



Policy For e-Safety

REVIEWED December 2017

'Green Lane – a Big School with a Big Heart'



Policy for e-Safety

Who will write and review the policy?

The Academy has appointed an e-Safety Coordinator (Mr D. Carr). The e-Safety Policy and its implementation will be reviewed annually. If the school introduces new technology or incidents occur it may be necessary to revise the policy more frequently.

Our e-Safety Policy has been written by the Academy, building on advice from government guidance. It has been agreed by the Leadership Team and approved by Governors.

Introduction

1. Internet use is part of the statutory curriculum and is a necessary tool for learning. It is a part of everyday life for education, business and social interaction. The academy has a duty to provide children with quality Internet access as part of their learning experience. Pupils use the Internet widely outside of school and need to learn how to evaluate Internet information and to take care of their own safety and security.
2. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.

Summary of the Key Points of this Policy

3. The Internet is a vital tool in our school's aim of delivering a rich, balanced and exciting curriculum. With more and more children accessing the Internet outside school and as part of a social context, we have a duty to support pupils in becoming competent and safe users of this technology. The Internet brings many benefits to education for both pupils and staff. Pupils need to learn the importance of checking reliability and accuracy of information they obtain from digital sources.
4. Security of the school's information systems will be regularly reviewed, and pupils will be taught the information that can be safely shared with others. Anonymous images of pupils will be used where appropriate, and with parental permission. Although social networking does not feature as part of our curriculum use, pupils will be taught how to use it safely and appropriately as part of their e-Safety education. Internet access is filtered to ensure that content is appropriate to the age and maturity of the pupils, and new technologies are carefully assessed for educational benefits before their introduction into school. Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
5. Pupils and parents sign a code of conduct for Internet use in school. Although all reasonable precautions are taken, the school and Middlesbrough Council do not accept liability for any consequences resulting from Internet use. Complaints about Internet misuse are handled as part of the school's complaints procedure, and Cyberbullying as part of the school's anti-bullying policy. All incidents are recorded.

6. The e-Safety policy is shared with pupils, parents, staff and governors. Support from all stakeholders in successful Internet use is encouraged.

Teaching and Learning

1. Why is Internet Use Important?

Internet use is part of the statutory curriculum and is a necessary tool for learning. The Internet is a part of everyday life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.

2. How Does Internet Use Benefit Education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and galleries;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- professional development for all staff, including sharing good practice;
- improved access to technical support;
- exchange of curriculum and administration data;
- access to learning wherever and whenever convenient.

3. How Can Internet Use Enhance Learning?

The Academy's Internet use will be designed to enhance and extend education. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Access levels will be reviewed to reflect the curriculum requirements, age and maturity of pupils. Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

4. How Will Pupils Learn How to Evaluate Internet Content?

Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. The evaluation of on-line materials now plays a larger role in the teaching/learning within every subject.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. Pupils will use age-appropriate tools to research Internet content.

Managing Information Systems

1. How Will Information Systems Security be Maintained?

The security and capacity of the school information systems and users will be reviewed regularly. All servers, wireless systems, network components and cabling are securely located and physical access is restricted.

The school computer network is regularly checked for viruses, Malware and Spyware. Virus protection is installed on all school computers/laptops and configured to receive regular updates. Portable media (memory sticks, tablets) may not be used without permission from the ICT TLR / Leadership Team and must be virus checked prior to use on school devices.

Sensitive data, including that sent over the Internet or taken off site, will be password protected. All staff and pupils will be reminded to follow the agreed format for creating password's and the need to keep passwords secure. When a member of staff or pupil leaves the school their access to the computer network and e-mail is terminated immediately.

Software, including browser tool bars, should not be downloaded or installed on school computers/laptops without prior consent from the ICT TLR or Leadership Team. An up to date record of all appropriate licences for all software is kept within school.

2. How Will Filtering be Managed?

The Academy will ensure that the computer network is as safe and secure as possible. We will work with Advantex (our technology provider) to regularly review and improve our system security. Our filtering system offers a high level of protection that meets Internet Watch Foundation (IWF) standards. However, the nature of the Internet makes it impossible to ensure that all inappropriate material is blocked.

Children will always be supervised by a member of staff when using computer equipment in school.

