

E-SAFETY

&

USE OF INTERNET POLICY

Revised July 2013

This document has been produced at the request of schools that recognise the need to update their E-Safety policy in line with current technologies. The template contains a number of areas which the school can tailor to meet individual school needs. It is an updated version of Admin procedure D33 Schools e-safety policy approved in Jan 2008 including an updated staff acceptable use policy. There is a wide range of Advice and Guidance to support schools available on the DGfL Portal and the DVRC

HALESBURY SCHOOL

E-Safety Advice and Guidance

Rationale

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. A school E-Safety policy should help to ensure safe and appropriate use. The school must demonstrate that it has provided the necessary safeguards to help ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks.

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DGfL have provided an E-Safety Policy template. Schools and settings may wish to use this template to develop their E-Safety Policy. It is **important** that the template is adapted to reflect the nature and values of the school or setting *eg. Some settings permit students to use mobile phones when on site. This needs to be stated in the policy.*

This policy makes reference to The Information Security Policy and new AUP’s. Schools may wish to reference their own policies eg. PSHE policy

N.B The Staff Acceptable Use Policy (AUP) has been approved by Governors and Unions. If schools wish to change this they will need to consult with their union representatives and governors. In conjunction with the AUP policy the Networking Policy is accessible to all staff members. The Council policy on staff use of Social networking is also included in the staff AUP for reference.

Scope

This guidance applies to all members of the school community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of school. This policy should be reviewed in line with the School Information Security Policy.

(<https://www.klp.rm.com/establishments/3320000/DCS-Staff/InformationGovernance/InformationSecurity/Document%20Library/Information%20Security%20Policy%20for%20Schools%20and%20associated%20materials/Information%20Security%20Policy%20Final.docx>)

Development, Monitoring and Review of the E-Safety Policy:

This E-Safety policy has been developed by the School Governors and Health & Safety Committee) made up of:

* School E-Safety Officer
* Head teacher / Senior Leaders
* Office Manager
* Health & Safety Committee
* Governors

Consultation with the whole school community has taken place through the following:

* Staff meetings
* Teaching Activities
* INSET Days
* Governors meetings / sub-committee meetings
* School website / newsletters

The school will monitor the impact of the policy using**:**

* Detailed logging of reported incidents
* DGfL or internal monitoring logs of internet activity (including sites visited)
* Internal monitoring of data for network activity

**Roles and Responsibilities**

**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 Health & Safety Committee / Governors Sub Committees receiving regular information about E-Safety incidents and monitoring reports- *(It is suggested that Governing Bodies review their E-Safety Policy at the start of each academic year to ensure that all new staff and pupils are aware of its content and have signed appropriate Acceptable Use Policies-see Appendix 3).*

A member of the Governing Body has taken on the role of E-Safety Governor- *(It is suggested that schools consider this being a separate appointment to the ICT Link Governor)*

The role of the E-Safety Governor will include:

* Regular updates on the monitoring of E-Safety incident logs
* Regular updates on the monitoring of the filtering of web sites
* Reporting to relevant Governor committees / meetings

**Head teacher and Senior Leaders:**

The Head teacher is responsible for ensuring the safety (including E-Safety) of members of the school community and is the school’s Senior Information Risk Owner (SIRO). The schools SIRO is responsible for reporting security incidents as outlined in the schools Information Security Policy. The day to day responsibility for E-Safety will be delegated to the E-Safety Co-ordinator.

* The Head teacher /SLT are responsible for ensuring that the E-Safety Coordinator / Officer and other relevant staff receive suitable CPD to enable them to carry out their E-Safety roles and to train other colleagues, as relevant. They are also responsible for ensuring that pupils and students are taught how to use ICT tools such as the internet, email and social networking sites (see Social Networking policy), safely and appropriately
* The Head teacher / SLT 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 LA has produced guidance relating to the reporting procedure for E Safety incidents- see appendix 1)*

* The SLT will receive regular monitoring reports from the E-Safety Co-ordinator / Officer
* The Head teacher and another member of the SLT 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 LA has produced guidance relating to the reporting procedure for E Safety incidents- see appendix 1)*
* The Head teacher is responsible for ensuring that parents and carers, when given access to data and information relating to their child/children via the learning platform, have adequate information and guidance relating to the safe and appropriate use of this on line facility- *(The Information Security Policy contains detailed guidance)*

**E-Safety Coordinator / Officer:**

The school has an E-Safety Co-ordinator with the day to day responsibilities for E-Safety.

