



E-Safety & ICT Policy

Date approved: 27 January 2021

Review cycle: Annual

(or more regularly in the light of any significant new developments in the use of technologies, new threats to e-safety or incidents that have taken place)

Party responsible: E-safety co-ordinator, Headteacher and the Student Committee

Linked policies: Child Protection (Safeguarding) Policy, Data Protection Policy, Preventing & Tackling Bullying Policy

This e-safety policy has been developed by The Student Committee of the Governing Body made up of:

- Headteacher
- Staff – including teachers
- Governors

Consultation with the whole school community has taken place through a range of formal and informal meetings.

The school will monitor the impact of the policy using logs of reported incidents and monitoring of internet activity (including sites visited).

Scope of the Policy

This policy applies to all members of the school community (including staff, students, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of students when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix for template policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of school.

Roles and Responsibilities

The following section outlines the e-safety roles and responsibilities of individuals and groups within the school:

Governors

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Student Committee receiving regular information about e-safety incidents and monitoring reports. A member of the Governing Body has taken on the role of E-Safety Governor.

The role of the E-Safety Governor will include:

- regular meetings with the E-Safety Co-ordinator
- regular monitoring of e-safety incident logs
- reporting to relevant Governors

Headteacher

- the Headteacher has a duty of care for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the E-Safety Coordinator
- the Headteacher and Deputy Headteacher should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff
- the Headteacher is responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant
- the Headteacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles
- the Senior Leadership Team will receive regular monitoring reports from the E-Safety Coordinator

E-Safety Coordinator / Officer

- leads the e-safety committee
- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents

- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- provides training and advice for staff
- liaises with school technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- meets regularly with the E-Safety Governor to discuss current issues and review incident logs
- attends relevant meeting / committee of Governors
- reports regularly to Senior Leadership Team

IT Manager / Technical staff

The IT Manager / Technical Staff is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets required e-safety technical requirements and other relevant body E-Safety Policy / Guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy
- that they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- that the use of the network / internet / Virtual Learning Environment / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Headteachers for investigation / action / sanction
- that monitoring software / systems are implemented and updated as agreed in School policies

Teaching and Support Staff

are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current School e-safety policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy / Agreement (AUP)
- they report any suspected misuse or problem to the Headteachers / Senior Leader / E-Safety Co-ordinator for investigation / action / sanction
- all digital communications with students / parents / carers should be on a professional level
- e-safety issues are embedded in all aspects of the curriculum and other activities
- students understand and follow the e-safety and acceptable use policies
- students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations

- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Child Protection / Safeguarding Designated Person / Officer

should be trained in e-safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

Safeguarding is paramount. The School provides a safe learning environment where access to inappropriate material and sites is controlled and policies and procedures are put in place to monitor and eliminate cyber bullying. The School recognises its responsibility to protect sensitive data and ensures that appropriate procedures are in place to secure data and restricts access to such data on a strict need to know basis. Where appropriate, technology is deployed to provide site and building security.

Students

- are responsible for using the School digital technology systems in accordance with the Student Acceptable Use Policy
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The School will take every opportunity to help parents understand these issues through authentic assessment evenings, letters, website and information about national / local e-

safety campaigns / literature. Parents and carers will be encouraged to support the School in promoting good e-safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website and on-line student records
- their children's personal devices in the School (where this is allowed)

Community Users

Community Users who access school systems / website as part of the wider School provision will be expected to sign a Community User AUA before being provided with access to school systems.

ICT helps to bring the school and the community it serves together. General information is provided by the school website and the schools Facebook page is used to publicise activities and achievements.

Policy Statements

Remote Education

Where remote education is used, the school will:

- Follow advice from the UK government and other agencies on undertaking remote education safely, for example "[Coronavirus - staying safe online](#)" and "[Coronavirus: Education, Universities and Childcare](#)".
- Ensure teaching staff understand how to undertake remote education safely.
- Adopt the same principles for staff behaviour as set out in our staff code of conduct.
- Continue to only communicate with parents and staff from school email accounts and not personal ones.
- Expect a "classroom standard" of behaviour from all participants, staff and students.
- Consider carefully the appropriateness of any one-to-one online tuition or pastoral support to help safeguard children and staff.
- Provide information to parents, via email and the school website, on ways they can help to keep their child safe online. Parents should also read: "[Coronavirus: support for parents and carers to keep children safe online.](#)"

It is especially important that parents and carers are aware of what pupils are being asked to do, including:

- Sites pupils are being asked to use.
- School staff pupils will interact with.

