E-Safety Policy 2016-17 – v1

Ecclesfield SCHOOL

Date approved:

Signed: (Headteacher)

Signed: (Chair of Committee)

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Contents

Policy Introduction

This e-Safety Policy is designed to protect members of the school community from potential issues when using electronic communications technology. We wish to encourage the safe use of technologies to support learning and associated work within the school community. We recognise that electronic communications are an integral part of our personal and working lives. As such we view e-Safety as part of the wider Safeguarding agenda, consequently these teams will work together wherever possible.

Scope of the Policy

- This policy applies to all members of the school community (staff, students /pupils, volunteers, parents/carers, work placement students, visitors, community users) who have access to and are users of school ICT systems, both in and out of school.
- The Education and Inspections Act 2006 empowers Headteachers, where appropriate, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This applies to incidents of cyber-bullying or other e-safeguarding incidents covered by this policy which may take place out of school but are linked to membership of the school.
- The Education Act 2011 gives the school the power to confiscate and search the contents of any mobile device if the Headteacher believes it contains any illegal content or material that could be used to bully or harass others
- The school will identify within this policy and in the associated behaviour and anti-bullying policies, how incidents will be managed and will, where known, inform parents / carers of incidents of inappropriate e-safeguarding behaviour that take place out of school.

Development/Monitoring/ Review of this Policy

This policy has been developed by the school including a team made up of:

- Headteacher
- The eSafeguarding team made up of

Deputy Head for inclusion
Safeguarding and Inclusion Manger
Strategic ICT Manager
SLT member

- Support Staff
- ICT Technical staff
- Pastoral Governors
- Student Council

Consultation with the whole school community will take place through the following:

- IT development group
- Governors meeting/subcommittee meeting
- School website/newsletters
- Student Council meetings

The school will monitor the impact of the policy using:

- Logs of reported incidents (relevant Sims Behaviour report)
- Internal monitoring data for network activity (using the Smoothwall reporting system)
- IT risk register
- Website block/unblock requests
- Staff reported breaches (reported through the IT helpdesk)
- Safeguarding alerts (though Smoothwall safeguarding reports)
- Surveys/questionnaires of
    - students/pupils (including Every Child Matters Survey)
    - parents/carers
    - staff

All staff and members of the School community must be informed of any relevant amendments to the policy.

Development/Monitoring/Review of this Policy

Title	**E-Safeguarding Policy**
Version	**2016/2017**
Date	**28/10/2016**
Author	**R Walkden** **D Orridge** **J Wirth**
This e-safeguarding policy was approved by the Governing Body on*:*	**18/05/2015**
Monitoring will take place at regular intervals (at least annually):	**Annually**
The Governing Body will receive a report on the implementation of the policy including anonymous details of any e-safeguarding incidents at regular intervals:	**In line with reports of other Safeguarding policies (at least annually)**
The 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:	**May 2017**
Should serious e-safeguarding incidents take place, the following external persons / agencies should be informed:	**Julia Codman - SSCB** **Police** **SSCB Advisory Team**

Roles and Responsibilities

We believe that eSafeguarding is the responsibility of the whole school community. Everyone has a responsibility to ensure that all members of the community are able to benefit from the opportunities that technology provides for learning and teaching. The following responsibilities demonstrate how each member of the community will contribute.

Responsibilities of the Senior Leadership Team:

- The headteacher has overall responsibility for the e-safety of all members of the school community, though the day to day responsibility for e-safeguarding will be delegated to the eSafeguarding team.
- The headteacher and senior leadership team are responsible for ensuring that relevant staff receive suitable training to enable them to carry out their eSafeguarding roles and to train other colleagues when necessary.
- The headteacher and senior leadership team will ensure that there is a mechanism in place to allow for monitoring and support of those in school who carry out the internal eSafeguarding monitoring role. This provision provides a safety net and also supports those colleagues who take on important monitoring roles.
- The senior leadership team will receive monitoring reports from the eSafeguarding team on a termly basis (these might be in person or in writing).
- The headteacher and senior leadership team should ensure that they are aware of procedures to be followed in the event of a serious eSafeguarding incident. (see flow chart on dealing with e-safety incidents included in a later section and relevant disciplinary procedures)
- The headteacher and senior leadership team should receive update reports from the eSafeguarding team.

