St Columb Minor ACE Academy

E-SAFETY Policy

Responsibility: Headteacher, Local Advisory Board

Date Adopted by Governors: 9th July 2019

to be reviewed: 1 year

Development/Monitoring/Review of this Policy

This E-Safety Policy has been developed by a working group made up of:

Headteacher/Senior Leaders, E-Safety Lead Teacher, Staff – including Teachers, Support Staff, Technical staff, Governors, Parents and Carers, Children and Community users

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

Schedule for Development/Monitoring/Review.

The implementation of this E-Safety Policy will be monitored by the: E-Safety Lead Teacher, Senior Leadership Team Monitoring will take place at regular intervals:

Governors will receive a report on the implementation of the E-Safety Policy generated by the monitoring group (which will include anonymous details of e-safety incidents) at regular intervals.

The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place.

The next anticipated review date will be: July 2020

Should serious E-safety incidents take place, the following external persons/agencies should be informed: Child Protection Designated Lead, Network Manager, and Police.

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)
- Surveys/questionnaires of students/pupils, parents/carers, staff

Scope of the Policy

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

The Education and Inspections Act 2006 empowers Principals to such extent as is reasonable, to regulate the behaviour of pupils when they are off the academy site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyberbullying, or other e-safety incidents covered by this policy, which may take place outside of the

Academy, but is linked to membership of the academy. 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 academy 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 academy.

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 Governors receiving regular information about e-safety incidents and monitoring reports. A member of the Governing Body is the Safeguarding and E-Safety Governor.

The role of the Safeguarding and E-Safety Governor / Director will include:

- regular meetings with the safeguarding team
- regular monitoring of e-safety incident logs
- regular monitoring of filtering control logs
- reporting to the relevant Governors meeting

Headteacher and Senior Leaders:

- 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 Lead Teacher.
- The Headteacher and another member of the Senior Leadership Team 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. (see flow chart on dealing with e-safety incidents – included in a later section – "Responding to incidents of misuse" and relevant disciplinary procedures).
- The Headteacher/Senior Leaders are responsible for ensuring that the E-Safety Lead Teacher 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/Senior Leaders 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 Lead Teacher.

E-Safety Lead Teacher:

- 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 the Local Authority/relevant body
- liaises with school technical staff
- meets as necessary with Safeguarding Governor to discuss current issues, review incident logs and filtering control logs
- attends relevant meetings of Governors

- reports regularly to Senior Leadership Team:

The Manager is responsible for ensuring:

• that the academy's technical infrastructure is secure and is not open to misuse or malicious attack
• that the academy meets required e-safety technical requirements and any 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, in which passwords are regularly changed

•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/email is regularly monitored in order that any misuse/attempted misuse can be reported to the Principal, E-Safety Lead Teacher for investigation.

Teaching and Support Staff are responsible for ensuring that:

•they have an up to date awareness of E-safety matters and of the current academy E-Safety Policy and practices

• they have read, understood and signed the Staff Acceptable Use Policy (AUP)

•they report any suspected misuse or problem to the Headteacher, E-Safety Lead Teacher or Network Manager for investigation.

•all digital communications with pupils/parents/carers should be on a professional level and only carried out using official school systems

• E-safety issues are embedded in all aspects of the curriculum and other activities

• pupils understand and follow the E-safety and Acceptable Use Policies

•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 pupils 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 Designated Lead and Teachers 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

Pupils:

• are responsible for using the academy digital technology systems in accordance with the Pupil Acceptable Use Policy which is agreed annually through School Council.

• 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 academy'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 academy will take every opportunity to help parents understand these issues through social media, parents' evenings, newsletters, letters, website/VLE and information about national/local E-safety campaigns.