The school uses the Microsoft Office Teams learning platform, and students may also be directed to other websites, for example BBC Bitesize, Dr Frost etc.

In line with Department for Education advice regarding the provision of remote education during the Covid-19 pandemic, the school has published on its website: "[Remote Education Provision: Information for Parents](#)". This covers:

- The remote curriculum.
- remote teaching and study time each day.
- Accessing remote education, including details of the approaches the school will take to support pupils who do not have suitable online access or devices at home.
- Methods of teaching remotely.
- Engagement and feedback.
- Additional support for pupils with particular needs.
- Remote education for self-isolating pupils.

Education – Students

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned e-safety curriculum should be provided as part of PHSE and should be regularly revisited
- Key e-safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities
- Students should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Students should be helped to understand the need for the student Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- Where students are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit
- It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the IT Manager can temporarily remove those

sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need

Education – Parents / Carers

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters and web-site
- Events / campaigns e.g. Safer Internet Day

A “parent gateway” enables parents to gain secure access to a summarised view of their child's progress. (The availability of this information is not intended as a replacement for teacher parent communication but as a supplement to it).

Education & Training – Staff / Volunteers

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal e-safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the e-safety training needs of all staff will be carried out regularly
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements
- The E-Safety Coordinator will receive regular updates through attendance at external training events
- The E-Safety Coordinator will provide advice / guidance / training to individuals as required
- Staff productivity is enhanced by the use of personal software including word processing, spreadsheets, e-mail and web browsing
- The “staff gateway” will provide flexibility for lesson planning and CPD
- Staff are encouraged to develop their ability to effectively exploit ICT to enthuse their students, support assessment for learning and to ensure all students fulfill their potential
- Student records enable staff to identify trends and to take early remedial action and thereby ensure steady student progress

Training – Governors

Governors should take part in e-safety training / awareness sessions, with particular importance for those who are members of any sub committee / group involved in technology / e-safety / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation (eg SWGfL)
- Participation in school training / information sessions for staff or parents

Technical – infrastructure / equipment, filtering and monitoring

Effective use of the student record system plays an important part in the overall management of the school. It is used to capture attainment, student progress records and other information about students. It is used to communicate with statutory agencies and other partners. It plays an essential part in target setting and monitoring within the school and an important and supportive function in performance management. The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

- There will be regular reviews and audits of the safety and security of school technical systems
- Servers, wireless systems and cabling are securely located and physical access restricted
- All users will have clearly defined access rights to school technical systems and devices
- All users will be provided with a username and secure password by the IT Manager who will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password
- The administrator passwords for the school ICT system, used by the Network Manager (or other person) must also be available to the Headteacher or Business Manager other nominated senior leader and kept in a secure place (eg school safe)
- IT Manager is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered. Content lists are regularly updated and internet use is logged and regularly monitored
- Firewall software to prevent unauthorised access to our internal network from the outside
- School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement
- An appropriate system is in place for users to report any actual / potential technical incident / security breach to the IT Manager
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might

threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software

- All network Workstations have virus protection software installed and all files held on the Servers are scanned for viruses every evening. If, however, you suspect that there is virus contamination of any workstation, you should contact the Network Manager without delay
- Every possible precaution should be taken to avoid the introduction of viruses onto stand-alone PCs and Notebooks. Any computer storage media (such as floppy disks, CDs and flash drives) used on these machines must be checked for viruses before use. All users of the Internet must have virus protection software installed on their PC/Notebook to prevent possible virus infection from files transmitted over the Internet. If you are unsure whether your machine has anti-virus software please contact the Network Manager

Bring Your Own Device (BYOD)

The educational opportunities offered by mobile technologies are being expanded as a wide range of devices, software and online services become available for teaching and learning, within and beyond the classroom. This has led to the exploration by schools of users bringing their own technologies in order to provide a greater freedom of choice and usability. However, there are a number of e-safety considerations for BYOD that need to be reviewed prior to implementing such a policy. Use of BYOD should not introduce vulnerabilities into existing secure environments. Considerations will need to include; levels of secure access, filtering, data protection, storage and transfer of data, mobile device management systems, training, support, acceptable use, auditing and monitoring. This list is not exhaustive and a BYOD policy should be in place and reference made within all relevant policies.

