitter, Instagram, etc)
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Tablets with text, video and web functionality

[- Please see here for a list of blocked URLs](#)

Whilst exciting and beneficial both in and out of the context of education, all users need to be aware of the range of risks associated with the use of these Internet technologies.

Roles and Responsibilities

At The Green Room Foundation we understand the responsibility to educate our students on online safety issues, teaching them the appropriate behaviours and critical thinking skills to enable them to remain safe and legal when using the internet and related technologies in and beyond the context of the classroom. Online safety is an important aspect of leadership within the provision, and the Head of Provision has the ultimate responsibility to ensure that the policy and practices are embedded and monitored. The Chair of Trustees is aware of our current systems and will monitor this annually along with the ELT, DSLs, DPO and Heads.

Online safety skills development for staff

- New staff receive information on the online safety Agreement as part of their induction.
- All staff are made aware of their individual responsibilities relating to the safeguarding of children within the context of online safety and know what to do in the event of technology misuse by any member of the community.
- All staff are encouraged to incorporate online safety activities and awareness within their curriculum areas.

Online safety in the Curriculum (Including Online Provision)

ICT and online resources are increasingly used across the curriculum, therefore it is essential for online safety guidance to be given to the students on a regular and meaningful basis, and we continually look for new opportunities to promote online safety.

The Green Room Foundation ensures that students are taught about safeguarding, including online safety, and recognise that a one size fits all approach may not be appropriate for all students, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND students might be needed. Online safety and online standards are taught directly through the curriculum.

Provision Equipment

The Green Room provides the following equipment for staff and students to use:

- Chromebooks (including chargers)
- Mac laptops and iMacs (including chargers)
- Gaming PCs and Laptops
- Amazon Tablets (photography and animation purposes)
- Oculus VR headsets
- Mobile phones
- MP3 Players

Staff are assigned a laptop when they join The Green Room.

Student Chromebooks

Student Chromebooks are numbered and logged on the [Chromebook sign in sheet](#). Chromebooks are enrolled into the Google Admin Dashboard and are managed by the Administrator. Policies are set and access to various apps in the Google Workspace is given, depending on which provision the student is attending. Chromebooks are closely managed and can only be signed into with a GR email address.

[Please see here for more information on how Users and Chromebooks are managed](#)

Google Workspace

We use the Google Workspace with 16 core apps as the platform for our provisions, and students have access to some or all of these, depending on which provision they attend. There are additional apps available through Google which also have different levels of access. Any additional apps to be loaded onto the Chromebooks are done via the Administrator. All students have access to:

- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Slides
- Sheets
- Gmail
- Chrome

GRC students have access to Chat and Meet by default and this can be changed via the Admin Console as necessary. Meet is turned on for all students in the event of us moving to an online provision

The Green Room Virtual Provision - Sanctions for Online Behaviour

Google Workspace is the platform for our virtual provision, staff and students must respect the principles of politeness, respect and kindness. Any communications found to be disrespectful, offensive, hurtful or in any way having a detrimental effect on a student or staff member's well-being, will go through the following scale of sanctions:

Initially, any staff member present will inform a student if their behaviour is inappropriate. This gives them a chance to rectify their behaviour immediately and put right their actions if required. Students are also encouraged to speak openly if they feel another student is not acting appropriately. Following this, if the behaviour continues these sanctions will be implemented.

1. The student responsible will be removed from the space(staff can do this immediately).
2. A member of staff will be clear with the student as to what is not appropriate.
3. The student will receive a written warning from the Head/SLT
4. The parents/carers will receive a letter from the Head/SLT or have a meeting in person if necessary.
5. Online Privileges will be removed from the student's profile
6. The removal of Chat (if they have it) from the student's profile and lessons will take place in isolation
7. Remove the student's GR Login for a fixed term (This is a fixed term exclusion)
8. Remove the student's GR Login permanently (This is a permanent exclusion)

There are plenty of opportunities within this scale for the students to understand their behaviour and rectify it in this new environment. However, The Green Room Foundation reserves the right to proceed to the end of this scale for serious misconduct; however, there are plenty of opportunities within this scale for students to understand their behaviour and rectify it in this new environment.