Responsibilities include:

* Leading the E-Safety committee
* Taking day to day responsibility for E-Safety issues and having a leading role in establishing and reviewing the school E-Safety policies / documents
* Ensuring that all staff are aware of the procedures that need to be followed in the event of an E-Safety incident taking place.
* Providing training and advice for staff
* Liaising with the Local Authority
* Liaising with the schools SIRO to ensure all school data and information is kept safe and secure
* Liaising with school ICT technical staff and/or school contact from the managed service provider- RM
* Receiving reports of E-Safety incidents and creating a log of incidents to inform future E-Safety developments
* Meeting regularly with the E-Safety Governor to discuss current issues, review incident logs and filtering
* Attending relevant meetings / Governor committee meetings
* Reporting regularly to Senior Leadership Team

**Managed service provider:**

The managed service provider is responsible for helping the school to ensure that it meets the E-Safety technical requirements outlined by DGfL. The managed service provides a number of tools to schools including, Smartcache servers, Securus (optional), SafetyNet Universal, which are designed to help schools keep users safe when on-line in school-*(see appendix* 2).

Schools are able to configure many of these locally or can choose to keep standard settings.

The DGfL Client team work with school representatives to develop and update a range of Acceptable Use Policies *(see Appendix 3)* and any relevant Local Authority E-Safety policy and guidance. These can be accessed either on DVRC or via the E-Safety interest space on the portal. (<https://www.klp.rm.com/establishments/3320000/DCS-Staff/E%20Safety%20for%20Schools/Pages/default.aspx>)

Members of the DGfL team will support schools to improve their E-Safety strategy

The managed service provider maintains backups of email traffic for 90 days. If access to this information is required, the school should contact the DGfL team.

**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 encourage pupils to develop good habits when using ICT to keep themselves safe
* They have read, understood and signed the school Staff Acceptable Use Policy (AUP)
* They report any suspected misuse or problem to the E-Safety Co-ordinator / Head teacher for investigation
* Digital communications with students / pupils (email / Virtual Learning Environment (VLE) / voice) 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 school activities
* Students / pupils understand and follow the school E-Safety and acceptable use policy
* Students / pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
* They monitor ICT activity in lessons, extra-curricular and extended school activities
* They are aware of E-Safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices
* In lessons where internet use is pre-planned, students / 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. They include the teaching of E-Safety in their lessons

**Designated person for Child Protection / Child Protection Officer:**

The E-Safety Co-ordinator is trained in E-Safety issues and is aware of the potential for serious child protection 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

**E-Safety Committee:**

The Health & Safety committee will assist the E-Safety Coordinator with:

* The production / review / monitoring of the school E-Safety policy / documents
* The production / review / monitoring of the managed service/school filtering policy- *(if the school chooses to filter at a local level, in addition to the filtering in place via DGfL and the managed service provider)*

*(The Health & Safety committee will have at least one parent governor present at all meetings.)*

**Students / pupils:**

Students/pupils have access to the school network and technologies that enable them to communicate with others beyond the school environment. The network is a secure and safe system provided through DGfL. Students/pupils:

* Are responsible for using the school ICT systems in accordance with the Student / Pupil Acceptable Use Policy *(see appendix 3*), which they will be expected to sign before being given access to school systems
* Need to 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 school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images, use of social networking sites (see Social Networking policy) 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 the use of an externally available web based system, provided by 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 therefore take every opportunity to help parents understand these issues through parents’ evenings, newsletters, letters, website / Learning Platform and information about national / local E-Safety campaigns / literature.

Parents and carers will be responsible for:

* Endorsing (by signature) the Student / Pupil Acceptable Use Policy
* Accessing the school website / Learning Platform/ on-line student / pupil records in accordance with the relevant school Acceptable Use Policy.

**Community Users/ ‘Guest Access’:**

Community Users who access school ICT systems / website / VLE as part of the Extended School provision will be expected to sign a Community User AUP before being provided with access to school systems-see appendix 3. *(The school should consider carefully what they are prepared to provide community access to; it may only be the Internet. Guest access to the internet in school will be subject to the same filtering rules as other school users. If the school provides access to school software, they need to ensure that the software is not copied or used inappropriately. There should be no access to pupil or staff data or information unless relevant parties have agreed. The school may wish to check portable storage devices such as memory sticks before they are attached to the school network)*

**Policy Statement**

**Education – students / pupils**

There is a planned and progressive E-Safety/E-literacy curriculum. Learning opportunities are embedded into the curriculum throughout the school and are taught in all year groups.

E-Safety education is provided in the following ways:

* A planned E-Safety programme is provided as part of ICT lessons and is regularly revisited – this include the use of ICT and new technologies in school and outside school
* Key E-Safety messages are reinforced as part of a planned programme of assemblies / lessons / pastoral activities
* Students are 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 pupils are aware of the Student / Pupil AUP and are encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school
* Students are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
* Rules for use of ICT systems / internet are posted in all rooms
* Students are taught the importance of information security and the need to keep information such as their password safe and secure
* Staff act as good role models in their use of ICT, the internet and mobile devices

**Education – parents / carers**

The school provides information and awareness to parents and carers through:

* Letters, newsletters, school website, Learning Platform
* Parents evenings

**Education - Extended Schools**

The school offers learning courses in ICT, digital literacy and E-Safety so that parents and children can together gain a better understanding of these issues.