Responsibilities of the eSafeguarding Committee

The eSafeguarding Committee will be constituted by the Headteacher, the eSafeguarding team and the Business Manager. This group may be called to meet as appropriate. In most circumstances, the duties of this committee can be devolved to the eSafeguarding team.

- To ensure that the school eSafeguarding policy is current and pertinent.
- To ensure that the school eSafeguarding policy is systematically reviewed at agreed time intervals.
- To ensure that school Acceptable Use Policies are appropriate for the intended audience.
- To promote the safe use of the internet and any technologies deployed within school to all members of the school community.

Responsibilities of the eSafeguarding team

- To promote an awareness and commitment to eSafeguarding throughout the school.
- To be the first point of contact in school on all eSafeguarding matters.
- To take day-to-day responsibility for eSafeguarding within school and to have a leading role in establishing and reviewing the school eSafeguarding policies and procedures.
- To have regular contact with other eSafeguarding committees, e.g. Safeguarding Children Board
- To communicate regularly with school technical staff.
- To communicate regularly with the designated eSafeguarding governor.
- To communicate regularly with the senior leadership team.
- To create and maintain eSafeguarding policies and procedures.
- To develop an understanding of current eSafeguarding issues, guidance and appropriate legislation.
- To ensure that all members of staff receive an appropriate level of training in eSafeguarding issues.
- To work with the curriculum deputy and identified Curriculum Leaders (eg PSHE and ICT and Computing) to ensure that eSafeguarding education is embedded across the curriculum.
- To ensure that eSafeguarding is promoted to parents and carers.
- To liaise with the local authority, the Local Safeguarding Children Board and other relevant agencies as appropriate.
- To monitor and report on eSafeguarding issues to the senior leadership team as appropriate.
- To ensure that all staff are aware of the procedures that need to be followed in the event of an eSafeguarding incident.
- To ensure that an eSafeguarding incident logs are kept up to date.

Responsibilities of Staff

- To read, understand and help promote the school's eSafeguarding policies and guidance.
- To read, understand and adhere to the school staff Acceptable Use Policy.
- To report any suspected misuse or problem to the eSafeguarding team.
- To develop and maintain an awareness of current eSafeguarding issues and guidance.
- To model safe and responsible behaviours in their own use of technology, especially in the use of social media.
- To ensure that any digital communications with pupils should be on a professional level and only through school based systems, NEVER through personal mechanisms, e.g. email, text, mobile phones etc.
- To embed eSafeguarding messages in learning activities across all areas of the curriculum.
- To supervise and guide pupils carefully when engaged in learning activities involving technology.
- To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws.
- To be aware of eSafeguarding issues related to the use of mobile phones, cameras and handheld devices.
- To understand and be aware of incident-reporting mechanisms that exist within the school.
- To maintain a professional level of conduct in personal use of technology at all times.
- Ensure that sensitive and personal data is kept secure at all times by using encrypted data storage and by transferring data through secure communication systems.

- Communication of student data will only be done through secure means – this means that emailed files must be encrypted.
- Messages concerning specific students should only be sent to relevant people (for example their teachers, rather than a general list of staff).
- To ensure that no student data is stored on personal devices.

Responsibilities of Technical Staff

- To read, understand, contribute to and help promote the school's eSafeguarding policies and guidance.
- To read, understand and adhere to the school staff Acceptable Use Policy.
- To report any eSafeguarding related issues that come to your attention to the eSafeguarding team.
- To develop and maintain an awareness of current eSafeguarding issues, legislation and guidance relevant to their work.
- To maintain a professional level of conduct in your personal use of technology at all times.
- To support the school in providing a safe technical infrastructure to support learning and teaching.
- To ensure that access to the school network is only through an authorised, restricted mechanism.
- To ensure that provision exists for misuse detection and malicious attack.
- To take responsibility for the security of the school ICT system.
- To liaise with the local authority and other appropriate people and organisations on technical issues.
- To document all technical procedures and review them for accuracy at appropriate intervals.
- To restrict all administrator level accounts appropriately.
- To ensure that access controls exist to protect personal and sensitive information held on school-owned devices.
- To ensure that appropriate physical access controls exist to control access to information systems and telecommunications equipment situated within school.
- To ensure that appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster.
- To ensure that controls and procedures exist so that access to school-owned software assets is restricted.

