E-SAFETY POLICY

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Content

Introduction

Background

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 Pupils 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 Chief Executive Officer and Trustees to the senior leaders and classroom teachers, support staff, parents, members of the community and the pupils themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil 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 academy policies (e.g. Positive 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 pupils' 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 Learning Academy Partnership 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.

Development / Monitoring / Review of this Policy

This E-Safety policy has been developed by a committee made up of:

- School E-Safety Officer
- Teachers
- Support Staff
- ICT Technical staff

This E-Safety policy will be reviewed by the Local Advisory Committee and approved by the Trustees.

Schedule for Development / Monitoring / Review

This e-safety policy was approved by the Trustees on:	November 2013
The implementation of this e-safety policy will be monitored by the:	E-Safety Officer, Senior Executive Team, and the Trustees
Monitoring will take place at regular intervals:	Annually
The Directors 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:	Annually
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:	April 2017
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	Safeguarding Officer, Police Commissioner's Office and others as appropriate

The Learning Academy Partnership (LAP) will monitor the impact of the policy using:

- Logs of reported incidents
- SWGfL monitoring logs of internet activity (including sites visited)
- Internal monitoring data for network activity
- Surveys / questionnaires of
    - pupils (e.g. Ofsted “Tell-us” survey / CEOP ThinkUknow survey)
    - parents / carers
    - staff

Scope of the Policy

This policy applies to all members of the LAP (including staff, pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of LAP 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 pupils 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 LAP 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:

Trustees:

TET are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. TET will as appropriate:

- meet with the E-Safety Officer
- review e-safety incident logs
- review filtering / change control logs

TET will feed back as appropriate to the Board of Trustees.

Chief Executive Officer and Senior Leaders:

- The Chief Executive Officer is responsible for ensuring the safety (including e-safety) of members of the LAP community, though the day to day responsibility for e-safety will be delegated to the E-Safety Officer.
- The Chief Executive Officer / Senior Leaders are responsible for ensuring that the E-Safety 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
- The Chief Executive Officer / Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the

internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Senior Executive Team will receive regular monitoring reports from the E-Safety Officer.
- The Chief Executive Officer and members of the Senior Executive Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff. (See SWGfL flow chart on dealing with e-safety incidents – included in a later section – “Responding to incidents of misuse” and relevant disciplinary procedures).

E-Safety Officer:

- leads the e-safety committee and has a leading role in establishing and reviewing the school e-safety policies / documents
- delegates day to day responsibility for e-safety issues to a deputy at each LAP site
- 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 academy ICT technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- meets with Local Advisory Committee and Trustees to discuss current issues, review incident logs and filtering / change control logs
- attends relevant meetings of the Local Advisory Committee and of Directors
- reports regularly to Senior Executive Team

Network Manager / Technical staff:

Systems Manager and Technician are responsible for ensuring:

- that the LAP’s ICT infrastructure is secure and is not open to misuse or malicious attack
- that the LAP meets the e-safety technical requirements outlined in the SWGfL Security Policy and Acceptable Usage Policy
- that users may only access the LAP’s networks through a properly enforced password protection policy
- SWGfL is informed of issues relating to the filtering applied by the Grid
- the LAP’s filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- 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 /Chief Executive Officer / ICT Co-ordinator / Class teacher / (as in the section above) for investigation / action / sanction

Teaching and Support Staff

are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current LAP e-safety policy and practices
- they have read, understood and signed the LAP Staff Acceptable Use Policy / Agreement (AUP)
- Only school equipment is used to film or record images of school children
- All equipment is looked after and not removed from school property without authorisation
- Video conferencing with children is agreed in advance with the ICT Lead using Facetime.
- they report any suspected misuse or problem to the E-Safety Officer / Chief Executive Officer / ICT Co-ordinator / Class teacher / for investigation / action / sanction
- digital communications with Pupils (email / Virtual Learning Environment (VLE) / voice) should be on a professional level and only carried out using official LAP systems
- e-safety issues are embedded in all aspects of the curriculum and other LAP activities
- pupils understand and follow the LAP e-safety and acceptable use policy
- 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 LAP policies with regard to these devices
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Designated person for child protection / Child Protection Officer

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

E-Safety Committee

Members of the E-safety committee (or other relevant group) will assist the E-Safety Officer (or other relevant person, as above) with:

- the production / review / monitoring of the LAP e-safety policy / documents.
- the production / review / monitoring of the LAP filtering policy.

Pupils:

- are responsible for using the academy ICT systems in accordance with the Pupil Acceptable Use Policy, which they will be expected to sign before being given access to academy 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 LAP policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand LAP 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 LAP'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 LAP will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website / VLE and information about national / local e-safety campaigns / literature. Parents and carers will be responsible for:

- endorsing (by signature) the Pupil Acceptable Use Policy
- accessing the school website / VLE / on-line pupil records in accordance with the relevant school Acceptable Use Policy.