Everyone has a role to play in empowering children to stay safe while they enjoy these new technologies, just as it is everyone’s responsibility to keep children safe in the non-digital world.

**Education & Training – Staff**

All staff receive regular E-Safety training and understand their responsibilities, as outlined in this policy. Training is offered as follows:

* A planned programme of formal E-Safety training is made available to staff. An audit of the E-Safety training needs of all staff is carried out regularly.It is expected that some staff will identify E-Safety as a training need within the performance management process
* All new staff receive E-Safety training as part of their induction programme, ensuring that they fully understand the school E-Safety Policy and Acceptable Use Policies
* The E-Safety Coordinator (or other nominated person) receives regular updates through attendance at training sessions / seminars and by reviewing guidance documents released by DGfL and Local Authority
* This E-Safety policy and its updates are presented to and discussed by staff on INSET days
* The E-Safety Coordinator provides advice / guidance / training as required to individuals

All staff are familiar with the schools’ Policy including:

* Safe use of e-mail
* Safe use of Internet including use of [internet](http://safety.ngfl.gov.uk/schools/)-based communication services, such as instant messaging and social network (See Social Networking policy)
* Safe use of school network, equipment and data
* Safe use of digital images and digital technologies, such as mobile phones and digital cameras
* Publication of pupil information/photographs and use of website
* Cyberbullying procedures (See E-Safety Co-ordinator)
* Their role in providing E-Safety education for pupils
* The need to keep personal information secure

Staff are reminded / updated about E-Safety matters at least once a year.

**Training – Governors**

Governors take part in E-Safety training / awareness sessions, particularly those who are involved members in health & Safety / group involved in ICT / E-Safety / health and safety and child protection.

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This is offered by:

* Attendance at sessions provided by the Local Authority or other relevant organisation
* Participation in school training sessions for staff or parents

**Starters and Leavers**

***The Senior Leadership Team shall ensure that the ICT Technical Support Team are informed promptly of any member of staff or pupil joining or leaving the school.***

* Any school owned ICT equipment should be returned to the ICT Support Team when staff or pupils leave the school
* The Administrative Team and ICT Support Team will ensure that all correct policies and documentation are signed for and a copy of the acceptable use policy is held on record.
* Permission to access the schools system/ Internet/email will only be authorised upon the presentation of correctly signed documentation and management authorisation.
* Relevant training/lessons for use of hardware/software and specialist equipment will be provided for new staff and pupils.
* The ICT Support Team will ensure that leavers' access is removed (e.g. User Account, Email, Remote Access etc) or disabled, in a timely manner
* Information held on the school MIS regarding a former member of staff or pupil will be removed or transferred in accordance with the Local Education Authority guidelines.

**School Password Security Policy**

**Introduction**

The school will be responsible for ensuring that the *school infrastructure / network* is as safe and secure as is reasonably possible and that:

• users can only access data to which they have right of access

• no user should be able to access another’s files, without permission (or as allowed for monitoring purposes within the school’s policies).

• access to personal data is securely controlled in line with the school’s personal data policy

• logs are maintained of access by users and of their actions while users of the system

A safe and secure username / password system is essential if the above is to be established and will apply to all school ICT systems, including email and Virtual Learning Environment (VLE).

**Responsibilities**

The management of the password security policy will be the responsibility of the *ICT Manager*.

All users (adults and young people) will have responsibility for the security of their username and password must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.

*Passwords for new users and replacement passwords for existing users will be allocated by ICT manager. Any changes carried out must be notified to the manager of the password security policy (above).*

*It is recommended that users passwords*:

* should be changed at least every 60 to 90 days (some organisations require changes each month / 6 weeks).
* are not re-used for 6 months.
* are significantly different from previous passwords created by the same user.

**Training / Awareness**

It is essential that users should be made aware of the need for keeping passwords secure, and the risks attached to unauthorised access / data loss. This should apply to even the youngest of users, even if class log-ons are being used.

Members of staff will be made aware of the school’s password policy:

• At induction

• Through the school’s e-safety policy and password security policy

• Through the Acceptable Use Agreement

Pupils / students will be made aware of the school’s password policy:

• In ICT and / or e-safety lessons (the school should describe how this will take place)

• Through the Acceptable Use Agreement

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**Policy Statements**

All users will have clearly defined access rights to school ICT systems. Details of the access rights available to groups of users will be recorded by the Network Manager (or other person) and will be reviewed, at least annually, by the E-Safety Committee (or other group).