Protecting the professional identity of all staff, work placement students and volunteers

Communication between adults and between children/young people and adults, by whatever method, should be transparent and take place within clear and explicit boundaries. This includes the wider use of technology such as mobile phones, text messaging, social networks, e-mails, digital cameras, videos, web-cams, websites, forums and blogs.

Further guidance and clarification on the acceptable use of social media for staff can be found in the Social Media Policy for Staff.

When using digital communications, staff and volunteers should:

- only make contact with children and young people for professional reasons and in accordance with the policies and professional guidance of the school.

- not share any personal information with a child or young person eg should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers.
- not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role, or if the child is at immediate risk of harm.
- not send or accept a friend request from the child/young person on social networks.
- be aware of and use the appropriate reporting routes available to them if they suspect any of their personal details have been compromised.
- ensure that all communications are transparent and open to scrutiny.
- be careful in their communications with children so as to avoid any possible misinterpretation.
- ensure that if they have a personal social networking profile, details are not shared with children and young people in their care (making every effort to keep personal and professional online lives separate).
- not post information online that could bring the school into disrepute.
- be aware of the sanctions that may be applied for breaches of policy related to professional conduct.

Responsibilities of the Child Protection Officer

- To understand the issues surrounding the sharing of personal or sensitive information.
- To understand the dangers regarding access to inappropriate online contact with adults and strangers.
- To be aware of potential or actual incidents involving grooming of young children.
- To be aware of and understand cyberbullying and the use of social media for this purpose.

Responsibilities of Students/pupils

- To read, understand and adhere to the school pupil Acceptable Use Policy.
- To help and support the school in the creation of eSafeguarding policies and practices and to adhere to any policies and practices the school creates.
- To know and understand school policies on the use of mobile phones, digital cameras and handheld devices.
- To know and understand school policies on the taking and use of mobile phones.
- To know and understand school policies regarding cyberbullying.
- To take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in school and at home.
- To be fully aware of research skills and of legal issues relating to electronic content such as copyright laws.
- To take responsibility for each other's safe and responsible use of technology in school and at home, including judging the risks posed by the personal technology owned and used outside school.
- To ensure they respect the feelings, rights, values and intellectual property of others in their use of technology in school and at home.
- To understand what action they should take if they feel worried, uncomfortable, vulnerable or at risk while using technology in school and at home, or if they know of someone who this is happening to.
- To understand the importance of reporting abuse, misuse or access to inappropriate materials and to be fully aware of the incident-reporting mechanisms that exists within school.
- To discuss eSafeguarding issues with family and friends in an open and honest way.

Responsibilities of Parents / Carers

- To help and support the school in promoting eSafeguarding.
- To read, understand and promote the school pupil Acceptable Use Policy with their children.
- To take responsibility for learning about the benefits and risks of using the internet and other technologies that their children use in school and at home.
- To take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- To discuss eSafeguarding concerns with their children, show an interest in how they are using technology and encourage them to behave safely and responsibly when using technology.
- To model safe and responsible behaviours in their own use of technology
- To consult with the school if they have any concerns about their children's use of technology.

Responsibilities of the Governing Body

- To read, understand, contribute to and help promote the school's eSafeguarding policies and guidance.
- To develop an overview of the benefits and risks of the internet and common technologies used by pupils.
- To develop an overview of how the school ICT infrastructure provides safe access to the internet.
- To develop an overview of how the school encourages pupils to adopt safe and responsible behaviours in their use of technology in and out of school.
- To support the work of the eSafeguarding group in promoting and ensuring safe and responsible use of technology in and out of school, including encouraging parents to become engaged in eSafeguarding activities.
- To ensure appropriate funding and resources are available for the school to implement its eSafeguarding strategy.