Parents and carers will be encouraged to support the academy 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/VLE and on-line pupil records

• their children's personal devices in the school/academy (where this is allowed)

Community Users

Community Users who access school systems/website/VLE as part of the wider academy provision will be expected to sign a Community User AUA before being provided with access to school systems. (Appendix 2)

POLICY STATEMENTS

Education – pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils 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:

• Key e-safety messages should be reinforced as part of a planned programme of assemblies and pastoral activities

• Pupils 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.

• Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet

• Pupils should be helped to understand the need for the Pupil 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 pupils 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 pupils 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 (e.g. racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff 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

Some parents and carers may 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, newsletters, web site, VLE, social media

• Parents/Carers sessions

• High profile events e.g. Safer Internet Day

• Reference to the relevant web sites/publications through the school web site

Education – The Wider Community

The academy will provide opportunities for members of the community to gain from the academy's e-safety knowledge and experience. This may be offered through the following:

• E-Safety messages targeted towards grandparents and other relatives as well as parents.

• The academy website will provide e-safety information for the wider community

• Supporting community groups e.g. Early Years Settings, Childminders to enhance their e-safety provision

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 Lead Teacher will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.

• This E-Safety Policy and its updates will be presented to and discussed by staff in meetings.

Training – Governors

Governors should take part in E-safety training sessions, with particular importance for those who are members of any sub-committee involved in technology/E-safety/health and safety/child protection. This may be offered in the following way:

• Participation in school training/information sessions for staff.

Technical – infrastructure/equipment, filtering and monitoring

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:

• Academy technical systems will be managed in ways that ensure that the academy meets recommended technical requirements

• There will be regular reviews and audits of the safety and security of academy technical systems

• Servers, wireless systems and cabling must be securely located and physical access restricted

• All users will have clearly defined access rights to academy technical systems and devices.

• All adult users will be provided with a username and secure password. Users are responsible for the security of their username and password

• The "master/administrator" passwords for the academy ICT system, used by the Network Manager must also be available to the Principal or other nominated senior leader and kept in a secure place

• ICT Network Manager/Technician 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. There is a clear process in place to deal with requests for filtering changes.

• The school has provided enhanced/differentiated user-level filtering

• Academy 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 relevant person.

• 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.

• An agreed policy is in place for the provision of temporary access of "guests" (e.g trainee teachers, supply teachers, visitors) onto the school systems.

• An agreed policy is in place regarding the extent of personal use that users (staff/students/pupils /community users) and their family members are allowed on school devices that may be used out of school.

• An agreed policy is in place that allows staff to download executable files and installing programmes on school devices.

• An agreed policy is in place regarding the use of removable media (e.g. memory sticks / CDs / DVDs) by users on school devices. Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils 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 pupils 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 e.g. 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 pupils 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 pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

• Pupils must not take, use, share, publish or distribute images of others without their permission

• Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.

• Pupils' full names should not be used anywhere on a website or blog, particularly in association with photographs. (Permission may be gained from parents in exceptional circumstances)

• Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

• Fairly and lawfully processed

• Processed for limited purposes

• Adequate, relevant and not excessive

• Accurate

• Kept no longer than is necessary

• Processed in accordance with the data subject's rights

• Secure

• Only transferred to others with adequate protection.

The academy must ensure that:

• It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.

• Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.

• All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing".

• It has a Data Protection Policy

• It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)

• Responsible persons are identified

• Risk assessments are carried out

• It has clear and understood arrangements for the security, storage and transfer of personal data

• Data subjects have rights of access and there are clear procedures for this to be obtained

- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties
- There are clear policies about the use of cloud storage/cloud computing which ensure that such data storage meets the requirements laid down by the Information Commissioner's Office.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices. When personal data is stored on any portable computer system, memory stick or any other removable media:
- the data must be encrypted and password protected
- the device must be password protected
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

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.