All users will be provided with a username and password by the ICT manager who will keep an up-to-date record of users and their usernames. Users will be required to change their password every (see responsibilities).

The following rules apply to the use of passwords:

*• Passwords must be changed every (see responsibilities)*

*• The last four passwords cannot be re-used*

*• The password should be a minimum of 8 characters long and*

*• must include three of – uppercase character, lowercase character, number, special character*

*• Must not include proper names*

*• The account should be “locked out” following six successive incorrect log-on attempts*

*• Temporary passwords e.g. used with new user accounts or when users have forgotten or need to change their passwords, shall be enforced to change immediately upon the next account log-on*

*• Passwords shall not be displayed on screen, and shall be securely hashed (use of one-way encryption)*

*• Requests for password changes should be authenticated by (the ICT Manager) to ensure that the new password can only be passed to the genuine user*

The “master / administrator” passwords for the school ICT system, used by the Network Manager (or other person) must also be available to the SIRO/ Headteacher or other nominated senior leader and kept in a secure place (e.g. school safe).

**Audit / Monitoring / Reporting / Review**

The responsible person (ICT Manager) will ensure that full records are kept of:

• User ID’s and requests for password changes

• User logon’s

• Security incidents related to this policy

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In the event of a serious security incident, the police may request and will be allowed access to passwords used for encryption.

Local Authority Auditors also have the right of access to passwords for audit investigation purposes

User lists, IDs and other security related information must be given the highest security classification and stored in a secure manner.

These records will be reviewed by ... *(E-Safety Officer / Health & Safety Committee / Governors)* at regular intervals.

This policy will be regularly reviewed (preferably annually) in response to changes in guidance and evidence gained from the logs.

**Technical – infrastructure / equipment, filtering and monitoring**

The managed service provider is responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible. The school is responsible for ensuring that policies and procedures approved within this policy are implemented.

School ICT systems will be managed in ways that ensure that the school meets the E-Safety technical requirements outlined in the Acceptable Use Policies

* There will be regular reviews and audits of the safety and security of school ICT systems
* Servers, wireless systems and cabling must be securely located and physical access restricted

All users will have clearly defined access rights to school ICT systems

* All users within the establishment will be provided with a username and password
* Users will be required to change their password every ***half term*** – This is enforced by the school management system making it a compulsory action.
* Users will be made responsible for the security of their username and password. They must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security
* The school maintains and supports the managed filtering service provided by DGfL
* The school can provide enhanced user-level filtering through the use of the SmartCache
* The school manages and updates filtering issues through the schools technical team and RM helpdesk
* Requests from staff for sites to be removed from the filtered list will be considered by the Network Manager / E-safety Co-ordinator. If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the Health & Safety Committee.
* Remote management tools are used by the Network Manager and technical support team to control workstations and view users activity.
* An appropriate system is in place for users to report any actual / potential E-Safety incident to the relevant person (E-Safety Co-ordinator)
* The managed service provider ensures that appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc from accidental or malicious attempts which might threaten the security of the school systems and data
* An agreed procedure is in place for the provision of temporary access to “guests” (eg trainee teachers, visitors) onto the school system
* An agreed procedure is in place regarding restricted access to downloading executable files by all users.
* An agreed procedure is in place regarding the extent of personal use that staff and students are allowed on laptops and other portable devices that may be used out of school
* An agreed policy is in place regarding the use of removable media (eg memory sticks / CDs / DVDs) by users on school workstations / portable devices
* The school infrastructure and individual workstations are protected by up to date virus software & security monitoring software
* Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured

**Curriculum**

E-Safety is a focus in all areas of the curriculum and staff re-enforce E-Safety messages in the use of ICT across the curriculum.

* In lessons, where internet use is pre-planned, students are guided to sites checked as suitable for their use and there are processes in place for dealing with any unsuitable material that is found in internet searches
* Where students are allowed to freely search the internet, eg using search engines, staff should monitor the content of the websites the young people visit
* The school provides opportunities within a range of curriculum areas to teach about E-Safety
* It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Network Manager or managed service provider temporarily remove those sites from the filtered list for the period of study. Any requests to do so are auditable and are logged in the school smartcache
* Students are taught in all lessons to be critically aware of the materials / content they access on-line and are guided to validate the accuracy of information
* Students are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet. Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline

**Use of digital and video images**

When using digital images, staff inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. They recognise the risks attached to publishing their own images on the internet eg on social networking sites.