The Provision provides opportunities within a range of curriculum areas to teach about online safety (The PSHE curriculum covers cyber-bullying, social media, sexting, revenge porn, body shaming, relation break ups, CSE, peer pressure and other topics that can have a direct relevance to online safety such as

Online radicalisation, Deepfakes, AI-generated content, Online gambling, Influencer culture exploitation, Financial scams, Sextortion.

Educating the students on the dangers of technologies that may be encountered outside the provision is done as the opportunity arises.

Students are taught about copyright and respecting other people's information, images, etc through discussion, and activities.

Students are made aware of the impact of online bullying and are advised how to seek help if they are affected by these issues. This can be through their Designated Safeguarding Lead, tutor/coach, therapist, SLT, Head of Provision or any member of staff they feel comfortable with.

In all areas of the curriculum, students are encouraged to treat technology in the same way as face to face relationships and that these should be conducted in a place of safety, free from harm and persecution.

Password Security

Password security is essential for staff as they are able to access and use student data. Student data is kept on Arbor or Google and each staff member has their own log in to both. All actions are traceable in both. All staff are expected to keep their password secure and can change it as required or have it reset by the administrator. Teachers are not allowed to give or allow students access to the system or have sight of their password.

All users read and sign an Acceptable Use Agreement to demonstrate they have understood the Provision's online safety Policy

Student passwords are kept centrally for only staff to see and prompt their logins should they need assistance. No students have access to individuals passwords and we have the ability to reset them should there be a breach of security. In some instances student passwords can be changed, for example if a student struggles to remember the password that their account has been assigned. Students are advised not to change their own password, however, if they do they must inform the eSafety Officer so the central password document can be updated.

Data Security

The accessing and appropriate use of Provision data is something that the Provision takes very seriously in conduction with the Data Protection Act.(GDPR 2018)

Staff are aware of their responsibility when accessing provision data. Data is stored either in Arbor or Google, both of which are GDPR compliant. Guidelines in relation to Data Protection must be followed (see Data Protection Policy)

Internet Safety

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction as well as a potential risk to young and vulnerable people. Whenever any inappropriate use is detected, it will be followed up.

- Where possible The Green Room maintains that students will have supervised access to the Internet.
- Staff will preview any sites before use within lessons.
- If internet research is set for classwork/homework, specific sites will be suggested that have previously been checked by a staff member.
- Parents are encouraged to have settings at home that also protect their children and are informed of this through parent forums and also on a 1:1 basis where appropriate.
- All users must observe copyright at all times.
- If staff or students discover an unsuitable site, the screen must be switched off / closed and the incident reported immediately to the Head of Provision, DSL and ICT Administrator although this is less likely now due to the implementation of Lightspeed.
- It is the Provision's responsibility to ensure that Anti-virus protection is installed and kept up to date on all Provision technology
- Students are not able to download programs or Apps on provision based technologies as this is done via the administrator.
- Written permission from parents is obtained as part of the induction process, to use images or videos of the student on the website and social media platforms. Full names are never used, only initials.
- Google SafeSearch and YouTube Strict Restricted Mode is enforced on all Chromebooks and Users
- Lightspeed was implemented Sept 2023. Lightspeed Filtering System will block any unsuitable sites and different policies are set for staff and students. Lightspeed Alert will monitor usage and an alert is triggered for bullying, violence, self harm, explicit content, weapons and drugs. If a student searches for anything considered in these categories the Lightspeed Admin, DSLs and Heads of provision will get an alert. Alerts are also monitored by the Lightspeed Human Review team 24/7, who monitor and close cases or escalate as necessary. (Monitoring is carried out under Article 6(1)(c) UK GDPR (legal obligation – safeguarding duties) and Article 6(1)(f) UK GDPR (legitimate interests in maintaining safe IT systems). Special category data is processed where necessary under Article 9(2)(g) and Schedule 1 of the Data Protection Act 2018.)

Managing other technologies

Social networking, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However, it is important to recognise that there are issues regarding the appropriateness of some content. We recognise the importance of encouraging our students to think carefully about the way that information can be added and removed by all users, from these sites.

- Access to social networking sites for personal use is blocked to all students within the provision.
- All students are encouraged to be cautious about the information given by others on sites, for example users not being who they say they are.
- Students are reminded to avoid giving out personal details on such sites which may identify them or where they are (full name, address, mobile /home phone numbers, provision details, IM/email addresses etc, location services).
- Students are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- Students are asked to report any incidents of e-bullying to the provision.
- Students are educated about responsible use of social networking in PSHE lessons, Computer Literacy lessons and as part of Curriculum Collapse days.