	Staff & other adults				Students/pupils			
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	Y				Y			
Use of mobile phones in lessons				Y				Y
Use of mobile phones in social time	Y							Y
Taking of photos on mobile phones/cameras				Y				Y
Use of other mobile devices e.g. tablets/gaming devices	Y							Y
Use of personal e-mail addressed in school, or on school network	Y							Y
Use of school email for personal e-mails				Y				Y
Use of messaging apps	Y				Y			
Use of social media (on school equipment)	Y							Y
Use of blogs	Y				Y			

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

- The official academy email service may be regarded as safe and secure and is monitored. Users should be aware that email communications can be monitored.

- Users must immediately report, to the nominated person – in accordance with the academy 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 pupils or parents / carers (email, chat, VLE etc) must be professional in tone and content. These communications may only take place on official (monitored) academy systems. Personal email addresses, text messaging or social media must not be used for these communications.

•Messaging between pupils and pupil/staff will be through the VLE or approved online spaces. (e.g. 2simple online space).

•Pupils 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 academy website and only official email addresses should be used to identify members of staff.

Social Media – Protecting Professional Identity

All schools, academies and local authorities 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 academy 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:

• No reference should be made in social media to pupils, parents/carers or school staff

• 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 academy or local authority

• Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information. The academy's use of social media for professional purposes will be checked regularly by the senior risk officer and e-safety committee to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

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 Injustice and Immigration Act 2008					X
	Criminally racist material, radicalisation, extremist material – to stir up religious or other 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 the school systems to run a 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 (e.g. 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' 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 e.g. 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 academy 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 academy 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/ACADEMY ACTIONS & SANCTIONS

It is more likely that the academy 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:

Pupils

Incidents	Actions/Sanctions								
	Refer to class teacher	Refer to KS leader	Refer to Sr. Asst Head/ Headteacher	Refer to Police	Refer to technical support staff for action e.g. filtering / security etc.	Inform parents/ carers	Removal of network / internet rights	Warning	Further sanction e.g. detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on suitable/unsuitable activities)	X	X	X	X	X	X	X	X	X
Unauthorised use of non-educational sites during lessons	X	X	X		X	X		X	
Unauthorised use of mobile phone/digital camera/ other mobile device	X	X	X		X	X		X	
Unauthorised use of social media/messaging apps/personal e-mail	X	X	X		X	X		X	
Unauthorised downloading or uploading of files	X	X	X		X	X		X	
Allowing others to access school/academy network by sharing passwords	X	X	X		X	X		X	

Attempting to access or accessing the school/academy network using another pupil's account	X	X	X		X	X		X	
Attempting to access or accessing the school/academy using the account of a member of staff	X	X	X		X	X		X	
Corrupting or destroying the data of other users									
Sending an e-mail, text or message that is regarded as offensive, harassment or of a bullying nature	X	X	X		X	X		X	
Continued infringements of the above, following warnings or sanctions	X	X	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	X		X	

Using proxy sites or other means to subvert the school's/ academy's filtering system	X	X	X		X	X		X	
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X	X		X	X		X	
Deliberately 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

Incidents	Actions/Sanctions							
	Refer to line manager	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to technical support staff for action e.g. filtering / security etc.	Warning	Suspension	Disciplinary Action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on suitable/unsuitable activities)	X	X	X	X	X		X	X
Inappropriate personal use of the internet/social media/personal e-mail		X				X		X

Unauthorised downloading or uploading of files		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		
Careless use of personal data e.g. holding or transferring data in an insecure manner		X						X
Deliberate actions to breach data protection or network security rules								X

Corrupting or destroying the data of other users or causing deliberate damage to hardware or software								X
Sending an e-mail, text or message which is regarded as offensive, harassment or of a bullying nature						X	X	X
Using personal e-mail / social networking / instant messaging / text messaging to carry out digital communications with pupils		X				X	X	X
Actions which could compromise the staff member's professional standing		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
Accidentally accessing offensive or pornographic material and failing to report the incident		X				X	X	X
Deliberately trying to access offensive or pornographic material		X				X	X	X
Breaching copyrigh or licensin regulation t g s		X				X	X	X
Continued infringements of the above, following previous warnings or sanctions								X

Appendices can be found on the following pages:

Appendix 1 Staff and Volunteers Acceptable Use Agreement Policy

Appendix 2 Responding to incidents of misuse – flowchart

Appendix 3 Legislation

Appendix 4 Links to other organisations and documents

Appendix 5 Glossary of terms

STAFF (AND VOLUNTEER) ACCEPTABLE USE POLICY AGREEMENT (APPENDIX 1)

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 academy 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 academy will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils 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 pupils 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 academy 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 (e.g. 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.