- The school has a set of clear expectations and responsibilities for all users
- The school adheres to the Data Protection Act principles
- All users are provided with and accept the Acceptable Use Agreement
- All network systems are secure and access for users is differentiated
- Where possible these devices will be covered by the school's / academy's normal filtering systems, while being used on the premises
- All users will use their username and password and keep this safe
- Mandatory training is undertaken for all staff
- Students receive training and guidance on the use of personal devices
- Regular audits and monitoring of usage will take place to ensure compliance
- Any device loss, theft, change of ownership of the device will be reported as in the BYOD policy
- Any user leaving the school will follow the process outlined within the BYOD policy

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet.

However, staff, parents / carers and students need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students in the digital / video images.
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Students must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.
- Students' / Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website.

Residential Trips

During residential trips organised by the school, students are permitted to bring mobile phones and other internet enabled devices at the discretion of the trip leader. All internet enabled devices will be collected by school staff an hour before the allotted 'bedtime'. Students will be able to collect their devices from school staff in the morning as appropriate to the schedule of the day.

Data Protection

Please refer to the school's Data Protection Policy.

Compliance

The Network Manager regularly reviews the security of all The Swanage School computer systems. Any evidence of non-compliance will in the first instance be brought to the attention of the member of staff involved. Repeated non-compliance will be reported to the Head of Department or Leadership Team.

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

| Communication Technologies | Staff & other adults | | | | Students | | | |
|---|----------------------|---------|--------------------------|----------------------------|-------------|---------|--------------------------|-------------------------------|
| | Not allowed | Allowed | Allowed at certain times | Allowed for selected staff | Not allowed | Allowed | Allowed at certain times | Allowed with staff permission |
| Mobile phones may be brought to school | | X | | | | X | | |
| Use of mobile phones in lessons | | | X | | | | | X |
| Use of mobile phones in social time | | X | | | X | | | |
| Taking photos on mobile phones / cameras | | | | X | | | | X |
| Use of other mobile devices eg tablets, gaming devices | | X | | | X | | | |
| Use of personal email addresses in school, or on school network | X | | | | X | | | |
| Use of school email for personal emails | X | | | | X | | | |
| Use of messaging apps | | X | | | | | X | |
| Use of social media | | | X | | | | | |
| Use of blogs | | | | X | | | | |

When using communication technologies the school considers the following as good practice:

- The official School email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored.
- Users must immediately report, to the nominated person – in accordance with the School policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

- Any digital communication between staff and students or parents / carers (email, chat, etc) must be professional in tone and content.
- Students should be taught about e-safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the School website and only official email addresses should be used to identify members of staff.

The Swanage School e-mail facility is provided fundamentally for official School business use. Although occasional personal use is permitted, all use must be in accordance with The Swanage School Acceptable Use Policy.

Social Media - Protecting Professional Identity

All schools have a duty of care to provide a safe learning environment for pupils and staff. Schools/academies and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the School or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

The school's use of social media for professional purposes will be checked regularly by the E-Safety Co-ordinator.