Staff use of social media

- The Green Room Foundation staff will not invite, accept or engage in communications with parents or students from the provision community in any personal social media whilst in employment at The Green Room Foundation
- Any communication received from students on any personal social media sites must be reported to the Designated Safeguarding Lead. Staff must block the student to prevent further contact.
- If any member of staff is aware of any inappropriate communications involving any student in any social media, these must immediately be reported as above
- Members of staff are strongly advised to set all privacy settings to the highest possible levels on all personal social media accounts
- Staff should not use personal email accounts or mobile phones to make contact with members of the provision community on provision business, nor should any such contact be accepted, except in circumstances given prior approval by the Head of Provision
- Members of staff are advised to avoid posts or comments that refer to specific individual matters related to The Green Room and members of its community on any social media accounts.
- Staff are also advised to consider the reputation of The Green Room in any posts or comments related to The Green Room Foundation on any social media accounts
- Staff should not accept any current student of any age or any ex student of the provision under the age of 18 as a friend, follower, subscriber or similar on any personal social media account
- Staff must not represent personal views as those of the provision on any social medium.
- Staff must not use social media and the internet in any way to attack, insult, abuse or defame students, their family members, colleagues, other professionals, other organisations, The Green Room or the County Council.
- Misuse of social media by staff may constitute a disciplinary matter under the Staff Code of Conduct.

Provision sanctioned use of social media

There are many legitimate uses of social media within the curriculum and to support and enhance student learning. For example, The Green Room has an official Twitter account (@GreenRoomSchool), Facebook page (@TheGreenRoomSchoolWindsor) (@TheGreenRoomSchoolKingsley) Instagram (thegreenroomschoolwindsor, thegreenroomschoolkingsley, thegreenroomcollege) which records the activities, day trips, projects and curriculum based learning of the students. We also occasionally make films, where the students address certain issues in the world in a creative environment, tackling them head on in a constructive manner, including politics, war, and news. The films are written, directed and acted by the students and promoted via our social media channels as the students are proud of their work and wish to share it. The films always have an educational theme and reason behind them, and are not meant to be controversial or offensive in any way.

When using social media for educational purposes, the following practises must be observed:

- Staff are encouraged to have a 'Green Room (Name)' presence, using their provision email to allow them to use the provision social media and celebrate student work and parent comments and these sites are monitored. This should be a distinct and dedicated social media site or account for educational purposes. This should be entirely separate from any personal social

media accounts held by that member of staff, and ideally should be linked to an official Green Room Provision email account.

- The content of any The Green Room sanctioned social media site should be solely professional and should reflect well on The Green Room Foundation. Staff must not publish photographs of students without the written consent of parents / carers, identify by name any children featured in photographs, or allow personally identifying information to be published on the provision social media accounts
- Care must be taken that any links to external sites from the account are appropriate and safe
- Any inappropriate comments on or abuse of provision sanctioned social media should immediately be removed and reported to the Head of Provision and DSL
- Staff should not engage with any direct messaging of students through provision social media where the message is not public

Personal Mobile Devices (including phones)

- The provision allows staff to bring in personal mobile phones and devices for their own use, as the staff use Google Chat to be in contact with each other during the provision day, to ensure everyone is immediately aware of any problems, issues, meetings, visitors or messages. Unless permission has been given in exceptional circumstances (emergencies) the provision does not allow a member of staff to contact a student or parent/ carer using their own device. If such an occasion arises, the staff member should hide their caller id, to prevent their personal phone number being stored for future use
- Students are allowed to bring personal mobile devices/phones to their provision, they are collected at the start of the provision day and returned to the students at home time. During examinations, phones held by the students are collected before the start and returned at the end
- The provision is not responsible for the loss, damage or theft of any mobile device
- The sending of inappropriate text messages between any members of the provision community is not allowed.
- Users bringing personal devices into the provision must ensure there is no inciting, inappropriate or illegal content on the device
- Students may use a tablet, Chromebook or PC during their time at The Green Room but must first sign the online safety agreement (included at the end) in order to do so
- If students are asked to hand in their personal mobile phone and refuse, then they may be denied access to provision until they do so

Managing email

The use of email is an essential means of communication for both staff and students. In the context of the provision, email should not be considered private,