The role of the E-Safety Governor includes:

- To attend meetings with the eSafeguarding team as agreed;
- regular monitoring of e-safety incident logs
- reporting to Governors meeting

Responsibilities of Other Community/External Users

Community Users who access school ICT systems/website/VLE as part of the Extended School provision will be expected to agree to an AUP before being provided with access to school systems.

- The school will liaise with local organisations to establish a common approach to eSafeguarding and the safe use of technologies.
- The school will be sensitive and show empathy to internet-related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice where appropriate.
- Any external organisations will agree to an Acceptable Use Policy prior to using any equipment or the internet within school.
- The school will provide an Acceptable Use Policy for any guest who needs to access the school computer system or internet on school grounds.

- The school will ensure that appropriate levels of supervision exist when external organisations make use of the internet and ICT equipment within school.

Communication of the Policy

- The senior leadership team will be responsible for ensuring all members of school staff and pupils are aware of the existence and contents of the school eSafeguarding policy and the use of any new technology within school.
- The eSafeguarding policy will be provided to and discussed with all members of staff formally.
- All amendments will be published and awareness sessions will be held for all members of the school community.
- Any amendments will be discussed by the School Council to ensure the language and vocabulary is appropriate and understandable for the policy's intended audience.
- An eSafeguarding or eSafety scheme of learning will be included in PSHE, Computing and the ICT curricula covering and detailing amendments to the eSafeguarding policy.
- An eSafeguarding or eSafety training programme will be established across the school to include a regular review of the eSafeguarding policy and will be included in whole staff training sessions
- Pertinent points from the school eSafeguarding policy will be reinforced across the curriculum and across all subject areas when using ICT equipment within school.
- The key messages contained within the eSafeguarding policy will be reflected and consistent within all acceptable use policies in place within school.
- We endeavour to embed eSafeguarding messages across the curriculum whenever the internet or related technologies are used
- The eSafeguarding policy as it pertains to students will be introduced to the pupils at the start of each school year
- The eSafeguarding policy as it pertains to staff will be introduced to the staff at the start of each school year `
- Safeguarding information will be prominently displayed around the school.

Education

Students/pupils

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

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

- We will provide a series of specific eSafeguarding-related lessons in every year as part of the ICT and Computing curriculum/PSHE curriculum
- We will celebrate and promote eSafeguarding through a planned programme of assemblies and whole-school activities, including promoting Safer Internet Day each year.
- We will discuss, remind or raise relevant eSafeguarding messages with pupils routinely wherever suitable opportunities arise during all lessons; including the need to protect personal information, consider the consequences their actions may have on others, the need to check the accuracy and validity of information they use and the need to respect and acknowledge ownership of digital materials.
- Any internet use will be carefully planned to ensure that it is age appropriate and supports the learning objectives for specific curriculum areas.
- Pupils will be taught how to use a range of age-appropriate online tools in a safe and effective way.
- We will remind pupils about their responsibilities through an end-user Acceptable Use Policy which every pupil will sign/will be displayed throughout the school/will be displayed when a pupil logs on to the school network.
- Staff will model safe and responsible behaviour in their own use of technology during lessons.
- We will teach pupils how to search for information and to evaluate the content of websites for accuracy when using them in any curriculum area.
- When searching the internet for information, pupils will be guided to use age-appropriate search engines. All use will be monitored and pupils will be reminded of what to do if they come across unsuitable content.
- All pupils will be taught in an age-appropriate way about copyright in relation to online resources and will be taught to understand about ownership and the importance of respecting and acknowledging copyright of materials found on the internet.
- Pupils will be taught about the impact of cyberbullying and know how to seek help if they are affected by any form of online bullying.
- Pupils will be made aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent or carer, teacher or trusted staff member, or an organisation such as Childline or the CEOP report abuse button

All Staff (including Governors)

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.
- All new staff receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Policies.
- This E-Safeguarding policy and its updates will be presented to and discussed by staff in staff / team meetings/professional learning events.
- The eSafeguarding team (or other nominated person) will provide advice/ guidance / training as required to individuals as required.