Community Users

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.

Policy Statements

Education – Pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in e-safety is therefore an essential part of the LAP's e-safety provision. Children and young people need the help and support of the academy 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 / PHSE / 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
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Pupils should be helped to understand the need for the pupil AUP and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school
- Pupils should be 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 will be posted in all rooms and displayed on log-on screens
- Staff should act as good role models in their use of ICT, the internet and mobile devices.

Education – parents / carers

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line 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, web site, VLE
- Parents evenings
- Reference to websites such as the SWGfL Safe website (nb the SWGfL "Golden Rules" for parents), ThinkuKnow, Torbay Virtually Safe
- Termly E-Safety Weeks incorporating termnly special parents assemblies

Education - Extended Schools

The LAP may, on occasion, offer family learning courses in ICT, media literacy and e-safety so that parents and children can together gain a better understanding of these issues. Messages to the public around e safety should also be targeted towards grandparents and other relatives as well as parents. 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

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

- A planned programme of formal e-safety training will be made available to staff. An audit of the e-safety training needs of all staff will be carried out regularly. It is expected that some staff will identify e-safety as a training need within the performance management process and the Online Safety team will be able to provide the training necessary.
- 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 Officer (or other nominated person) will receive regular updates through attendance at SWGfL / LA / other information / training sessions and by reviewing guidance documents released by SWGfL / LA and others.
- This E-Safety policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.
- The E-Safety Officer (or other nominated person) will provide advice / guidance / training as required to individuals as required

Training – Trustees

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

- Participation in partnership training / information sessions for staff or parents

Technical – infrastructure / equipment, filtering and monitoring

The LAP will be responsible for ensuring that the LAP 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:

- LAP ICT systems will be managed in ways that ensure that the LAP meets the e-safety technical requirements outlined in the SWGfL Security Policy and 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 LAP 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 Systems Manager (or other person) and will be reviewed, at least annually, by the E-Safety Committee (or other group).
- All users (above KS1) will be provided with a username and password by (systems manager) who will keep an up to date record of users and their usernames. Users will learn how to change their password regularly as part of their curriculum learning.
- The “master / administrator” passwords for the school ICT system, used by the Systems Manager (or other person) must also be available to the Chief Executive Officer or other nominated senior leader and kept in a secure place (e.g. school safe)
- 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.
- The LAP maintains and supports the managed filtering service provided by SWGfL
- In the event of the Network Manager (or other person) needing to switch off the filtering for any reason, or for any user, this must be logged and carried out by a process that is agreed by the Chief Executive Officer (or other nominated senior leader).
- Any filtering issues should be reported immediately to SWGfL.

- Requests from staff for sites to be removed from the filtered list will be considered by the Systems Manager and IT Coordinator If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the E-Safety Committee
- LAP ICT technical staff are able to monitor and record the activity of users on the LAP ICT systems and users are made aware of this in the Acceptable Use Policy.
- Remote management tools may be 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 Network Manager (or other relevant person).
- 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 policy is in place for the provision of temporary access of "guests" (eg trainee teachers, visitors) onto the school system.
- An agreed policy is in place regarding the downloading of executable files by users
- An agreed policy is in place regarding the extent of personal use that users (staff / Pupils / community users) and their family members are allowed on laptops and other portable devices that may be used out of school.
- An agreed policy is in place that allows staff to / forbids staff from installing programmes on school workstations / portable devices.
- 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 LAP infrastructure and individual workstations are protected by up to date virus software.
- Personal data can not be sent over the internet or taken off the academy site unless safely encrypted or otherwise

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 Pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, 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, pupils may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Network Manager (and other relevant person) 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.
- pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

Use of digital and video images - Photographic, Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff and pupils 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 LAP will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Staff are allowed to take digital / video images to support educational aims, but must follow LAP policies concerning the sharing, distribution and publication of those images. Those images should only be taken on LAP equipment; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the LAP into disrepute.
- pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the academy website (may be covered as part of the AUP signed by parents or carers at the start of the pupil's schooling)
- pupil's work can only be published with the permission of the pupil and parents or carers.

Data Protection (see also LAPSW Data Protection Policy)

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 (many memory sticks / cards and other mobile devices cannot be password protected)
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

Communications (see also Computer Security Policy)

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

	Staff & other adults				Pupils			
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	X						X	
Use of mobile phones in lessons		X					X	
Use of mobile phones in social time	X						X	
Taking photos on mobile phones or other camera devices			X				X	
Use of hand held devices eg PDAs, PSPs		X					X	
Use of personal email addresses in school, or on school network			X				X	
Use of school email for personal emails				X			X	
Use of chat rooms / facilities		X					X	
Use of instant messaging		X					X	
Use of social networking sites		X					X	
Use of blogs		X					X	