- All email communication between staff and members of the provision community on provision business must be made from an official Green Room provision email account. This is to minimise risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed. Under no circumstances should staff contact students, parents or conduct any provision business using personal email.
- Emails sent to an external organisation should be written carefully before sending, in the same way as a letter written on provision headed paper
- Students may only use provision-approved accounts on the provision system and only under direct teacher supervision for educational purposes

- All students have their own individual provision issued accounts
- The forwarding of chain letters is not permitted in the provision
- All email users are expected to adhere to the generally accepted rules of network etiquette (netiquette) particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in email communication, or arrange to meet anyone without specific permission,
- Students must immediately report abusive or offensive emails to a member of staff
- Staff must inform the Head of Provision if they receive an offensive or abusive email.

Safe use of images

Digital images are easy to capture, reproduce and publish and therefore misuse. We must remember that it is not appropriate to take or store images of any member of the provision community without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of students) the provision permits the appropriate taking of images by staff and students when using provision devices
- Staff and students are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of the students or staff,
- The Head of Provision reserves the right to confiscate any mobile device from students if used inappropriately.
- The provision may require a staff device to be surrendered temporarily where there is a safeguarding concern or policy breach, in accordance with safeguarding and disciplinary procedures.

Publishing a student's images and work

On a student's entry to the provision, all parents/carers will be asked to give permission to use their child's work / photos in the following ways:

- On The Green Room Foundation website and social media
- Newsletters
- Display board
- Local and national press

This consent form is considered valid for the entire period that the student attends this provision, unless the parent/carer withdraws permission in writing. Students' names will not be published alongside their image.

Students have also set up their own personal Google websites to record their work, and this is attached to their Green Room email address. These websites are not viewable by anyone without a Green Room email address, unless specifically switched to public (for use in job or college interviews etc.)

Storage of images

- Images / films are stored on the provision's Network - Shared Google Drive media@thegreenroomschool.com infoGRC@thegreenroomschool.com grkmedia@thegreenroomschool.com and info@thegreenroomschool.com greenroombarry@gmail.com (managed Google account needed for YouTube and Spotify)

- Students and staff are not permitted to use personal portable media for the storage of images without the express permission of the Head of Provision
- Rights of access to this material are restricted to the teaching staff within the confines of the provision network. Certain photo albums are shared between students and staff for work purposes and evidence, for example, Arts Award and Project Based Learning or for adding media to students' web sites and Personal Online Portfolios.

Misuse and infringements

Complaints

Complaints should be made in accordance with our Complaints Policy and Procedure.

If staff behaviour whilst using social media interferes with their job (such as if they are on social networking sites during a time when they are at work/on duty), has harmed or could potentially harm The Green Room reputation, or is implicated in any other matter which could be considered a disciplinary matter, then the Discipline, Conduct and Grievances Policy will be applied. Depending upon the severity of the issue this could potentially result in dismissal.

Inappropriate material

- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the Head of Provision and DSL
- Deliberate access to inappropriate material by any user will lead to the incident being logged, reported to the Head of Provision, and DSL and investigated, depending on the seriousness of the offence. The police will be involved if necessary, depending on the seriousness of the offence.

Students with additional needs

The provision endeavours to create a consistent message with parents for all students and this in turn should aid establishment and future development of the provision's online safety policy.

Staff are aware that some students may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of online safety issues.

Where a student has poor social understanding, careful consideration is given to group interactions when raising awareness of online safety. Internet activities are planned and well managed for these young people.

Student/Staff online safety Agreement

Students have all signed the [Student online safety Agreement](#), which has been discussed and explained by staff both in whole provision Circle Times/Morning Meetings and in small group coaching sessions. Similarly, all staff have read, understood and signed the Staff Acceptable Use Agreement.