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 and in promoting the positive use of the internet and social media. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through

- parents' evenings
- newsletters
- letters
- website/VLE
- information about national/local e-safety campaigns/literature

Use of digital and video images

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

- When using digital images, staff should inform and educate students/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 eg on social networking sites.

- Staff are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images.

- Care should be taken when taking digital/video images that students/pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

- Students/pupils must not take, use, share, publish or distribute images of others without their permission.

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

- Students'/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 students/pupils are published on the school website.

- Students'/Pupils' work can only be published with the permission of the student/pupil and parents or carers.

- When searching for images, video or sound clips, pupils will be taught about copyright and acknowledging ownership.

Managing ICT systems and access

The school will be responsible for ensuring that access to the ICT systems is as safe and secure as reasonably possible. This will mean that:

- All access to school ICT systems will be based upon a 'least privilege' approach.
- Servers and other key hardware or infrastructure will be located securely with only appropriate staff permitted access.
- Servers, workstations and other hardware and software will be kept updated as appropriate.
- Virus protection will be installed on all appropriate hardware, and will be kept active and up to date.
- The school will agree which users should and should not have internet access and the appropriate level of access and supervision they should receive. They will ensure they log out after each session.
- Members of staff will access the internet using credentials, which they will keep secure. They will ensure that they log out after each session and not allow pupils to access the internet through these credentials. They will abide by the school AUP at all times.

Filtering internet access

- The school uses a filtered internet service. The filtering system is provided a local Smoothwall appliance which is updated daily.
- The school's internet provision will include filtering appropriate to the age and maturity of pupils.
- The school will always be proactive regarding the nature of content which can be viewed through the school's internet provision.
- The school will have a clearly defined procedure for reporting breaches of filtering. All staff and pupils will be aware of this procedure by reading and accepting the Acceptable Use Policy and by attending the appropriate awareness training.
- If users discover a website with inappropriate content, this should be reported to a member of staff who will log this on the IT support helpdesk.
- If users discover a website with potentially illegal content, this should be reported immediately to a member of staff who will log this on the IT support helpdesk. The school will report such incidents to appropriate agencies including the filtering provider, the local authority, the Child Exploitation and Online Protection centre (CEOP) or the Internet Watch Foundation (IWF).
- The school will review the web filtering products for its effectiveness.
- The school filtering system will block all sites on the IWF list and this will be updated daily.
- Any amendments to the school filtering policy or block-and-allow lists will be checked and assessed prior to being released or blocked. These sites will then be reviewed at the safeguarding
- Pupils will be taught to assess content as their internet usage skills develop.
- Pupils will use age-appropriate tools to research internet content.
- The evaluation of online content materials is a part of teaching and learning in every subject and will be viewed as a whole-school requirement across the curriculum.

Passwords

- A secure and robust username and password convention exists for all system access. (email, network access, school management information system).
- Where visiting young people are provided access to the school's IT systems this will be through a shared username and password. Students will at all times be supervised when accessing school IT resources.
- All staff will have a unique, individually-named user account and password for access to ICT equipment and information systems available both within and outside school.
- Users should be prompted to change their passwords at any time that they feel their password may have been compromised.
- All staff and pupils have a responsibility for the security of their username and password. Users 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.
- All staff and pupils will have appropriate awareness training on protecting access to their personal username and passwords for ICT access.
- All staff and pupils will be reminded of the Acceptable Use Policy prior to logging in or when using a school owned device. This will be achieved through splash screen guidance prior to using the device. Acceptance of the AUP will give access to ICT systems which clearly sets out appropriate behaviour for protecting access to username and passwords, e.g.
    - Do not write down system passwords.
    - Only disclose your personal password to authorised ICT support staff when necessary and never to anyone else. Ensure that all personal passwords that have been disclosed are changed as soon as possible.
    - Always use your own personal passwords to access computer based services, never share these with other users.
    - Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures.
    - Never save system-based usernames and passwords within an internet browser.
- All access to school information assets will be controlled via username and password.
- No staff member should be able to access another member of staff's files unless delegated permission has been granted.
- Access to personal data is securely controlled in line with the school's personal data policy.
- The school maintains a log of all user logins and of their activity while using the internet on domain joined devices. Where users are accessing the internet on non-domain joined devices individual activity cannot be logged. In this case base filtering appropriate to the user is applied.
- Passwords must contain a minimum of eight characters and be difficult to guess.
- Users should create different passwords for different accounts and applications.
- Users should use numbers, letters and special characters in their passwords (! @ # $ % * ( ) - + = , < > : : " '): the more randomly they are placed, the more secure they are.