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

- The official academy email service may be regarded as safe and secure and is monitored. Staff and Pupils should therefore use only the academy email service to communicate with others when in school, or on school systems (eg by remote access).
- 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 pupils 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.
- Whole class or group email addresses may be used at KS1, while pupils at KS2 and above may be provided with individual school email addresses for educational use.
- Pupils 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 that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts certain internet usage as follows:

User Actions	Acceptability	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal	
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	child sexual abuse images					X
	promotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation					X
	adult material that potentially breaches the Obscene Publications Act in the UK					X
	criminally racist material in UK					X
	pornography				X	
	promotion of any kind of discrimination				X	
	promotion of racial or religious hatred				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business				X		
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by SWGfL and / or the school				X		

Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions				X	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)				X	
Creating or propagating computer viruses or other harmful files				X	
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet				X	
On-line gaming (educational)		X			
On-line gaming (non educational)				X	
On-line gambling				X	
On-line shopping / commerce			X		
File sharing		X			
Use of social networking sites		X			
Use of video broadcasting eg Youtube		X			

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:

If any apparent or actual misuse appears to involve illegal activity i.e.

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

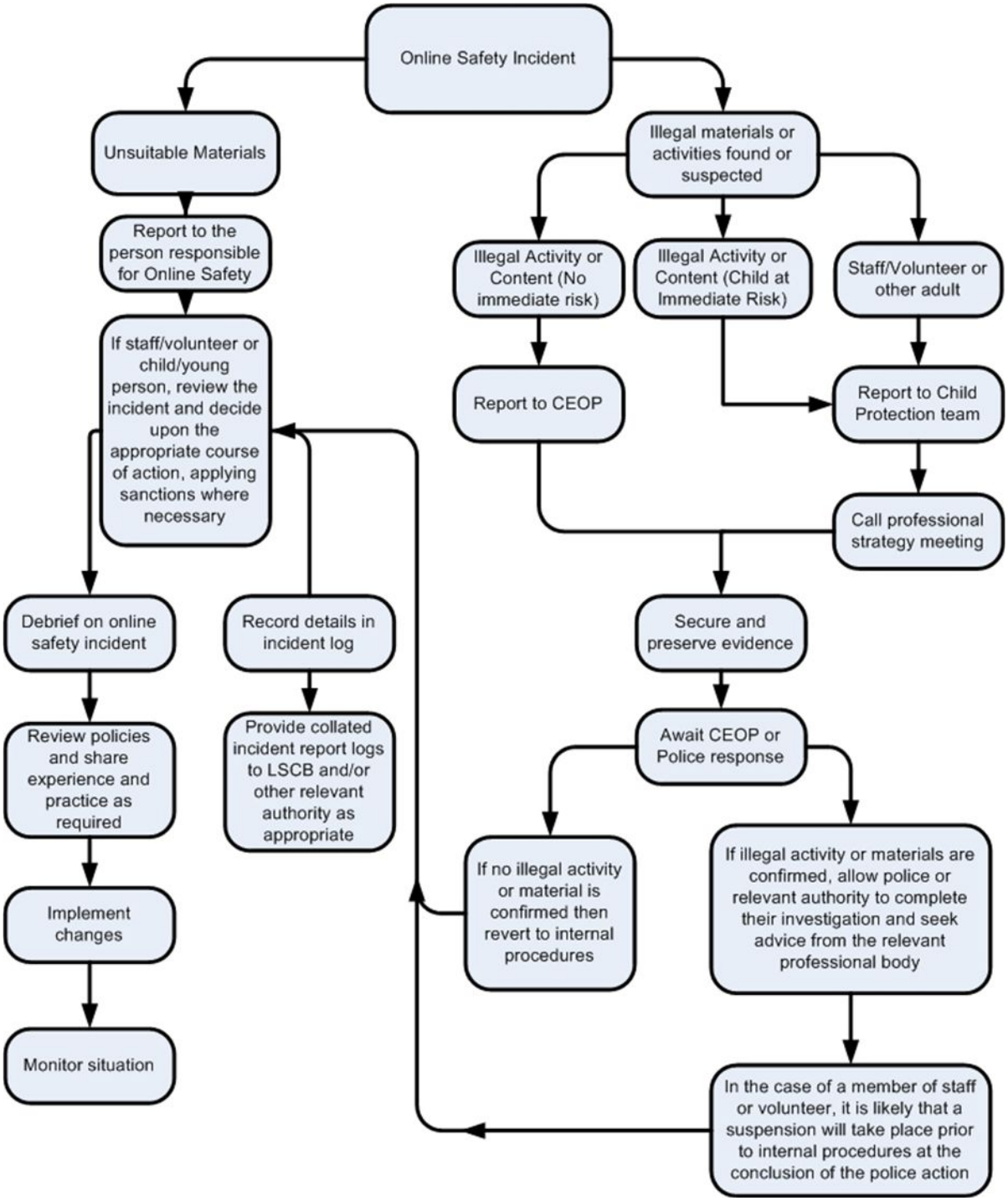
Remove pupils, staff and others from exposure to the material and immediately notify the Chief Executive Officer (or nominated individual in her absence) who should then contact the police. Further action should be agreed with the police.