Student Acceptable Use Agreement / online safety Rules

Mobile Phones

- I will hand in my mobile phone at the start of the day to the designated staff member. It will be locked away during the provision day and returned at the end of the day.
- I understand that I will not be allowed to lessons unless/until my mobile phone is handed in at the start of a provision day

Chromebooks, Tablets, PC's, iMac's, Headphones/AirPods and Internet access

- I will not use the provision Chromebooks, Tablets, PC's, iMac's to look up inappropriate things including but not limited to: Drugs, alcohol, weapons, or sexual, racially insensitive or offensive content.
- I will not use Green Room Chromebooks, Tablets, PC's, iMac's to look up any material which exposes me to extreme and/or violent political or religious views.
- In class I will only use the Internet for educational/research purposes
- I can use the Chromebooks, Tablets, PC's, iMac's to listen to music while working in class but only when a staff member says it is okay to do so.
- I can use the Chromebooks, Tablets, PC's and Macs for recreational purposes at break times as long as this activity adheres to points 1 & 2
- I understand that the provisions internet and Google Drive is monitored and can be accessed by the provisions administration team at any point.
- I will not attempt to bypass the provision's Internet filtering system.
- I understand that use of the The Green Room's Headphones is at the discretion of the staff and they can be taken away if deemed to be negatively impacting classwork
- If I bring and use my own headphones/air pods into the Green Room, I understand that in lessons this use as at the staff members discretion and can ask me to remove them
- I understand that staff are only contactable via my Green Room email address (and not personal email addresses) between the weekday hours of 8am and 5pm
- I understand that all Green Room technologies are a privilege and my ability to use them can be withdrawn if I do not adhere to the Green Room's Online Safety Agreement

Social Media

- I will not access personal social media accounts whilst at my provision .
- I will conduct all communications respectfully on all online platforms inside and out of my provision and not cause distress to staff or students.
- I will not give out my personal information, or any of the other students' to a member of the public, or arrange to meet with anyone I've befriended online unless approved by and accompanied by a member of staff.

Personal Laptops

- I have my own laptop which I bring into my provision to use for study. I understand that while this laptop is not monitored by The Green Room Foundation, I agree to abide by the Foundation online safety rules as set out here. I also understand that the laptop is my responsibility and The Green Room Foundation is not liable for any loss or damage.

General online safety

- I will not download or install software on The Green Room technologies
- I will only use my The Green Room email address when contacting staff and other students
- I will make sure all ICT communications with students, teachers or others are responsible, appropriate and sensible.
- I will be responsible for my behaviour when using the internet. This includes the resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a staff member

- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a Green Room project approved by a staff member
- Images of students and staff will only be taken, stored and used for The Green Room purposes in line with the Foundation Online Safety policy and not be distributed outside The Green Room network without the permission of the Head of Provision
- I will ensure that my online activity, both in the provision and outside the provision will not cause my provision, the staff, the students or others distress or bring the provision into disrepute.
- I will respect the privacy and ownership of others work on-line at all times
- I understand that all my use of the Internet and other related technologies can be monitored by staff members
- I understand that these rules are designed to keep me safe and that if they are not followed, provision sanctions will be applied and my parents / carer may be contacted.
- If I am permitted to take any provision technologies off-site I understand that I am responsible for returning it to the provision site in the same condition as when it left, otherwise I will be liable for any loss/damages
- I will not change the Google Workspace password that The Green Room Foundation originally assigns me. If it is changed I will ensure the provision username/password records are updated accurately
- I understand that if I do not adhere to all the general eSafety point of the agreement then I will not be permitted to use provision technologies and access to provision accounts/technologies will be withdrawn

Gaming Technologies

- If I bring personal gaming equipment/technologies to my provision I can use them appropriately/considerately/responsibly
- If I bring personal gaming equipment/technologies to my provision I understand that I am not permitted to use them during lessons times
- I understand that if I do not adhere to both/either of the above points any member of staff may confiscate the equipment until the end of the provision day

Staff Acceptable Use Agreement / Code of Conduct

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life at The Green Room. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head of Provision

- I will only use the provision's email, Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head of Provision.
- I will comply with the ICT system security and not disclose my password
- I will ensure that all electronic communications with students and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address to students, without permission from the Head of Provision
- I will only use the approved provision email for any provision business.
- I will ensure that personal data is kept secure and used appropriately.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- Images of students and staff will only be taken, stored and used for professional purposes in line with the online safety policy and with written consent of the parent, carer or staff member, and will never be taken on any personal staff device.
- I will respect copyright and intellectual property rights
- I will ensure my online activity, both when in the provision and elsewhere, will not bring my professional role into disrepute
- I will support and promote the provision's online safety policy and help students to be safe and responsible in their use of ICT and related technologies.

User signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the provision

Signed.....
Name.....
Date.....
Job Title.....

This policy is approved by the CEO of The Green Room Foundation

Date

CEO