* Staff are allowed to take digital / video images to support educational aims, and follow school policies concerning the sharing, distribution and publication of those images. Those images are only taken on school equipment, personal equipment of staff is prohibited for such purposes
* Students are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of the others, this includes when on field trips. However with the express permission of the Head teacher, images can be taken provided they are transferred immediately and solely to the school’s network and deleted from the pupil’s device.
* Care is taken when capturing digital / video images, ensuring students / pupils are appropriately dressed and that they 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 comply with good practice guidance on the use of such images
* Students’ full names will not be used anywhere on a website or blog, particularly in association with photographs
* Written permission from parents or carers is obtained before photographs of students are published on the school website / publishing’s
* Student’s work can only be published with the permission of the student.

**Using video conferencing and other online meetings**

We use video conferencing to enhance the curriculum by providing learning and teaching activities that allow pupils to link up with people in other locations and see and hear each other. We ensure that staff and pupils take part in these opportunities in a safe and responsible manner. All video conferencing activity is supervised by a suitable member of staff. Pupils do not operate video conferencing equipment, answer calls or set up meetings without permission from the supervising member of staff.

Video conferencing equipment is switched off and secured when not in use and online meeting rooms are closed and logged off when not in use.

All participants are made aware if a video conference is to be recorded. Permission is sought if the material is to be published.

For their own protection a video conference or other online meeting between a member of staff and pupil(s) which takes place outside school or whilst the member of staff is alone is always conducted with the prior knowledge of the head teacher or line manager and respective parents and carers.

**Using mobile phones**

Unauthorised or secret use of a mobile phone or other electronic device, to record voice, pictures or video is forbidden. Unauthorised publishing of such material on a web site which causes distress to the person(s) concerned will be considered a breach of school discipline, whether intentional or unintentional. The person responsible for the material will be expected to remove this immediately upon request.

**Using other technologies**

As a school we will keep abreast of new technologies and consider both the benefits for learning and teaching and also the risks from an eSafety point of view.

We will regularly review the eSafety policy to reflect any new technology that we use, or to reflect the use of new technology by pupils.

Staff or pupils using a technology not specifically mentioned in this policy will be expected to behave with similar standards of behaviour to those outlined in this document.

 **Additional Responsibilities of Technical Staff**

* Support the school in providing a safe technical infrastructure to support learning and teaching
* Ensure appropriate technical steps are in place to safeguard the security of the ICT system, sensitive data and information. Review these regularly to ensure they are up to date
* At the request of the Leadership team conduct occasional checks on files, folders, email and other digital content to ensure that the  Acceptable Use Policy is being followed
* Report any eSafety-related issues that come to their attention to the E-Safety coordinator and/or leadership team
* Ensure that procedures are in place for new starters and leavers to be correctly added to and  removed from all relevant electronic systems
* Ensure that suitable access arrangements are in place for any external users of the ICT equipment
* Liaise with the Local Authority and others on E-safety issues

**Data Protection**

Personal data will is 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.

Staff are aware of the Dudley Information Security Policy. A breach of the Data Protection Act may result in the school or an individual fine of up to £500,000

Staff ensure that they:

* Take care at all times, to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
* Access personal data on secure password protected computers and other devices or via the Learning Platform, 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, USB stick or any other removable media:

* The data must be encrypted and password protected.
* The device must be password protected *(many memory sticks / cards and other mobile devices cannot be password protected, therefore appropriate secure media should be used – governed by E-Safety Co-ordinator)*
* The device must offer approved virus and malware checking software.
* The data must be securely deleted from the device, in line with school policy once it has been transferred or its use is complete.

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**Communications**

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. Staff and students should therefore use only the school email service to communicate with others when in school, or on school systems e.g. by remote access from home- *(If staff use none standard or personal email accounts these are not secure and cannot always be monitored)*
* Users need to be aware that email communications may be monitored
* Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email
* Any digital communication between staff and students or parents / carers (email, chat, VLE etc) must be professional in tone and content.These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or public chat / social networking programmes must **not** be used for these communications (see Social Networking Policy)
* Students are provided with individual school email addresses for educational use
* Students should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material
* Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff
* Mobile phones may be brought into school by students and held by the school office until the end of the school day
* The school allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances should a member of staff contact a pupil or parent/ carer using their personal device unless authorised to do so by the school.
* The school is not responsible for the loss, damage or theft of any personal mobile device
* The sending of inappropriate text messages between any member of the school community is not allowed
* Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device
* The school provides a safe and secure way of using chat rooms, blogs and other ‘social networking technologies’ via the Learning Platform. Other ‘social networking’ facilities may be ‘unfiltered’ for curriculum purposes. Staff are aware of the procedure they need to follow when requesting access to externally based social networking sites

**Unsuitable / inappropriate activities**

All monitoring, surveillance or investigative activities are conducted by ICT authorised staff and comply with the Data Protection Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 (RIPA) and the Lawful Business Practice Regulations 2000.