Unsuitable / inappropriate activities

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

User Actions

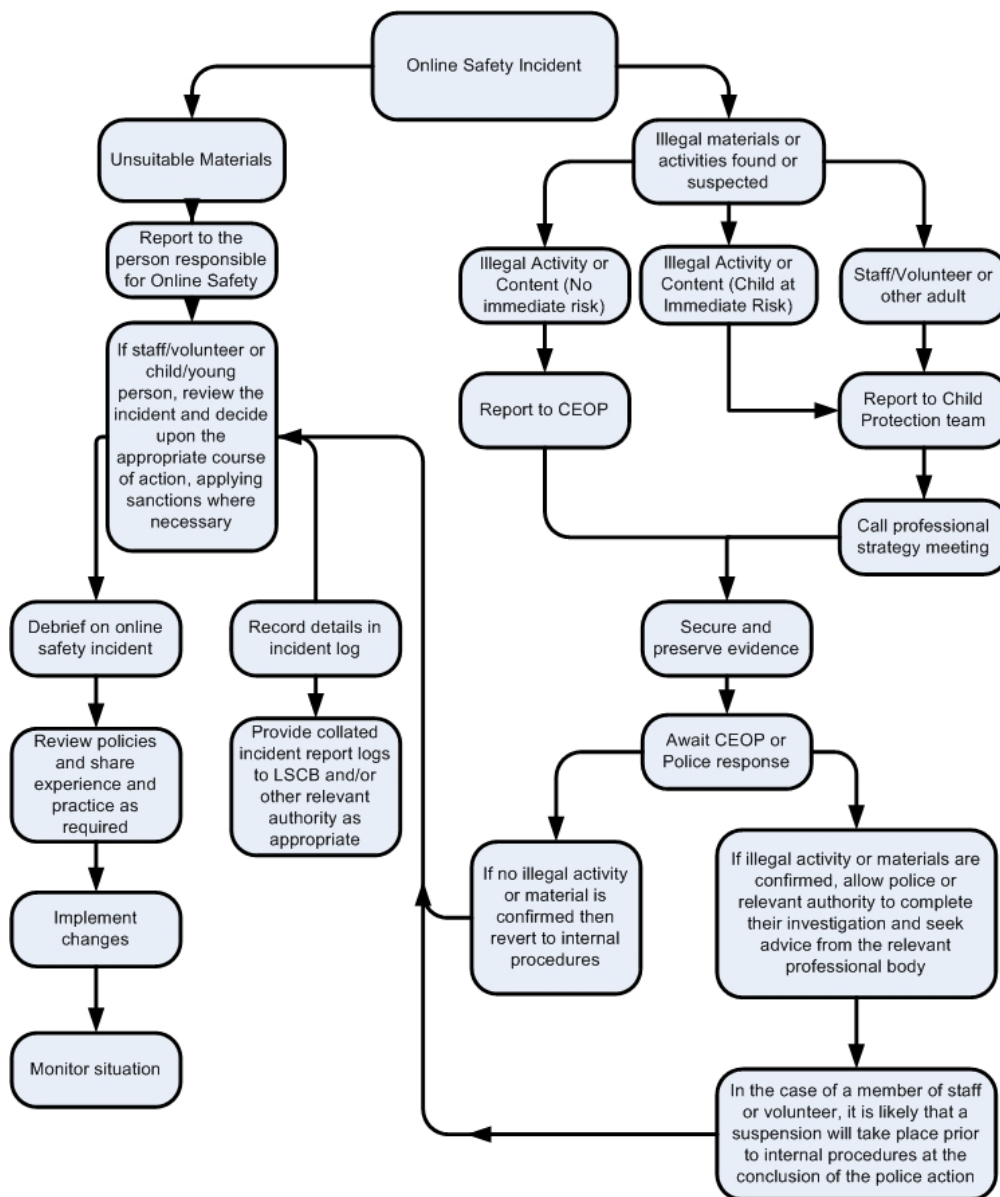
| | | Acceptable | Acceptable at certain times | Acceptable for nominated users | Unacceptable | Unacceptable and illegal |
|---|--|------------|-----------------------------|--------------------------------|--------------|--------------------------|
| Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to: | Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978 | | | | | X |
| | Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003. | | | | | X |
| | Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008 | | | | | X |
| | criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986 | | | | | X |
| | pornography | | | | X | |
| | promotion of any kind of discrimination | | | | X | |
| | threatening behaviour, including promotion of physical violence or mental harm | | | | X | |
| | any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute | | | | X | |
| Using school systems to run a private business | | | | X | | |
| Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the School | | | | X | | |
| Infringing copyright | | | | X | | |
| Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords) | | | | X | | |
| Creating or propagating computer viruses or other harmful files | | | | X | | |
| Unfair usage (downloading / uploading large files that hinders others in their use of the internet) | | | | X | | |
| On-line gaming (educational) | X | | | | | |
| On-line gaming (non educational) | | X | | | | |
| On-line gambling | | | | X | | |
| On-line shopping / commerce | | | | X | | |
| File sharing | | | X | | | |
| Use of social media | | | X | | | |
| Use of messaging apps | | | X | | | |
| Use of video broadcasting eg Youtube | | | X | | | |

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see “User Actions” above).