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.

In such event the SWGfL “Procedure for Reviewing Internet Sites for Suspected Harassment and Distress” should be followed. This can be found on the SWGfL Safe website within the “Safety and Security booklet”. This guidance recommends that more than one member of staff is involved in the investigation which should be carried out on a “clean” designated computer. (see flow chart below for this)

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

Flowchart for responding to online safety incidents



Pupils	Actions / Sanctions								
Incidents:	Refer to class teacher / tutor	Refer to Head of Academy	Refer to Chief Executive Officer	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).			X	X		X			
Unauthorised use of non-educational sites during lessons	X							X	
Unauthorised use of mobile phone / digital camera / other handheld device	X							X	
Unauthorised use of social networking / instant messaging / personal email	X				X			X	
Unauthorised downloading or uploading of files	X				X			X	
Allowing others to access school network by sharing username and passwords		X					X	X	
Attempting to access or accessing the school network, using another pupil's account		X					X	X	
Attempting to access or accessing the school network, using the account of a member of staff		X					X	X	
Corrupting or destroying the data of other users		X					X	X	
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature		X				X	X		X
Continued infringements of the above, following previous warnings or sanctions			X			X	X		X

Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X	X			X	X		X
Using proxy sites or other means to subvert the school's filtering system		X			X		X	X	
Accidentally accessing offensive or pornographic material and failing to report the incident		X			X	X	X	X	
Deliberately accessing or trying to access offensive or pornographic material		X	X		X	X	X		X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act		X			X		X	X	

Staff Actions / Sanctions

Incidents:	Refer to Head of Academy	Refer to Chief Executive Officer	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X			X	X
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email	X					X		
Unauthorised downloading or uploading of files	X				X	X		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	X					X		
Careless use of personal data eg holding or transferring data in an insecure manner	X				X	X		
Deliberate actions to breach data protection or	X	X						X

network security rules								
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	X	X						X
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	X	X					X	X
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with Pupils	X	X				X	X	X
Actions which could compromise the staff member's professional standing	X	X				X		X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	X	X				X		
Using proxy sites or other means to subvert the school's filtering system	X				X	X		
Accidentally accessing offensive or pornographic material and failing	X	X			X	X		

to report the incident								
Deliberately accessing or trying to access offensive or pornographic material	X	X			X		X	X
Breaching copyright or licensing regulations	X	X				X		
Continued infringements of the above, following previous warnings or sanctions	X	X			X		X	X

Changes

April 17	Senior Risk Information Officer (SIRO) changed to Director of Operations from the Business Manager
	The management of the password security policy will be the responsibility of the IT Manager. Changed from Business Manager

Appendices

Can be found on the following pages:

Pupil Acceptable Use Policy Agreement

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 information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

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

The Learning Academy Partnership will try to ensure that Pupils will have good access to ICT to enhance their learning and will, in return, expect the Pupils to agree to be responsible users.

Parents and Pupils should not make 'Friend Requests' to Learning Academy Partnership staff on Social Media. Staff are not permitted to accept 'Friend Requests' from Pupils or engage with them via Social Media. On occasions Social Media could be used legitimately by school staff for teaching and learning purposes via specially set up accounts to educate parents and pupils on safe and responsible use of Social Media. These circumstances will be exceptional and agreed in advance by SLT and Computing Lead.

If they wish to use Social Media, staff at the Learning Academy Partnership are expected to use Social Media responsibly and safely out of school, and through doing so not bring the Learning Academy Partnership into disrepute. No Staff should make 'Friend Requests' with Pupils or engage in Social Media communications with them.

Acceptable Use Policy Agreement

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

For my own personal safety:

- I understand that the academy will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.

- I will be aware of “stranger danger”, when I am communicating online.
- I will not disclose or share personal information about myself or others when on-line.
- I will not arrange to meet people offline that I have communicated with on-line, without the permission of my parents, and I will only do so in a public place and take an adult who my parents have agreed to, with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

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

- I understand that the Learning Academy Partnership ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Learning Academy Partnership ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will act as I expect others to act toward me:
- I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the Learning Academy Partnership has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the academy:

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in academy if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using academy equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed

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

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I understand that I am responsible for my actions, both in and out of my academy:
- I understand that the Learning Academy Partnership also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of my academy and where they involve my membership of the academy community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the Learning Academy Partnership network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the Pupil Acceptable Use Policy Agreement form to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to Learning Academy Partnership ICT systems.

Pupil Acceptable Use Agreement Form

This form relates to the Pupil Acceptable Use Policy (AUP).

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

I have read and understand the Pupil Acceptable Use Agreement Policy and agree to follow these guidelines when:

- I use the Learning Academy Partnership ICT systems and equipment (both in and out of my academy)
- I use my own equipment in the Learning Academy Partnership (when allowed) e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of the Learning Academy Partnership in a way that is related to me being a member of this academy eg communicating with other members of the academy, accessing academy email, VLE, website etc.

