Oldfields Hall Middle School - E-Safety Policy

Content

Background/Rationale

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and students learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

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 development and implementation of such a strategy should involve all the stakeholders in a child's education from the headteacher and governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the students themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote student achievement.

However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content.
- Unauthorised access to/loss of/sharing of personal information.
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing/distribution of personal images without an individual's consent or knowledge.
- Inappropriate communication/contact with others, including strangers.
- Cyber-bullying .
- Access to unsuitable video/internet games.
- An inability to evaluate the quality, accuracy and relevance of information on the internet.
- Plagiarism and copyright infringement.
- Illegal downloading of music or video files.
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this E-Safety policy is used in conjunction with other school policies (e.g. behaviour, anti-bullying and child protection policies).

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build students' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

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. The E-Safety policy that follows explains how we intend to do this, while also addressing wider educational issues in order to help young people (and their parents/carers) to be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

Schedule for Development/Monitoring/Review

This E-Safety policy was approved by the E-Safety Coordinator & Safeguarding lead:	February 2014
The implementation of this E-Safety policy will be monitored by the:	E-Safety Officer, E-Safety Governor, Senior Leadership Team
Monitoring will take place at regular intervals:	Termly
The Curriculum Committee 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:	Termly
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:	June 2015
Should serious E-Safety incidents take place, the following external persons / agencies should be informed:	Local Authority, Police

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Internal monitoring data for network activity

Scope of the Policy

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

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other E-Safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

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

Roles and Responsibilities

The following section outlines the roles and responsibilities for E-Safety of individuals and groups within the school:

Governors

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

- Termly meetings with the E-Safety Officer, which include monitoring of E-Safety incident logs
- Reporting to the Curriculum Committee

Headteacher and Leadership Team

- The Headteacher is responsible 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 Officer.
- The Headteacher/ Leadership Team are responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable CPD to enable them to carry out their E-Safety roles and to train other colleagues, as relevant
- The Headteacher/ Leadership Team 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 Leadership Team will receive regular monitoring reports from the E-Safety Officer.
- The Headteacher and another member of the 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.

The E-Safety Officer

- 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
- liaises with school ICT technical staff
- receives reports of E-Safety incidents and creates a log of incidents to inform future E-Safety developments,
- meets regularly with E-Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- reports regularly to the Senior Leadership Team

The ICT Technician

The ICT Technician is responsible for ensuring:

- that the school's ICT infrastructure is secure and is not open to misuse or malicious attack.
- that the school meets the E-Safety technical requirements outlined in any relevant Local Authority E-Safety Policy and guidance.
- that users may only access the school's networks 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/Virtual Learning Environment (VLE)/remote access/email is regularly monitored in order that any misuse/attempted misuse can be reported to the E-Safety Officer for investigation .
- that monitoring software/systems are implemented and updated as agreed in school policies.

Teaching and Support Staff

are responsible for ensuring that:

- they have an up to date awareness of E-Safety matters and of the current school E-Safety policy and practices.
- they have read, understood and signed the school Staff Acceptable Use Policy (AUP).
- they report any suspected misuse or problem to the E-Safety Officer for investigation.
- digital communications with students (email/Virtual Learning Environment (VLE)) 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 understand and follow the school E-Safety and acceptable use policy.
- students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- they monitor ICT activity in lessons and extra-curricular 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 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.

The Designated Teacher for Safeguarding

should be trained in E-Safety issues and be 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.

Students

- are responsible for using the school ICT systems in accordance with the Student Acceptable Use Policy, which they will be expected to sign before being given access to school systems.
- 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 and on cyber-bullying.
- should understand the importance of adopting good E-Safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.

Parents/Carers

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website, etc. and information about national local E-Safety campaigns/literature. Parents and carers will be responsible for endorsing (by signature) the Student Acceptable Use Policy.

- accessing the school website, etc. in accordance with the relevant school Acceptable Use Policy.

Policy Statements

Education - Students

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

E-Safety education will be provided in the following ways:

- A planned E-Safety programme should be provided as part of ICT/PSHE/other lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school.
- Key E-Safety messages should be reinforced as part of a planned programme of assemblies and tutorial/pastoral activities.
- Students should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information.
- Students should be helped to understand the need for the student AUP and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school.
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Staff should act as good role models in their use of ICT, the internet and mobile devices.

Education – parents/carers

Many 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 experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide". (Byron Report).

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

- *Letters, newsletters, website, etc.*
- *Parents' evenings*

Education and Training - Staff

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:

- 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 Policies.
- The E-Safety Coordinator will receive regular updates through attendance at LA/other information/training sessions and by reviewing guidance documents released by the LA and others.
- This E-Safety policy and its updates will be presented to and discussed by staff in departmental meetings and INSET days.
- The E-Safety Coordinator will provide advice/guidance/training as required to individuals as required.

Training – Governors

Governors should take part in E-Safety training/awareness sessions, with particular importance for those who are members of any committee involved in ICT, E-Safety and child protection. This may be offered in a number of ways:

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

Technical – infrastructure, equipment 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:

- School ICT systems will be managed in ways that ensure that the school meets the E-Safety technical requirements outlined in the Acceptable Usage Policy and any relevant Local Authority E-Safety Policy and guidance.

- 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. Details of the access rights available to groups of users will be recorded by the Network Manager and will be reviewed, at least annually, by the E-Safety Coordinator.
- All users will be provided with a username and password by the Network Manager who will keep an up to date record of users and their usernames.
- The administrator passwords for the school ICT system, used by the Network Manager must also be available to the Headteacher or other nominated senior leader and kept in a secure place.
- Users will be made responsible 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.
- Requests from staff for sites to be removed from the filtered list will be considered by the Network Manager and submitted to the LA. If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the E-Safety Coordinator.
- School ICT technical staff regularly monitor and record the activity of users on the school ICT systems and users are made aware of this in the Acceptable Use Policy.
- Remote management tools are used by staff 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 E-Safety Coordinator.
- 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.
- The school infrastructure and individual workstations are protected by up-to-date virus software.
- Personal data should not be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

Curriculum

E-Safety should be a focus in all areas of the curriculum and staff should reinforce E-Safety messages in the use of ICT across the curriculum.

- in lessons where internet use is pre-planned, it is best practice that students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

- Where students are allowed to freely search the internet, e.g. using search engines, 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, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Network Manager can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.
- Students should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information.
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

Use of digital and video images - Photographic, Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Staff are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

- Students must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.
- Students' full names will not be used anywhere on a website or blog, particularly in association with photographs.

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.

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, USB 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 once it has been transferred or its use is complete.

This policy was adopted by the school governors on 14th May 2014.

Communication

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.
- 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.
- Students will be 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.

Unsuitable / inappropriate activities

The school believes that the activities referred to in the following section would be inappropriate in a school context and 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 certain internet usage as follows:

Drugs and substance abuse (educational sites are allowed
Pornography and age restricted sites
Gambling
Intolerant Behaviour
Proxy By Pass
Violence
Bullying
Social networking

Web based chat
Web based mail (pupils only)
Non educational games
Mobile Phones/ringtones
Executable downloads
MP3 downloads

Responding to incidents of misuse

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:

- child sexual abuse images
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials

If members of staff suspect that misuse might have taken place, but that the misuse is not illegal (as above) it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation.

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