- 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 academy 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 (e.g. 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.

•I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.

•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 academy:

•If 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 academy equipment. I will also follow any additional rules set by the academy 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 use email in accordance with the E-Safety Policy.

•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 academy 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 I have checked with the Network Manager.

• I will not disable or cause any damage to academy 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 Academy Data Protection 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 pupil 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 academy 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 academy:

• I understand that this Acceptable Use Policy applies not only to my work and use of academy ICT equipment in school, but also applies to my use of academy 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 academy

•I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors 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.

Name:

Signed:

Date:

Acceptable Use Agreement for Community Users

This Acceptable Use Agreement is intended to ensure:

- that community users of academy digital technologies will be responsible users and stay safe while using these systems and devices

- that academy 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 academy 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 academy:

- I understand that my use of academy systems and devices and digital communications will be monitored

- I will not use a personal device that I have brought into the academy 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 academy on any personal website, social networking site or through any other means, unless I have permission from the academy.

- 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 an academy 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 academy 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).

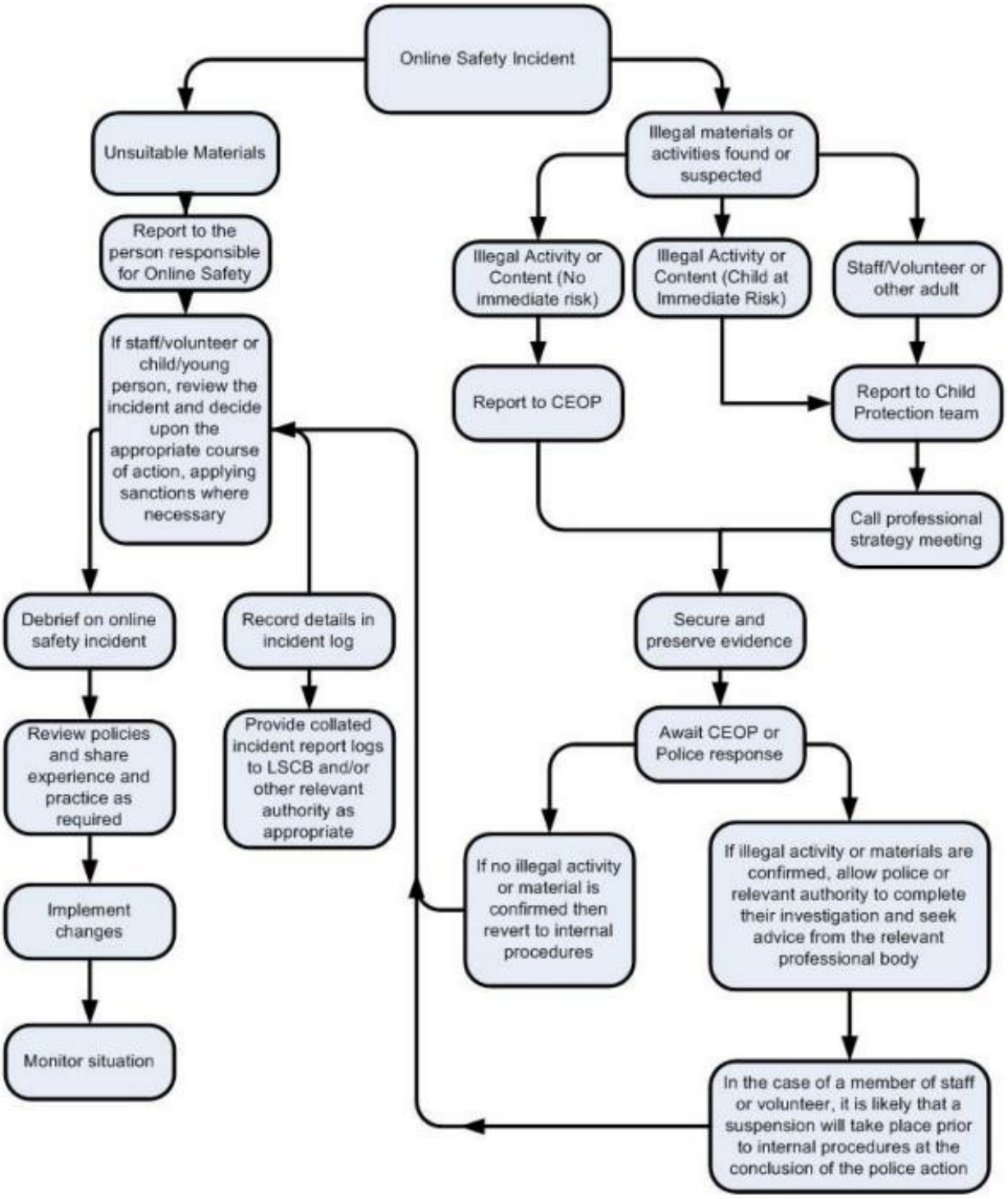
• I understand that if I fail to comply with this Acceptable Use Agreement, the academy has the right to remove my access to the academy's systems / devices I have read and understand the above and agree to use the academy digital technology systems (both in and out of the academy) and my own devices (in the academy and when carrying out communications related to the academy) within these guidelines.

