



SCULPTURE

Dance Arts

Online Safety & Digital Citizenship Policy

ONLINE SAFETY & DIGITAL CITIZENSHIP POLICY

Sculpture Dance Arts School

1. Introduction & Purpose

Sculpture Dance Arts School recognises that digital technology and the internet play an important role in learning, creativity, communication, and everyday life. This policy sets out how we ensure all members of our school community use technology safely, responsibly, and respectfully — both within school premises and outside of school hours.

While our **Cyberbullying Policy** focuses specifically on preventing and responding to online bullying, this policy covers the wider range of online activity, risks, and expectations. It supports our commitment to safeguarding, well-being, and legal compliance, and meets the requirements of Ofsted/ISI, the DfE, GDPR, and the Equality Act 2010.

2. Scope

This policy applies to:

- All students, regardless of age or year group
 - All staff, volunteers, and governors
 - Parents, carers, and visitors
 - Any use of digital technology, including: computers, tablets, mobile phones, cameras, social media, messaging apps, email, cloud storage, gaming platforms, and creative software
 - Activity using school-owned or personal devices, whether inside school, at home, or at events, rehearsals, and performances
-

3. What is Digital Citizenship?

Being a good digital citizen means using technology in a way that is:

- ⇒ **Safe** – protecting yourself and others from harm
- ⇒ **Responsible** – following rules and laws, and thinking before posting or sharing
- ⇒ **Respectful** – treating others online as you would in the studio or classroom
- ⇒ **Legal** – respecting copyright, privacy, and intellectual property — especially important for our students' original art, dance, and sculpture work

4. Key Principles

- **Zero tolerance for harm:** We will not allow any use of technology to bully, harass, threaten, or upset others.
 - **Education first:** We teach students how to stay safe and make good choices, not just enforce rules.
 - **Privacy and protection:** Personal information and creative work are kept secure and shared only with consent.
 - **Consistent response:** All concerns will be taken seriously, investigated fairly, and acted upon appropriately.
 - **Collaboration:** We work with parents, carers, and external agencies where needed.
-

5. Acceptable Use Guidelines

What is encouraged

- Using technology for learning, creating art, recording practice, researching, and communicating positively.
- Keeping passwords private and secure; never sharing login details.
- Respecting copyright: only using images, music, or videos that you have permission to use, and acknowledging the work of others.
- Protecting your own personal information and that of others — never sharing addresses, phone numbers, or private details online.
- Reporting any concerns, inappropriate content, or misuse to a member of staff immediately.

What is not permitted

- Accessing, creating, or sharing content that is harmful, offensive, illegal, discriminatory, or explicit.
- Using technology to bully, harass, impersonate, or exclude others (see our **Cyberbullying Policy**).
- Sharing photos, videos, or recordings of students, staff, or performances without written consent (see our **Photography & Filming Policy**).
- Downloading or distributing illegal software, files, or material.
- Misusing school accounts, systems, or equipment, or attempting to bypass security settings.
- Posting comments or content that could damage the reputation of the school or its community.

6. Roles & Responsibilities

Students

- Follow the rules above and use technology responsibly.
- Think carefully before posting or sharing anything — remember that content can be permanent and widely shared.
- Keep your creative work secure and respect the work of others.
- Speak to a teacher, DSL, or parent/carer if you feel unsafe, see something worrying, or have made a mistake online.

Staff

- Model safe and respectful digital behaviour.
- Teach online safety and digital citizenship as part of lessons and discussions.
- Monitor the use of school technology and intervene if rules are broken.
- Report any concerns immediately to the DSL and follow safeguarding procedures.
- Ensure all digital content involving students complies with privacy and consent rules.

Parents & Carers

- Stay informed about the apps, sites, and games your child uses.
 - Talk regularly about online safety and set clear boundaries at home.
 - Help your child understand privacy settings and what information is safe to share.
 - Work with the school if concerns arise — do not attempt to resolve online conflicts directly with other students or families without speaking to us first.
-

7. Managing Risks & Responding to Incidents

If a concern or incident is reported:

1. **Immediate action:** The DSL or senior staff will assess risk and take steps to protect those involved.
2. **Investigation:** We will gather facts, review evidence (such as screenshots), and speak to those involved.
3. **Outcome:** Responses will be proportionate and may include:
 - Support and guidance for the student
 - Removing or reporting harmful content to the platform
 - Restrictions on device or internet use
 - Formal warnings or further disciplinary action if required
 - Involving parents, social care, or the police if the behaviour is illegal or a safeguarding risk

4. **Follow-up:** We will check in to ensure the situation is resolved and no further harm occurs.
-

8. Links to Other Policies

This policy should be read alongside:

- Safeguarding & Child Protection Policy
 - Anti-Bullying & Cyberbullying Policy
 - Data Protection / Privacy Policy
 - Photography & Filming Policy
 - Behaviour Policy
-

9. Review

This policy will be reviewed annually or sooner if required by changes in legislation, guidance, or school practice.

Date: June 2026

Review Date: June 2027

Responsible Lead: Designated Safeguarding Lead (DSL)