Name of Pupil:	
Group / Class:	
Signed:	
Date:	

Parents, whose child is in KS1, should read this document with their child and sign it on their behalf.

Staff, Trustees, Volunteers and Visitors Acceptable Use Policy Agreement

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 information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

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

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

Parents and Pupils should not make 'Friend Requests' to Learning Academy Partnership staff on Social Media. Staff are not permitted to accept 'Friend Requests' from Pupils or engage with them via Social Media. On occasions Social Media could be used legitimately by school staff for teaching and learning purposes via specially set up accounts to educate parents and pupils on safe and responsible use of Social Media. These circumstances will be exceptional and agreed in advance by SLT and Computing Lead.

If they wish to use Social Media, staff at the Learning Academy Partnership are expected to use Social Media responsibly and safely out of school, and through doing so not bring the Learning Academy Partnership into disrepute. No Staff should make 'Friend Requests' with Pupils or engage in Social Media communications with them.

Acceptable Use Policy Agreement

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

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, VLE etc.) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.

- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.

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

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with Pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. Class teachers will be set up with anonymised generic class email addresses for communicating with pupils and parents via email.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

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

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses or social media on the school ICT systems (except as permitted).
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.

- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy. Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that data protection policy requires that any staff or pupil data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

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

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

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

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Directors and in the event of illegal activities the involvement of the police.

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

Staff / Other Name

Signed

Date

Parent / Carer Acceptable Use Policy Agreement

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 information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that Pupils will have good access to ICT to enhance their learning and will, in return, expect the Pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent / Carers Name	
Pupil Name	

As the parent / carer of the above Pupils, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed		Date	

Use of Digital / Video Images

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media, The Learning Academy Partnership will comply with the Data Protection Act and request parents / carers permission before taking images of members of the academy.

Parents are requested to sign the form below to allow the Learning Academy Partnership to take and use images of their children. Parents understand that if the images are published, for example in the local media, it may be possible to identify the young people by their name.

Permission Form

Parent Name	
Pupil Name	

As the parent / carer of the above pupil please tick the appropriate box(es) below:

I agree to the academy taking and using digital / video images of my child. I understand that the images will only be used to support learning activities. Yes ☐ No ☐

I agree to images being used that may be viewed outside the school, for example in newsletters, the LAP websites, the school twitter feed or for promotional use in a way that celebrates success and promotes the work of the Learning Academy Partnership, such as banners or posters. Please note: websites can be viewed throughout the world, not just in the United Kingdom where UK law applies. These images may still be used once your child has left the school. Yes ☐ No ☐

I do not agree to any images of my child being used in any way ☐

Signed:	
Date:	

School Filtering Policy

All Saints Marsh, Ilsham and Ellacombe Academies are schools covered by the SWGfL and we automatically receive a filtered broadband service. Details of the SWGfL Internet Filtering Service and Policy can be found at: http://www.swgfl.org.uk/safety/default.asp. This service is intended to prevent users accessing material that would be regarded as illegal and / or inappropriate in an educational environment, as defined in the Filtering Policy. Because the content on the web changes dynamically and new technologies are constantly being developed, it is not possible for any filtering service to be 100% effective. It is important, therefore, to understand that filtering is only one element in a larger strategy for e-safety and acceptable use.
The SWGfL filtering service provides flexibility for us to decide on our own levels of filtering security. It is possible to add to or override some of the sites filtered by SWGfL. We will use this flexibility to meet the learning needs and maximise the use of new technologies. As the use of the internet becomes more widespread, access becomes available through a wider range of technologies and users become more sophisticated in their internet use, we will therefore continually review our filtering and monitoring policies.

Warberry Academy uses as alternative filtering service.

Introduction

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so. It is therefore important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.

As a part of the South West Grid for Learning (SWGfL) schools and connected organisations automatically receive the benefits of a managed filtering service, with some flexibility for changes at local level.

Responsibilities

The responsibility for the management of the school's filtering policy will be held by the E-Safety Officer and the IT Coordinator. They will manage the school filtering, in line with this policy and will keep records / logs of changes and of breaches of the filtering systems. To ensure that there is a system of checks and balances and to protect those responsible, changes to the SWGfL / school filtering service must:

- be logged in change control logs
- be reported to a second responsible person (Academy Head): termly in the form of an audit of the change control logs
- be reported to the LAC annually in the form of an audit of the change control logs

All users have a responsibility to report immediately to E-Safety Officer, IT Coordinator, or Class Teacher any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered.

Users must not attempt to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials without the prior consent of the E-Safety Officer.

Education / Training / Awareness

Pupils will be made aware of the importance of filtering systems through the e-safety education programme. They will also be warned of the consequences of attempting to subvert the filtering system.

Staff users will be made aware of the filtering systems through:

- signing the AUP
- induction training
- staff meetings, briefings, Inset.