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow School policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
 - Internal response or discipline procedures
 - Involvement by Local Authority or national / local organisation (as relevant).
 - Police involvement and/or action
- **If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:**
 - incidents of 'grooming' behaviour
 - the sending of obscene materials to a child
 - adult material which potentially breaches the Obscene Publications Act
 - criminally racist material
 - other criminal conduct, activity or materials
- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for the School and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions & Sanctions

It is more likely that the School will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

Students

Actions / Sanctions

| Incidents: | Refer to class teacher / tutor | Refer to Head of Department / Head of Year / other | Refer to Headteachers | Refer to Police | Refer to technical support staff for action re filtering / security etc | Inform parents / carers | Removal of network / internet access rights | Warning | Further sanction eg detention / exclusion |
|---|--------------------------------|--|-----------------------|-----------------|---|-------------------------|---|---------|---|
| Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities). | | X | X | X | | | | | |
| Unauthorised use of non-educational sites during lessons | X | X | | | | | | | |
| Unauthorised use of mobile phone / digital camera / other mobile device | X | X | | | | | | | |
| Unauthorised use of social media / messaging apps / personal email | X | X | | | | | | | |
| Unauthorised downloading or uploading of files | X | X | | | X | | | | |
| Allowing others to access School network by sharing username and passwords | | X | | | X | X | | X | |
| Attempting to access or accessing the School network, using another student's / pupil's account | | X | | | X | X | | X | |
| Attempting to access or accessing the School network, using the account of a member of staff | | | X | | X | X | X | | X |
| Corrupting or destroying the data of other users | | | X | | X | X | X | | X |
| Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature | | X | | | | X | | | X |
| Continued infringements of the above, following previous warnings or sanctions | | | X | X | | | X | | X |
| Actions which could bring the school into disrepute or breach the integrity of the ethos of the school | | | X | | | X | X | | X |
| Using proxy sites or other means to subvert the school's / academy's filtering system | | X | | | X | X | X | | X |
| Accidentally accessing offensive or pornographic material and failing to report the incident | | X | | | X | X | | | X |
| Deliberately accessing or trying to access offensive or pornographic material | | | X | X | X | X | X | | X |
| Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act | | X | | X | X | X | | X | X |

Staff

Actions / Sanctions

| Incidents: | Refer to line manager | Refer to Headteacher | Refer to Local Authority / HR | Refer to Police | Refer to Technical Support Staff for action re filtering etc | Warning | Disciplinary action |
|---|-----------------------|----------------------|-------------------------------|-----------------|--|---------|---------------------|
| Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities). | | X | X | X | | | |
| Inappropriate personal use of the internet / social media / personal email | | X | X | | X | X | |
| Unauthorised downloading or uploading of files | | X | X | | X | X | |
| Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account | X | | | | | X | |
| Careless use of personal data eg holding or transferring data in an insecure manner | X | | | | | | |
| Deliberate actions to breach data protection or network security rules | | X | X | | X | | X |
| Corrupting or destroying the data of other users or causing deliberate damage to hardware or software | | X | X | | | | X |
| Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature | | X | X | X | | | X |
| Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students | | X | X | | | X | |
| Actions which could compromise the staff member's professional standing | | X | X | | | X | |
| Actions which could bring the School into disrepute or breach the integrity of the ethos of the School | | X | X | | | | X |
| Using proxy sites or other means to subvert the school's / academy's filtering system | | X | X | | X | | X |
| Accidentally accessing offensive or pornographic material and failing to report the incident | | X | X | | X | X | |
| Deliberately accessing or trying to access offensive or pornographic material | | X | X | X | X | | X |
| Breaching copyright or licensing regulations | | X | X | | X | X | |
| Continued infringements of the above, following previous warnings or sanctions | | X | X | X | X | | X |