The school will take all reasonable precautions to ensure E-Safety.

However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

* Counselling by tutor / Head of Year / E-Safety Coordinator / Head teacher.
* Informing parents or carers.
* Removal of Internet or computer access for a period, (which could ultimately prevent access to files held on the system, including examination coursework).
* Referral to LA / Police.

The LA has set out the reporting procedure for E-Safety incidents (see Appendix 1).

Our E-Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Headteacher.

* Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy.
* Complaints related to child protection are dealt with in accordance with school / LA child protection procedures.

There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

Date the Policy was approved by Governors October 2011

Date for review July 2014

Contact E-Safety Co-ordinator

This E-Safety Guidance and Policy has been written with references to the following sources of information:

BECTA

Dudley LA

Hertfordshire E-Safety Policy

Kent e-Safety Policies, Information and Guidance

South West Grid For Learning- School E-Safety Policy

**Appendix 1**- Guidance procedure for E-Safety incidents-Staff user incidents

*Staff should not try to examine files/folders on a machine themselves (particularly if they suspect it contains illegal material) and it should only be examined by those with appropriate forensic skill such as the police.*

Guidance reporting procedure for E-Safety incidents involving staff

Yes

No

Contact DGfL for further advice

Do the log files contain **inappropriate\***  materials?

Yes

Do the log files contain **illegal** \* materials?

DGfL/managed service provider will ask for consent to investigate user account log files (RIPA) and provide information to the designated school contact

Designated person contact DGfL/ managed service provider-01384 814881

Report incident to Head teacher or designated person in school. *N.B. School may wish to investigate internally and log the incident internally*. If further intervention is required-see below

Record the account username, station number or approximate time that such material has been accessed and brief description of evidence

In accordance with DGfL Acceptable Use Policies, if you find or suspect that inappropriate or illegal material is being accessed or stored on a PC, laptop, portable device or on the network

*\*Illegal – prohibited by law or by official or accepted rules*

*\*Inappropriate – not conforming with accepted standards of propriety or taste, undesirable or incorrect behaviour*

Contact the local Police-ensuring the appropriate people in school have been consulted

**Appendix 1** -Guidance procedure for E-Safety incidents-Pupil user incidents

*Staff should not try to examine files/folders on a machine themselves (particularly if they suspect it contains illegal material) and it should only be examined by those with appropriate forensic skill such as the police.*

*\*Illegal – prohibited by law or by official or accepted rules*

*\*Inappropriate – not conforming with accepted standards of propriety or taste, undesirable or incorrect behaviour*

Guidance reporting procedure for E-Safety incidents involving pupils/students

If you think this is a child protection issue-invoke Child Protection Procedures. Contact Dudley Safeguarding Board

Yes

No

Contact DGfL for further advice

Do the log files contain **inappropriate \***  materials?

Yes

Do the log files contain **illegal** \* materials?

DGfL/managed service provider will ask for consent to investigate user account log files (RIPA) and provide information to the designated school contact

Designated person contact DGfL/ managed service provider-01384 814881

Report incident to Head teacher or designated person in school. *N.B. School may wish to investigate internally and log the incident internally.* If further intervention is required-see below

Record the account username, station number or approximate time that such material has been accessed and brief description of evidence

In accordance with DGfL Acceptable Use Policies, if you find or suspect that inappropriate or illegal material is being accessed or stored on a PC, laptop, portable device or on the network by a pupil/student

Contact the local Police-ensuring the appropriate people in school have been consulted

**Appendix 2**-E-Safety tools available on the DGfL network

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **E-Safety tool** | **Type** | **Availability** | **Where** | **Details** |
| Smartcache/SafetyNet Universal | Web filtering | Provided as part of DGfL | All network connected devices within DGfL | Gives schools the ability to audit, filter and un-filter websites |
| RM Tutor | Teacher support | Provided as partof DGfL | Managed schooldesktops | Allows teachers to view and demonstrate screens, control hardware and distribute work |
| CC4 AUP | Awareness raising | Part of CC4-needs to be enabled | All CC4 stations at log in | When enabled through the management console, users are given an acceptable use policy at log in |
| Securus(optional implementation) | Monitoring software-*licenses available on Linux and Apple devices(early 2011)* | Available to all schools who sign an agreement and attend training | All school XP desktops and networked laptops | Takes a snapshot of a screen when an event is triggered. A range of events can be monitored |
| Email | Filtering and list control | Provided as part of DGfL | Easymail/Live@edu | Allows schools to restrict where email is sent from/to |
| RM Password Plus | Safe practice | Provided as part of DGfL3 | All CC4 stations | A password management tool that enforces password rules of complexity and length for different users |

**Appendix 3-** Staff AUP

**Halesbury School**

**Staff Acceptable Use policy**

**Rules for Responsible Internet use**

This policy applies to all adult users of the schools systems. We trust you to use the ICT facilities sensibly, professionally, lawfully, consistent with your duties, with respect for your colleagues and in accordance with this Policy.