Parents will be informed of the school's filtering policy through the Acceptable Use agreement and through e-safety awareness sessions / newsletter etc.

Changes to the Filtering System

Users who gain access to, or have knowledge of others being able to access, sites which they feel should be filtered (or unfiltered) should report this in the first instance to E-Safety Officer, IT Coordinator, or Class Teacher who will decide whether to make school level changes (as above). If it is felt that the site should be filtered (or unfiltered) at SWGfL level, the responsible person (E-Safety Officer) should email filtering@swgfl.org.uk with the URL.

Monitoring

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment as indicated in the School E-Safety Policy and the Acceptable Use agreement.

Audit / Reporting

Logs of filtering change controls and of filtering incidents will be made available to:

- LAP E-Safety Safeguarding Officer
- E-Safety Deputy Officer
- E-Safety Committee
- Trustees committee
- SWGfL

The filtering policy will be reviewed in the response to the evidence provided by the audit logs of the suitability of the current provision.

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 IT Manager.

Key Stage 1 pupils will have class log-ons that will be maintained by the System manager/IT Technician

All other 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 can be allocated by the System manager/IT Technician and any changes carried out must be notified to the manager of the password security policy (above).

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 User Agreement

Pupils 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

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 System Manager/IT Technician and will be reviewed, at least annually, by the E-Safety Committee.

All users (at KS2 and above) will be provided with a username and password by IT Co-ordinator who will keep an up to date record of users and their usernames. Staff and year 5 and 6 pupils will be required to change their password at the beginning of every Autumn term. KS1 pupils will have whole class logons which will be changed annually.

The following rules apply to the use of passwords:

- passwords must be changed every Autumn term
- must include two of –character, number, special character
- 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 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 (IT Co-ordinator) 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) will also be available to the Chief Executive Officer or other nominated senior leader and kept in a secure place (e.g. school safe). (Alternatively, where the system allows more than one “master / administrator” log-on, the Headteacher or other nominated senior leader should be allocated those master / administrator rights. A school should never allow one user to have sole administrator access).

Audit / Monitoring / Reporting / Review

The responsible person IT technician will ensure that full records are kept of:

- User Ids and requests for password changes
- User log-ons
- Security incidents related to this policy

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

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 (LAC) annually

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

School Personal Data Handling Policy

Introduction

Schools should do everything within their power to ensure the safety and security of any material of a personal or sensitive nature.

It is the responsibility of all members of the school community to take care when handling, using or transferring personal data that it can not be accessed by anyone who does not:

- have permission to access that data
- need to have access to that data.

Any loss of personal data can have serious effects for individuals and / or institutions concerned, can bring the school into disrepute and may well result in disciplinary action and / or criminal prosecution. All transfer of data is subject to risk of loss or contamination.

Anyone who has access to personal data must know, understand and adhere to this policy, which brings together the legal requirements contained in relevant data legislation and relevant regulations and guidance from the Local Authority.

The Data Protection Act (1998) lays down a set of rules for processing of personal data (both structured manual records and digital records). It provides individuals (data subjects) with rights of access and security and requires users of data (data processors) to be open about how it is used and to follow “good information handling principles”.

Policy Statements

The school will hold the minimum personal information necessary to enable it to perform its function and information will be erased once the need to hold it has passed.

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

All personal data will be fairly obtained in accordance with the “Fair Processing Code” and lawfully processed in accordance with the “Conditions for Processing”.

Personal Data

The school and individuals will have access to a wide range of personal information and data. The data may be held in digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances. This will include:

- Personal information about members of the school community – including pupils, members of staff and parents and carers e.g. names, addresses, contact details, legal guardianship / contact details, health records, disciplinary records
- Curricular / academic data e.g. class lists, pupil progress records, reports, references
- Professional records e.g. employment history, taxation and national insurance records, appraisal records and references
- Any other information that might be disclosed by parents / carers or by other agencies working with families or staff members

Responsibilities

The school’s Senior Risk Information Officer (SIRO) is the Director of Operations Manager. They will keep up to date with current legislation and guidance and will:

- determine and take responsibility for the school’s information risk policy and risk assessment
- appoint the Information Asset Owners (IAOs)

The school may identify Information Asset Owners (IAOs) (usually school administrators) for the various types of data being held (e.g. pupil information / staff information / assessment data etc). The IAOs will manage and address risks to the information and will understand:

- what information is held and for what purpose
- how information as been amended or added to over time
- who has access to protected data and why

Everyone in the school has the responsibility of handling protected or sensitive data in a safe and secure manner.

Trustees are required to comply fully with this policy in the event that they have access to personal data, when engaged in their role as a Trustee.

Registration
The school is registered as a Data Controller on the Data Protection Register held by the Information Commissioner.