Appendices

Can be found on the following pages:

- Student Acceptable Use Agreement template 18
- Staff and Volunteers Acceptable Use Agreement Policy template 22
- Community Users Acceptable Use Agreement 26
- Responding to incidents of misuse – flowchart 28
- Record of reviewing devices / sites (for internet misuse) 29
- School Reporting Log template 30
- Links to other organisations and documents 31

Student Acceptable Use Agreement Template

School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the School will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the School systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the School systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, proxy server access or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I must not use another person's User Name and Password, even with that person's 'permission'. If you need to share data a special shared area is available on the network.
- I must not use any loopholes in computer security systems or knowledge of a special password to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorisation has not been given.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School:

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the School, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Student Acceptable Use Agreement Form

This form relates to the student Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the School systems and devices (both in and out of school)
- I use my own devices in the School (when allowed) eg mobile phones, gaming devices USB devices, cameras etc
- I use my own equipment out of the School in a way that is related to me being a member of this School eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student

Group / Class

Signed

Date

Staff (and Volunteer) Acceptable Use Policy Agreement Template

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the School will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school. (schools should amend this section in the light of their policies which relate to the personal use, by staff and volunteers, of school systems)

- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using School ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies. (schools / academies should amend this section to take account of their policy on access to social networking and similar sites)
- I will only communicate with students and parents / carers using official school systems. Any such communication will be professional in tone and manner. (schools should amend this section to take account of their policy on communications with students and parents / carers. Staff should be made aware of the risks attached to using their personal email addresses / mobile phones / social networking sites for such communications)
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the School:

- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using School equipment. I will also follow any additional rules set by the School about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the School ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant School policies.

- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in School policies. (schools / academies should amend this section in the light of their policies on installing programmes / altering settings)
- I will not disable or cause any damage to School equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by School policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the School:

- I understand that this Acceptable Use Policy applies not only to my work and use of School ICT equipment in school, but also applies to my use of School ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the School
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include (schools / academies should amend this section to provide relevant sanctions as per their behaviour policies) a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date

Acceptable Use Agreement for Community Users Template

This Acceptable Use Agreement is intended to ensure:

- that community users of School digital technologies will be responsible users and stay safe while using these systems and devices
- that School systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that users are protected from potential risk in their use of these systems and devices.

Acceptable Use Agreement

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the School

- I understand that my use of School) systems and devices and digital communications will be monitored
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and / or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.

- I will not disable or cause any damage to School equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that if I fail to comply with this Acceptable Use Agreement, the School has the right to remove my access to school systems / devices