If staff or pupils discover unsuitable content when using the internet/email, the URL/email must be reported to the schools e-Safety Leader who will follow the agreed school procedures.

Any material that the school believes is illegal must be reported to appropriate agencies such as IWF or CEOP.

Staff that manage filtering systems or monitor ICT use will be supervised by the Leadership Team and have clear procedures for reporting issues.

3. How will Remote Access be Maintained?

When using any type of remote access to school data, staff are required to adhere to the school agreed password and encryption policy. All staff will sign an AUP regarding access to school data. Third parties will only be given remote access with prior authorisation from the Co-Head Teachers and Governing Body.

4. How Should Personal Data be Protected?

All data should be kept secure and staff will be informed of what they can and cannot do with data. Personal/sensitive data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Under the Data Protect Act (1998) all schools must comply with the eight enforceable principles of good practice. 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 and Not transferred to other countries without adequate protection.

5. How Will e-mail be Managed?

Pupils may only use the approved e-mail accounts set up by the Academy. Whole class or group email address should be used for communication outside of the academy. Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult. Pupils must immediately tell a teacher if they receive offensive e-mail.

Access, in school or via school laptops, to external personal e-mail accounts is not permitted.

Staff and pupils are made aware, through the AUP, that all e-mail communications may be monitored.

Email users within school are made aware, through training, that emails are covered by the Data Protection Act (1990) and the Freedom of Information Act (2000), meaning that safe practice should be followed in respect of record keeping and security.

Staff are made aware that information stored on school equipment may be subject to release to the public at large under the Freedom of Information Act (FOI). Communications should be kept professional at all times. School Information stored on personal devices may also be subject to FOI.

[See the Acceptable Use Agreement for e-mail for more detailed guidance.](#)

6. How Will Published Content be Managed?

The contact details on the website should be the academy address, e-mail and telephone number. Staff or pupils' personal information must not be published.

The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate. Day-to-day management of the website is overseen by the Digital Profile TLR (Mr S. McCue).

The website will comply with the academy's guidelines for publications including respect for intellectual property rights and copyright. The school website will adhere to the statutory requirements as set out by the DfE.

7. Can Pupils' Images or Work be Published?

Images that include pupils will be selected carefully and will not provide material that could be reused. Pupils' full names will never be published in association with photographs. Written permission from parents/carers will be obtained before images of pupils are taken and published.

The academy will not reuse photographs after an individual appearing in them leaves. Any such photographs will be destroyed immediately or separate consent to continue to use the image for official purposes will be obtained.

All staff/pupils are educated about the risks of taking, using, sharing, publishing and distributing digital media.

Photographs, images and videos are regarded as personal data under the Data Protection Act (1998). Copyright, privacy and Intellectual Property Rights (IPR) legislation will be breached if images, video or sound are recorded without permission.

[See the Acceptable Use Agreement for more detailed guidance on taking / using images.](#)

8. How Will Social Networking, Social Media and Personal Publishing be Managed?

The academy will block access to social networking sites.

As part of their e-Safety education, pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include: real name, address, phone numbers, school, IM and e-mail addresses, friends names, etc.

Pupils are educated not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location, e.g. house number, street name or school.

Pupils should be educated on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Students should be encouraged only to invite known friends and deny access to others.

As part of the Acceptable User Policy, staff are asked to ensure that any personal social networking sites / blogs that they create or actively contribute to are not confused with their professional role. They are asked not to create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring their professional role, the school, or the Council, into disrepute.

Staff are made aware that images of other staff or pupils are not to be posted on third party websites (Facebook, Instagram, etc.) as often the rights to the images transfer to the third party and may be sold on or distributed to advertisers without consent. However, Green Lane has a Twitter account for school use.

When uploading content to the school Youtube channel, staff are reminded to ensure that videos are 'Unlisted' so that they can only be accessed through Academy-approved methods.

[See the Acceptable Use Agreement for Social Networking for more detailed guidance.](#)

9. How Will Mobile Phones, Personal Devices and Other Emerging Technologies be Managed?

Staff will be made aware, in the AUP, that they are responsible for safeguarding school ICT equipment (such as laptops) and should take all precautions necessary to prevent theft, loss or damage of such items and prevent unauthorised access.