It is important that you read this policy carefully. If there is anything that you do not understand, please discuss it with the E-Safety Co-ordinator or your line manager. Once you have read and understood this policy thoroughly, you should sign this document, retain a copy for your own records and return the original to the E-Safety Co-ordinator.

Any inappropriate use of the School’s internet & e-mail systems whether under this policy or otherwise may lead to disciplinary action being taken against you under the appropriate disciplinary procedures which may include summary dismissal. Electronic information can be produced in court in the same way as oral or written statements.

Research Machines (RM) has a contractual obligation to monitor the use of the internet and e-mail services provided as part of DGfL, in line with The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000. Traffic data and usage information may be recorded and may be used in disciplinary procedures if necessary. RM, Dudley MBC and the school reserve the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request. If there is any evidence that this particular policy is being abused by individuals, we reserve the right to withdraw from employees the facility to view, send and receive electronic communications or to access the internet.

All information relating to our pupils, parents and staff is personal. You must treat all school information with the utmost care whether held on paper or electronically.

Official school systems must be used at all times.

**Use of the Internet and Intranet**

When entering an internet site, always read and comply with the terms and conditions governing its use. Be aware at all times that when visiting an internet site the unique address for the computer you are using (the IP address) can be logged by the site you visit, thus identifying your school. For your information, the following activities are criminal offences under the Computer Misuse Act 1990:

* unauthorised access to computer material i.e. hacking;
* unauthorised modification of computer material; and
* unauthorised access with intent to commit/facilitate the commission of further offences.

In line with this policy, the following statements apply:-

* If you download any image, text or material check if it is copyright protected. If it is then follow the school procedure for using copyright material.
* Do not download any image, text or material which is inappropriate or likely to cause offence. If this happens accidentally report it to a senior member of staff.
* If you want to download any software, first seek permission from the ICT Manager, Senior Management and/or member of staff responsible. They should check that the source is safe and appropriately licensed.
* If you are involved in creating, amending or deleting web pages or content on the web site, such actions should be consistent with your responsibilities and be in the best interests of the School.
* You should not :
	+ introduce packet-sniffing software (i.e. software which is used to intercept data on a network) or password detecting software;
	+ seek to gain access to restricted areas of the network;
	+ knowingly seek to access data which you are not authorised to view;
	+ introduce any form of computer viruses;
	+ carry out other hacking activities.

**Electronic Mail**

Care must be taken when using e-mail as a means of communication as all expressions of fact, intention or opinion may implicate you and/or the school.

Internet and e-mail access is intended to be used for school business or professional development, any personal use is subject to the same terms and conditions and should be with the agreement of your head teacher. Your privacy and autonomy in your business communications will be respected. However, in certain circumstances it may be necessary to access and record your communications for the School’s business purposes which include the following:

1. providing evidence of business transactions;
2. making sure the School’s business procedures are adhered to;
3. training and monitoring standards of service;
4. preventing or detecting unauthorised use of the communications systems or criminal activities;
5. maintaining the effective operation of communication systems.

 In line with this policy the following statements apply:-

* You should agree with recipients that the use of e-mail is an acceptable form of communication. If the material is confidential, privileged, or sensitive you should be aware that un-encrypted e-mail is not secure.
* Do not send sensitive personal data via email unless you are using a secure site or portal. It is good practice to indicate that the email is ‘Confidential’ in the subject line.
* Copies of emails with any attachments sent to or received from parents should be saved in a suitable secure directory.
* Do not impersonate any other person when using e-mail or amend any messages received.
* Sending defamatory, sexist or racist jokes or other unsuitable material via the internet or email system is grounds for an action for defamation, harassment or incitement to racial hatred in the same way as making such comments verbally or in writing.
* It is good practice to re-read e-mail before sending them as external e-mail cannot be retrieved once they have been sent.
* If the email is personal, it is good practice to use the word ‘personal’ in the subject header and the footer text should indicate if it is a personal email the school does not accept responsibility for any agreement the user may be entering into.
* Internet and e-mail access is intended to be used for school business or professional development, any personal use is subject to the same terms and conditions and should be with the agreement of your head teacher.
* All aspects of communication are protected by intellectual property rights which might be infringed by copying. Downloading, copying, possessing and distributing material from the internet may be an infringement of copyright or other intellectual property rights.

**Social networking**

The use of social networking sites for business and personal use is increasing. Access to social networking sites is blocked on the school systems, however a school can manage access by un-filtering specific sites, internet usage is still monitored.