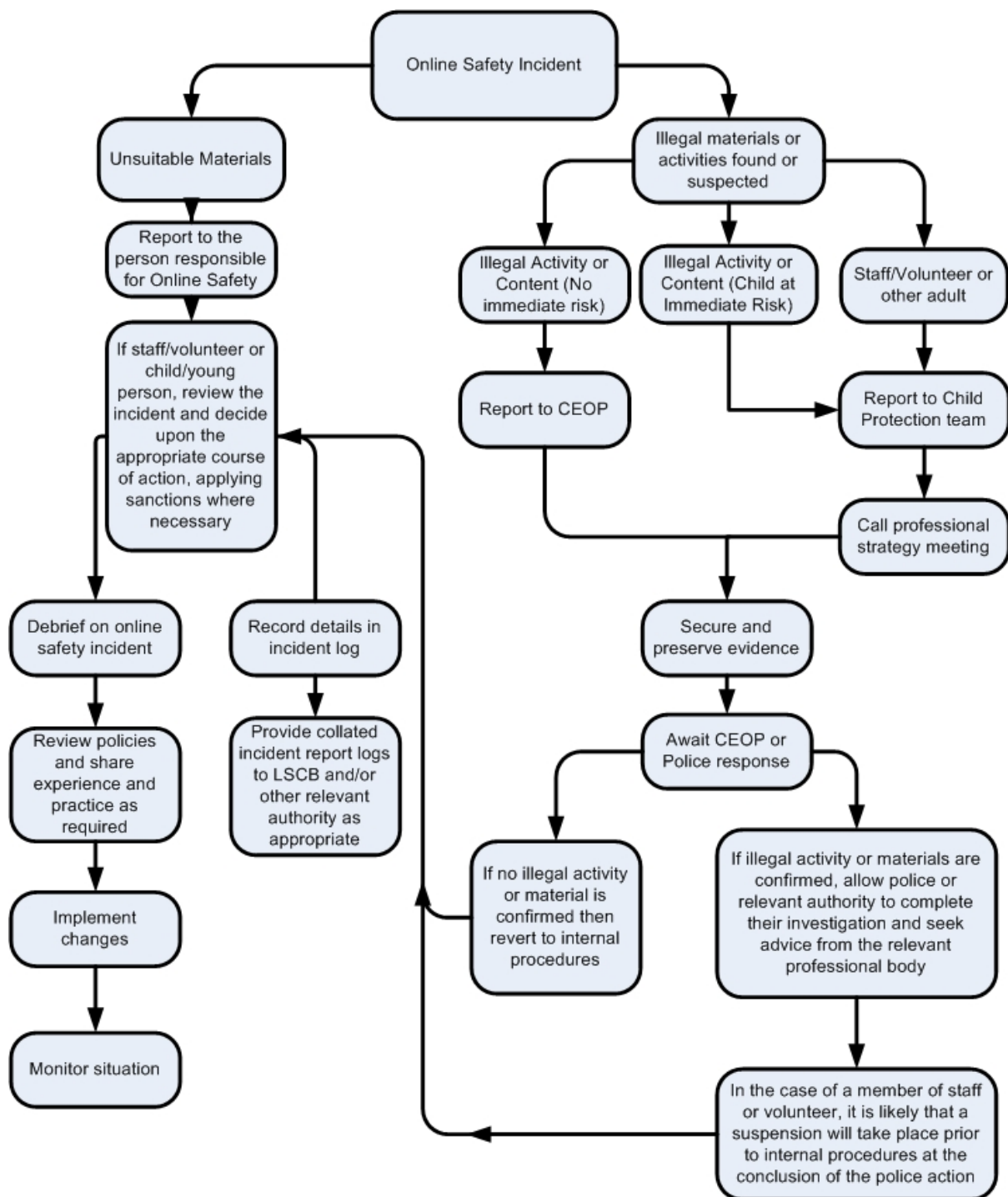
I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Name

Signed

Date

Responding to incidents of misuse – flow chart



Record of reviewing devices / internet sites (responding to incidents of misuse)

| | |
|--------------------------|--|
| Group | |
| Date | |
| Reason for investigation | |

Details of first reviewing person

| | |
|-----------|--|
| Name | |
| Position | |
| Signature | |

Details of second reviewing person

| | |
|-----------|--|
| Name | |
| Position | |
| Signature | |

Name and location of computer used for review (for web sites)

| |
|--|
| |
|--|

| Web site(s) address / device | Reason for concern |
|------------------------------|--------------------|
| | |
| | |
| | |
| | |
| | |

Conclusion and Action proposed or taken

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |

Template Reporting Log

| Reporting Log Group | | | | | | | Signature |
|------------------------------|------|----------|--------------|----------|----------------------|--|-----------|
| Date | Time | Incident | Action taken | | Incident Reported by | | |
| | | | What? | By whom? | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Links to other organisations or documents

The following links may help those who are developing or reviewing a school e-safety policy.

UK Safer Internet Centre

[Safer Internet Centre -](#)

[South West Grid for Learning](#)

[Childnet](#)

[Professionals Online Safety Helpline](#)

[Internet Watch Foundation](#)

CEOP

<http://ceop.police.uk/>

[ThinkUKnow](#)

Others

INSAFE - <http://www.saferinternet.org/ww/en/pub/insafe/index.htm>

UK Council for Child Internet Safety (UKCCIS) www.education.gov.uk/ukccis

Netsmartz <http://www.netsmartz.org/index.aspx>

Support for Schools

Specialist help and support [_SWGfL BOOST](#)

Cyberbullying

Scottish Anti-Bullying Service, Respectme - <http://www.respectme.org.uk/>

Scottish Government [Better relationships, better learning, better behaviour](#)