Information to Parents / Carers – the "Fair Processing Notice"
Under the "Fair Processing" requirements in the Data Protection Act, the school will inform parents / carers of all pupils of the data they hold on the pupils, the purposes for which the data is held and the third parties (eg LA, DCSF, QCA, Connexions etc) to whom it may be passed. This fair processing notice will be passed to parents / carers through the administrative pack given to all new parents.

Training & awareness
All staff will receive data handling awareness / data protection training and will be made aware of their responsibilities, as described in this policy through:

- Induction training for new staff
- Staff meetings / briefings / Inset
- Day to day support and guidance from Information Asset Owners.

Identification of data
The school will ensure that all school staff, contractors, and delivery partners, comply with restrictions applying to the access to, handling and storage of data classified as Protect, Restricted or higher.

All documents (manual or digital) that contain protected data will be labelled clearly.

Secure Storage of and access to data
The school will ensure that ICT systems are set up so that the existence of protected files is hidden from unauthorised users and that users will be assigned a clearance that will determine which files are accessible to them.

All users will be given secure user names and strong passwords which must be changed regularly (At least annually except for encrypted machines. User names and passwords must never be shared except for KS1 whole class user names and passwords.

Personal data may only be accessed on machines that are securely password protected. Any device that can be used to access data must be locked if left (even for very short periods) and set to auto lock if not used for five minutes.

All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation.

Personal data can only be stored on school equipment (this includes computers and portable storage media). Private equipment (i.e. owned by the users) must not be used. 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)
- the device must offer approved virus and malware checking software

- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

The school has clear policy and procedures for the automatic backing up, accessing and restoring all data held on school systems, including off-site backups.

All paper based IL2-Protected and IL3-Restricted (or higher) material must be held in lockable storage.

The school recognises that under Section 7 of the Data Protection Act, data subjects have a number of rights in connection with their personal data, the main one being the right of access. Procedures are in place (the individual contacts the Academy Head) to deal with Subject Access Requests i.e. a written request to see all or a part of the personal data held by the data controller in connection with the data subject. Data subjects have the right to know: if the data controller holds personal data about them; a description of that data; the purpose for which the data is processed; the sources of that data; to whom the data may be disclosed; and a copy of all the personal data that is held about them. Under certain circumstances the data subject can also exercise rights in connection with the rectification; blocking; erasure and destruction of data.

Secure transfer of data and access out of school

The school recognises that personal data may be accessed by users out of school, or transferred to the LA or other agencies. In these circumstances:

- Users may not remove or copy sensitive or personal data from the school or authorised premises without permission and unless the media is encrypted and password protected and is transported securely for storage in a secure location.
- Users must take particular care that computers or removable devices which contain personal data must not be accessed by other users (eg family members) when out of school.
- When data is required by an authorised user from outside the school premises (for example, by a teacher or pupil working from their home or a contractor) they must have secure remote access to the management information system (MIS) or learning platform.
- Users must protect all portable and mobile devices, including media, used to store and transmit personal information using approved encryption software.
- Particular care should be taken if data is taken or transferred to another country, particularly outside Europe, and advice should be taken from the local authority in this event. (n.b. to carry encrypted material is illegal in some countries)

Disposal of data

The school will comply with the requirements for the safe destruction of personal data when it is no longer required.

The disposal of protected data, in either paper or electronic form, must be conducted in a way that makes reconstruction highly unlikely. Electronic files must be securely overwritten, in accordance with government guidance and other media must be shredded, incinerated or otherwise disintegrated for data.

A Destruction Log should be kept of all data that is disposed of. The log should include the document ID, classification, date of destruction, method and authorisation.

Audit Logging / Reporting / Incident Handling

As required by the “Data Handling Procedures in Government” document, the activities of data users, in respect of electronically held personal information, will be logged and these logs will be monitored by the IT Manager.

The audit logs will be kept to provide evidence of accidental or deliberate security breaches – including loss of protected data or breaches of an acceptable use policy, for example. Specific security events should be archived and retained at evidential quality for seven years.

The school has a policy for reporting, managing and recovering from information risk incidents, which establishes:

- a “responsible person” for each incident
- a communications plan, including escalation procedures
- and results in a plan of action for rapid resolution and
- a plan of action of non-recurrence and further awareness raising.

All significant data protection incidents must be reported through the SIRO to the Information Commissioner’s Office based upon the local incident handling policy and communication plan.

E-Safety – A School Charter for Action

Name of School

We are working with staff, pupils and parents / carers to create a school community which values the use of new technologies in enhancing learning, encourages responsible use of ICT, and follows agreed policies to minimise potential e-safety risks.

Our school community

Discusses, monitors and reviews our e-safety policy on a regular basis. Good practice suggests the policy should be reviewed annually or at most every two years.

Supports staff in the use of ICT as an essential tool for enhancing learning and in the embedding of e-safety across the whole school curriculum.

Ensures that pupils are aware, through e-safety education, of the potential e-safety risks associated with the use of ICT and mobile technologies, that all e-safety concerns will be dealt with sensitively and effectively; that pupils feel able and safe to report incidents; and that pupils abide by the school's e-safety policy.