School staff may need to request access to social networking sites for a number of reasons including:

* Advertising the school or managing an ‘official’ school presence,
* For monitoring and viewing activities on other sites
* For communication with specific groups of adult users e’g a parent group.

Social networking applications include but are not limited to:

* Blogs
* Any online discussion forums, including professional forums
* Collaborative spaces such as Wikipedia
* Media sharing services e.g YouTube, Flickr
* ‘Microblogging’ applications e.g Twitter

When using school approved social networking sites the following statements apply:-

* School equipment should not be used for any personal social networking use
* Staff must not accept friendships from underage pupils. The legal age for students to register with a social networking site is usually 13 years; be aware that some users may be 13 or younger but have indicated they are older.
* It is important to ensure that members of the public and other users know when a social networking application is being used for official school business. Staff must use only their @sutton.dudley.sch.uk email address or other school approved email mechanism and ensure all contributions are professional and uphold the reputation of the school
* Social networking applications should not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute.
* Postings should not be critical or abusive towards the school, staff, pupils or parents or used to place a pupil, student or vulnerable adult at risk of harm
* The social networking site should not be used for the promotion of personal financial interests, commercial ventures or personal campaigns, or in an abusive or hateful way.
* Ensure that the appropriate privacy levels are set. Consider the privacy and safety settings available across all aspects of the service – including photos, blog entries and image galleries. Failing to set appropriate privacy levels could result in messages which are defamatory, libellous or obscene appearing on your profile before you have chance to remove them
* It should not breach the schools Information Security policy

**Data protection**

The processing of personal data is governed by the Data Protection Act 1998. Schools are defined in law as separate legal entities for the purposes of complying with the Data Protection Act. Therefore, it is the responsibility of the School, and not the Local Authority, to ensure that compliance is achieved.

As an employee, you should exercise due care when collecting, processing or disclosing any personal data and only process personal data on behalf of the School. The main advantage of the internet and e-mail is that they provide routes to access and disseminate information.

Through your work personal data will come into your knowledge, possession or control. In relation to such personal data whether you are working at the School*’s* premises or working remotely you must:-

* keep the data private and confidential and you must not disclose information to any other person unless authorised to do so. If in doubt ask your Head Teacher or line manager;
* familiarise yourself with the provisions of the Data Protection Act 1998 and comply with its provisions;
* familiarise yourself with all appropriate school policies and procedures;
* not make personal or other inappropriate remarks about staff, pupils, parents or colleagues on manual files or computer records. The individuals have the right to see all information the School holds on them subject to any exemptions that may apply.

If you make or encourage another person to make an unauthorised disclosure knowingly or recklessly you may be held criminally liable.

I have read through and fully understand the terms of the policy. I also understand that the school may amend this policy from time to time and that I will be issued with an amended copy.

Signed:…………………………………………………

PRINT NAME……………………………………………

Dated: …………………..

**Halesbury School**

**Community User- Acceptable Use policy**

**Rules for Responsible Internet use**

This policy applies to all community users of the schools systems, who have guest access to the internet. We trust you to use the ICT facilities sensibly, professionally, lawfully, and in accordance with this Policy.

It is important that you read this policy carefully. If there is anything that you do not understand, please ask. Once you have read and understood this policy thoroughly, you should sign this document, retain a copy for your own records and return the original to the school office.

Research Machines (RM) has a contractual obligation to monitor the use of the internet and e-mail services provided as part of DGfL, in line with The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000. Traffic data and usage information may be recorded and RM, Dudley MBC and the school reserve the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request.

When entering an internet site, always read and comply with the terms and conditions governing its use. Be aware at all times that when visiting an internet site the unique address for the computer you are using (the IP address) can be logged by the site you visit, thus identifying our school. For your information, the following activities are criminal offences under the Computer Misuse Act 1990:

* unauthorised access to computer material i.e. hacking;
* unauthorised modification of computer material; and
* unauthorised access with intent to commit/facilitate the commission of further offences.

In line with this policy, the following statements apply:-

* Do not download any image, text or material which is copyright protected without the appropriate authorisation.
* Do not download any image, text or material which is inappropriate or likely to cause offence. If this happens accidentally report it to a member of staff
* If you want to download any software, first seek permission from the member of staff responsible. They should check that the source is safe and appropriately licensed.
* You should not :
	+ introduce packet-sniffing software (i.e. software which is used to intercept data on a network) or password detecting software;
	+ seek to gain access to restricted areas of the network;
	+ knowingly seek to access data which you are not authorised to view;
	+ introduce any form of computer viruses;

I have read through and fully understand the terms of the policy. I also understand that the school may amend this policy from time to time and that I will be issued with an amended copy.

Signed:…………………………………………………

PRINT NAME……………………………………………

Dated: …………………..