Removal of mobile technology from school premises is only permitted with prior authorisation from the Head Teacher and the equipment taken is logged. It is understood that any equipment taken is for school use only.

Our school policy is that mobile phones / handheld devices are not brought into school by pupils, but in exceptional circumstances they may be permitted and held securely in the school office.

Staff are not permitted to use mobile phones/smart watches during lesson times, unless prior consent is given from the Head teachers. Staff can use their mobile phones/smart watches on designated break times away from any children

The academy is responsible for ensuring all equipment is protected. As well as encrypting devices, training for staff should be provided to state how equipment should be transported and stored when off site (especially if it contains personal or confidential information).

[See the Acceptable Use Agreement for Mobile Phones for more detailed guidance.](#)

Policy Decisions

1. How Will Internet Access be Authorised?

The academy will maintain a current record of all staff and pupils who are granted access to the school's electronic communications. All staff must read and sign the Acceptable Use Policy before using any school ICT resource. Parents are asked to sign and return a consent form for pupil Internet access as part of the Home-School Agreement.

2. How Will Risks be Assessed?

The academy will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The Academy cannot accept liability for the material accessed, or any consequences resulting from Internet use. The academy will regularly audit ICT to ensure that the e-Safety policy is adequate and its implementation appropriate.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

3. How Will E-Safety Complaints Be Handled?

Complaints of Internet misuse will be dealt with under the Academy's Complaints Procedure. Any complaint about staff misuse must be referred to the Head Teacher. All e-Safety complaints and incidents will be recorded by the academy – including any actions taken – and kept for reference. Any issues (including sanctions) will be dealt with according to the academy's disciplinary and child protection procedures.

The academy will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

Discussions will be held with Middlesbrough Children's Safeguarding Board (MSCB) to establish procedures for handling potentially illegal issues for which the police will need to be involved.

4. How Will Cyberbullying be Managed?

Cyberbullying (along with all forms of bullying) will not be tolerated in academy. Full details are set out in the academy's policy on anti-bullying. Clear procedures are in place to support anyone affected by cyberbullying. All incidents of cyberbullying reported to the academy will be recorded.

Communication Policy

1. How Will the Policy be Introduced to Pupils?

All users will be informed that network and Internet use will be monitored.

An e-Safety module will be included in the ICT curriculum to raise awareness and promote the importance of safe and responsible internet use. Pupil instruction in responsible and safe use should precede all Internet access. Particular attention will be given where pupils are considered to be vulnerable. E-Safety rules will be posted in rooms with Internet access.

2. How Will the Policy be Discussed with Staff?

The e-Safety Policy will be formally provided to and discussed with all members of staff. To protect all staff and pupils, the school will implement an Acceptable Use Agreement. Staff training in safe and responsible Internet use both professionally and personally will be provided. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

3. How Will Parents' Support be Enlisted?

Information and guidance for parents on e-Safety will be made available to parents in a variety of formats. Parents' attention will be drawn to the Academy e-Safety Policy in newsletters, the school brochure and on the school website. A partnership approach with parents will be encouraged.

Appendix

e-Safety Audit:

Has the school an e-Safety policy that complies with government guidance? **Yes**

Date of latest update (at least annual): **December 2017**

The policy is available for staff at: **ICT Folder – School Network**

The policy is available for parents/carers at: **School Website**

The responsible member of the Senior Leadership Team is: **J. Walsh**

The Designated Child Protection Officer is: **J. Walsh/ L. Tate**

The e-Safety coordinator is: **D. Carr**

Is there a clear procedure for a response to an incident of concern? **Yes**

Have e-Safety materials from CEOP and Childnet been obtained? **Yes**

Do all staff sign an Acceptable Use Policy on appointment? **Yes**

Are all pupils aware of the e-Safety rules? **Yes**

Are e-Safety rules displayed in all rooms where computers are used and expressed in a way that is accessible to all pupils? **Yes**

Do parents/carers sign and return an agreement that their child will comply with e-Safety rules? **Yes**

Has an ICT security audit been initiated? **Yes**

Is personal data collected, stored and used according to the principles of the Data Protection Act? **Yes**

Is Internet access provided by an approved educational Internet service provider which complies with DfE requirements? **Yes**

Has the school-level filtering been designed to reflect educational objectives and approved by the Leadership Team? **Yes**