[DCSF - Cyberbullying guidance](#)

[DfE – Preventing & Tackling Bullying – Advice to school leaders, staff and Governing Bodies](#)

Anti-Bullying Network - <http://www.antibullying.net/cyberbullying1.htm>

Cyberbullying.org - <http://www.cyberbullying.org/>

Social Networking

Digizen – [Social Networking](#)

[SWGfL - Facebook - Managing risk for staff and volunteers working with children and young people](#)

[Connectsafely Parents Guide to Facebook](#)

[Facebook Guide for Educators](#)

Curriculum

[SWGfL Digital Literacy & Citizenship curriculum](#)

Glow - <http://www.educationscotland.gov.uk/usingglowandict/>

Alberta, Canada - [digital citizenship policy development guide.pdf](#)

Teach Today – www.teachtoday.eu/

Insafe - [Education Resources](#)

Somerset - [e-Sense materials for schools](#)

[Be Internet Legends](#)

[Disrespect NoBody](#)

[Education for a Connected World - GOV.UK \(www.gov.uk\)](#)

Mobile Devices / BYOD

Cloudlearn Report [Effective practice for schools moving to end locking and blocking](#)

NEN - [Guidance Note - BYOD](#)

Data Protection

Information Commissioners Office:

[Your rights to your information – Resources for Schools - ICO](#)

[ICO pages for young people](#)

[Guide to Data Protection Act - Information Commissioners Office](#)

[Guide to the Freedom of Information Act - Information Commissioners Office](#)

[ICO guidance on the Freedom of Information Model Publication Scheme](#)

[ICO Freedom of Information Model Publication Scheme Template for schools \(England\)](#)

[ICO - Guidance we gave to schools - September 2012 \(England\)](#)

[ICO Guidance on Bring Your Own Device](#)

[ICO Guidance on Cloud Hosted Services](#)

[Information Commissioners Office good practice note on taking photos in schools](#)

[ICO Guidance Data Protection Practical Guide to IT Security](#)

[ICO – Think Privacy Toolkit](#)

[ICO – Personal Information Online – Code of Practice](#)

[ICO – Access Aware Toolkit](#)

[ICO Subject Access Code of Practice](#)

[ICO – Guidance on Data Security Breach Management](#)

SWGfL - [Guidance for Schools on Cloud Hosted Services](#)

LGfL - [Data Handling Compliance Check List](#)

Somerset - [Flowchart on Storage of Personal Data](#)

NEN - [Guidance Note - Protecting School Data](#)

Professional Standards / Staff Training

DfE - [Safer Working Practice for Adults who Work with Children and Young People](#)

Kent - [Safer Practice with Technology](#)

[Childnet / TDA - Social Networking - a guide for trainee teachers & NQTs](#)

[Childnet / TDA - Teachers and Technology - a checklist for trainee teachers & NQTs](#)

[UK Safer Internet Centre Professionals Online Safety Helpline](#)

Infrastructure / Technical Support

Somerset - [Questions for Technical Support](#)

NEN - [Guidance Note - esecurity](#)

Working with parents and carers

[SWGfL / Common Sense Media Digital Literacy & Citizenship Curriculum](#)

[SWGfL BOOST Presentations - parents presentation](#)

[Connect Safely - a Parents Guide to Facebook](#)

[Vodafone Digital Parents Magazine](#)

[Childnet Webpages for Parents & Carers](#)

[DirectGov - Internet Safety for parents](#)

[Get Safe Online - resources for parents](#)

[Teach Today - resources for parents workshops / education](#)

[The Digital Universe of Your Children - animated videos for parents \(Insafe\)](#)

[Cerebra - Learning Disabilities, Autism and Internet Safety - a Parents' Guide](#)

[Insafe - A guide for parents - education and the new media](#)

[The Cybersmile Foundation \(cyberbullying\) - advice for parents](#)

Research

[EU Kids on Line Report - "Risks and Safety on the Internet" - January 2011](#)

[Futurelab - "Digital participation - its not chalk and talk any more!"](#)

SOUTH WEST
GRID
FOR LEARNING



**ONLINE SAFETY
WITH
PLYMOUTH
UNIVERSITY**