Name:

Signed:

Date:

Responding to incidents of misuse – flowchart (APPENDIX 2)



LEGISLATION (APPENDIX 3)

Schools should be aware of the legislative framework under which this E-Safety Policy and guidance has been produced. It is important to note that in general terms an action that is illegal if committed offline is also illegal if committed online. It is recommended that legal advice is sought in the advent of an E-Safety issue or situation.

Computer Misuse Act 1990

This Act makes it an offence to:

• Erase or amend data or programs without authority;

• Obtain unauthorised access to a computer;

• "Eavesdrop" on a computer;

• Make unauthorised use of computer time or facilities;

• Maliciously corrupt or erase data or programs;

• Deny access to authorised users.

Data Protection Act 1998

This protects the rights and privacy of individual's data. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The Act states that person data must be:

• Fairly and lawfully processed.

• Processed for limited purposes.

• Adequate, relevant and not excessive.

• Accurate.

• Not kept longer than necessary.

• Processed in accordance with the data subject's rights.

• Secure.

• Not transferred to other countries without adequate protection.

Freedom of Information Act 2000

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they have to follow a number of set procedures.

Communications Act 2003

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

Malicious Communications Act 1988

It is an offence to send an indecent, offensive, or threatening letter, electronic communication or other article to another person.

Regulation of Investigatory Powers Act 2000

It is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic communications is permitted, in order to:

• Establish the facts;

• Ascertain compliance with regulatory or self-regulatory practices or procedures;

• Demonstrate standards, which are or ought to be achieved by persons using the system; • Investigate or detect unauthorised use of the communications system; • Prevent or detect crime or in the interests of national security;

• Ensure the effective operation of the system.

• Monitoring but not recording is also permissible in order to:

• Ascertain whether the communication is business or personal;

• Protect or support help line staff.

•The school reserves the right to monitor its systems and communications in line with its rights under this act.

Trade Marks Act 1994

This provides protection for Registered Trade Marks, which can be any symbol (words, shapes or images) that are associated with a particular set of goods or services. Registered Trade Marks must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

Copyright, Designs and Patents Act 1988

It is an offence to copy all, or a substantial part of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the

work has been amended in such a way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, and sounds, moving images, TV broadcasts and other media (e.g. YouTube).