Provides opportunities for parents/carers to receive e-safety education and information, to enable them to support their children in developing good e-safety behaviour. The school will report back to parents / carers regarding e-safety concerns. Parents/carers in turn work with the school to uphold the e-safety policy.

Seeks to learn from e-safety good practice elsewhere and utilises the support of the LA, SWGfL and relevant organisations when appropriate.

Chair of Trustees

Chief Executive Officer

Pupil Representative

Legislation

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

It is recommended that legal advice is sought in the advent of an e safety issue or situation.

Computer Misuse Act 1990

This Act makes it an offence to:

- Erase or amend data or programs without authority;
- Obtain unauthorised access to a computer;
- “Eavesdrop” on a computer;
- Make unauthorised use of computer time or facilities;
- Maliciously corrupt or erase data or programs;
- Deny access to authorised users.

Data Protection Act 1998

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

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Not kept longer than necessary.
- Processed in accordance with the data subject’s rights.
- Secure.
- Not transferred to other countries without adequate protection.

Freedom of Information Act 2000

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

Communications Act 2003

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

Malicious Communications Act 1988

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

Regulation of Investigatory Powers Act 2000

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

- Establish the facts;
- Ascertain compliance with regulatory or self-regulatory practices or procedures;
- Demonstrate standards, which are or ought to be achieved by persons using the system;
- Investigate or detect unauthorised use of the communications system;
- Prevent or detect crime or in the interests of national security;
- Ensure the effective operation of the system.
- Monitoring but not recording is also permissible in order to:
- Ascertain whether the communication is business or personal;
- Protect or support help line staff.
- The school reserves the right to monitor its systems and communications in line with its rights under this act.

Trade Marks Act 1994

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

Copyright, Designs and Patents Act 1988

It is an offence to copy all, or a substantial part of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, and sounds, moving images, TV broadcasts and other media (e.g. YouTube).

Telecommunications Act 1984

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

Criminal Justice & Public Order Act 1994

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

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

Racial and Religious Hatred Act 2006

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

Protection from Harassment Act 1997

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

Protection of Children Act 1978

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

Sexual Offences Act 2003

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

Public Order Act 1986

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence. Children, Families and Education Directorate page 38 April 2007.

Obscene Publications Act 1959 and 1964

Publishing an “obscene” article is a criminal offence. Publishing includes electronic transmission.

Human Rights Act 1998

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

- The right to a fair trial
- The right to respect for private and family life, home and correspondence
- Freedom of thought, conscience and religion
- Freedom of expression
- Freedom of assembly
- Prohibition of discrimination
- The right to education

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

The Education and Inspections Act 2006

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

Glossary of terms

AUP	Acceptable Use Policy – see s earlier in this document
CEOP	Child Exploitation and Online Protection Centre (part of UK Police, dedicated to protecting children from sexual abuse, providers of the Think U Know programmes.
CPD	Continuous Professional Development
CYPS	Children and Young Peoples Services (in Local Authorities)
DCSF	Department for Children, Schools and Families
ECM	Every Child Matters
FOSI	Family Online Safety Institute
HSTF	Home Secretary's Task Force on Child Protection on the Internet
ICO	Information Commissioners Office
ICT	Information and Communications Technology
ICT Mark	Quality standard for schools provided by Becta
INSET	In Service Education and Training
IP address	The label that identifies each computer to other computers using the IP (internet protocol)
ISP	Internet Service Provider
ISPA	Internet Service Providers' Association
IWF	Internet Watch Foundation
JANET	Provides the broadband backbone structure for Higher Education and for the National Education Network and RBCs.
KS1.	Key Stage 1 (2, 3, 4 or 5) – schools are structured within these multiple age groups eg KS3 = years 7 to 9 (age 11 to 14)
LA	Local Authority
LAN	Local Area Network
Learning Platform	A learning platform brings together hardware, software and supporting services to support teaching, learning, management and administration.
LSCB	Local Safeguarding Children Board
MIS	Management Information System
MLE	Managed Learning Environment
NEN	National Education Network – works with the Regional Broadband Consortia (eg SWGfL) to provide the safe broadband provision to schools across Britain.

Ofcom Office of Communications (Independent communications sector regulator)

Ofsted Office for Standards in Education, Children's Services and Skills

PDA Personal Digital Assistant (handheld device)

PHSE Personal, Health and Social Education

RBC Regional Broadband Consortia (eg SWGfL) have been established to procure broadband connectivity for schools in England. There are 10 RBCs covering 139 of the 150 local authorities:

SEF Self Evaluation Form – used by schools for self evaluation and reviewed by Ofsted prior to visiting schools for an inspection

SRF Self Review Form – a tool used by schools to evaluate the quality of their ICT provision and judge their readiness for submission for the ICTMark

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

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

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

WAP Wireless Application Protocol