



ARK Online Safety Policy -September 2025

1. Introduction

This Online Safety Policy outlines the measures and practices adopted by staff at ARK and www.arkaep.co.uk to ensure the safety and security of its users, staff, and data. It is designed to comply with relevant UK legislation and guidance, including the Department for Education (DfE) Online Safety Guidance, the UK Online Safety Act 2023, and the UK General Data Protection Regulation (UK GDPR).

2. General Online Safety

The ARK Team is committed to providing a safe online environment. This includes:

- - Monitoring and moderating user-generated content.
- - Implementing secure login and authentication systems.
- - Providing clear reporting mechanisms for inappropriate content or behavior.
- - Educating users on safe online practices.

3. Safe Laptop Use

To ensure the safety and security of data and users, the following guidelines must be followed when using laptops:

- - Use strong passwords and enable device encryption.
- - Keep operating systems and software up to date.
- - Avoid using public Wi-Fi for accessing sensitive information.
- - Install and maintain antivirus and anti-malware software.

- All learners and staff must use laptops, phones and any devices brought into ARK for learning and research only. Any use that would be deemed inappropriate, unsafe, unprofessional would be dealt with in accordance with the ARK Behaviour and Safeguarding Policies.

4. Staff Laptop Use

Staff members are required to adhere to the following laptop usage policies:

- - Use laptops only for work-related activities.
- - Store laptops securely when not in use.
- - Report any loss or theft of devices immediately.
- - Do not share login credentials with others.

5. Compliance with Regulations

5.1 Department for Education (DfE) Online Safety Guidance

This policy aligns with the DfE's guidance on teaching online safety in schools. More information can be found at:

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

5.2 UK Online Safety Act 2023

The Online Safety Act 2023 sets out legal duties for online platforms to protect users from harmful content. Details are available at:

<https://www.gov.uk/government/collections/online-safety-act>

5.3 UK GDPR Compliance Guidance

www.arkaep.co.uk complies with the UK GDPR in handling personal data. Guidance is available at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>

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