Telecommunications Act 1984

It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

Criminal Justice & Public Order Act 1994

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they:

- Use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- Display any writing, sign or other visible representation, which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

Racial and Religious Hatred Act 2006

This Act makes it a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material, which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

Protection from Harassment Act 1997

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other. A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions

Protection of Children Act 1978

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence may face up to 10 years in prison

Sexual Offences Act 2003

The new grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence. Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. (Typically, teachers, social workers, health professionals, connexions staff fall in this category of trust). Any sexual intercourse with a child under the age of 13 commits the offence of rape.

Public Order Act 1986

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material, which is threatening. Like the Racial and Religious Hatred Act 2006, it also makes the possession of inflammatory material with a view of releasing it a criminal offence.

Obscene Publications Act 1959 and 1964 Publishing an "obscene" article is a criminal offence. Publishing includes electronic transmission.

Human Rights Act 1998

This does not deal with any particular issue specifically or any discrete subject area within the law. It is a type of "higher law", affecting all other laws. In the school context, human rights to be aware of include:

• The right to a fair trial

• The right to respect for private and family life, home and correspondence • Freedom of thought, conscience and religion

• Freedom of expression

• Freedom of assembly

• Prohibition of discrimination

• The right to education. These rights are not absolute. The school is obliged to respect these rights and freedoms, balancing them against those rights, duties and obligations, which arise from other relevant legislation.

The Education and Inspections Act 2006

Empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

The Education and Inspections Act 2011

This Act extended the powers included in the 2006 Act and gave permission for Headteachers (and nominated staff) to search for electronic devices. It also provides powers to search for data on those devices and to delete data. (see DfE guidance - http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screeni n g-searching-and-confiscation 51

The Protection of Freedoms Act 2012

Requires schools to seek permission from a parent / carer to use Biometric systems The School Information Regulations 2012 Requires schools to publish certain information on its website: http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b0075738/reducingburea ucracy/requirements/changestoschoolinformationregulations

Counter Terrorism and Security Act 2015

LINKS TO OTHER ORGANISATIONS OR DOCUMENTS (APPENDIX 4)

The following links may help when 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) http://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

DFE - 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 – http://www.teachtoday.eu/

Insafe - Education Resources

Somerset - e-Sense materials for schools

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!"

Glossary of terms (APPENDIX 5)

AUP Acceptable Use Policy – see templates earlier in this document

CEOP Child Exploitation and Online Protection Centre (part of UK Police, dedicated to protecting children from sexual abuse, providers of the Think U Know programmes.

CPC Child Protection Committee

CPD Continuous Professional Development

CYPS Children and Young Peoples Services (in Local Authorities)

FOSI Family Online Safety Institute

EA Education Authority

ES Education Scotland

HWB Health and Wellbeing

ICO Information Commissioners Office

ICT Information and Communications Technology

ICT Mark Quality standard for schools provided by NAACE

INSET In Service Education and Training IP address. The label that identifies each computer to other computers using the

IP (internet protocol)

ISP Internet Service Provider

ISPA Internet Service Providers' Association

IWF Internet Watch Foundation

LA Local Authority

LAN Local Area Network

MIS Management Information System

NEN National Education Network – works with the Regional Broadband Consortia (e.g. SWGfL) to provide the safe broadband provision to schools across Britain.

Ofcom Office of Communications (Independent communications sector regulator)

SWGfL South West Grid for Learning Trust – the Regional Broadband Consortium of SW Local Authorities – is the provider of broadband and other services for schools and other organisations in the

SW TUK Think U Know – educational e-safety programmes for schools, young people and parents.

VLE Virtual Learning Environment (a software system designed to support teaching and learning in an educational setting,

WAP Wireless Application Protocol