Management of assets

- Details of all school-owned hardware will be recorded in a hardware inventory.
- Details of all school-owned software will be recorded in a software inventory.
- All redundant ICT equipment will be disposed of through an authorised agency. This will include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data.
- All redundant ICT equipment that may have held personal data will have the storage media overwritten multiple times to ensure the data is irretrievably destroyed. Alternatively, if the storage media has failed, it will be physically destroyed. The school will only use authorised companies who will supply a written guarantee that this will happen.
- Disposal of any ICT equipment will conform to The Waste Electrical and Electronic Equipment Regulations 2006 and/or The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007.

Data Protection

Personal Data

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.

It is the responsibility of all staff to 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 or their computer is locked when left unattended.
- Transfer data using encryption and secure password protected devices.

- When sensitive personal data is stored on any portable computer system, USB stick or any other removable media:
    - the data must be encrypted and password protected
    - the device must be password protected
    - the data must be securely deleted from the device, in line with school policy once it has been transferred or its use is complete.

- The school has established an information-handling procedure and assessed the risks involved with handling and controlling access to all levels of information within school.
- The school has deployed appropriate technical controls to minimise the risk of data loss or breaches.

- All access to personal or sensitive information owned by the school will be controlled appropriately through technical and non-technical access controls.
- Users should be vigilant when accessing sensitive or personal information on screen to ensure that no one else, who may be unauthorised, can read the information.
- All access to information systems should be controlled via a suitably complex password.
- Any access to personal and sensitive information should be assessed and granted by the Senior Information Risk Officer (SIRO) and the applicable Information Asset Owner (IAO).
- All access to the school information management system will be on a need-to-know or least privilege basis. All access should be granted through the SIRO or IAO.
- All information on school servers shall be accessed through a controlled mechanism, with file permissions allocated and assessed on a need to know/least privilege basis. All access should be granted through the SIRO or IAO.
- Staff and pupils will not leave personal and sensitive printed documents on printers within public areas of the school.
- All physical information will be stored in controlled access areas.
- All communications involving personal or sensitive information (email, fax or post) should be appropriately secured.
- All devices taken off site, e.g. laptops, tablets, removable media or phones, will be secured in accordance with the school's information-handling procedures and, for example, not left in cars or insecure locations.

Secure Transfer Process

If you are transmitting sensitive information or personal data e.g. by email or fax it must be transferred by a secure method so it is protected from unauthorised access.

Email

It is advisable not to use public email accounts for sending and receiving sensitive or personal data.

DO NOT include personal or sensitive information within the email itself, as the information sent should be by a secure method. This can be done by creating a document (e.g. Word document) and then encrypting the document and sending it as an attachment with the email.

Encryption makes a file non readable to anyone who does not have the password to open it, therefore, it reduces the risk of unauthorised people having access to the information and protects staff from breaching the law. The password for the protected document should not be disclosed in the same e-mail as the document, but should either be passed on verbally to the recipient or in a separate e-mail.

Communication Technologies

At Ecclesfield School, we believe that rapidly developing communications technologies have the potential to enhance learning. However, in the classroom and around school, teachers need to be the arbiters of the use of these technologies.

	Staff & other adults				Students/Pupils			
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	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, tablets	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 school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Staff and students/pupils should therefore use only the school 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 students/pupils or parents/carers (email, chat, VLE etc) must be professional in tone and content.

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		Acceptable	Acceptable at certain times	Acceptable for certain 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	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 e.g.

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

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

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

Students / Pupils

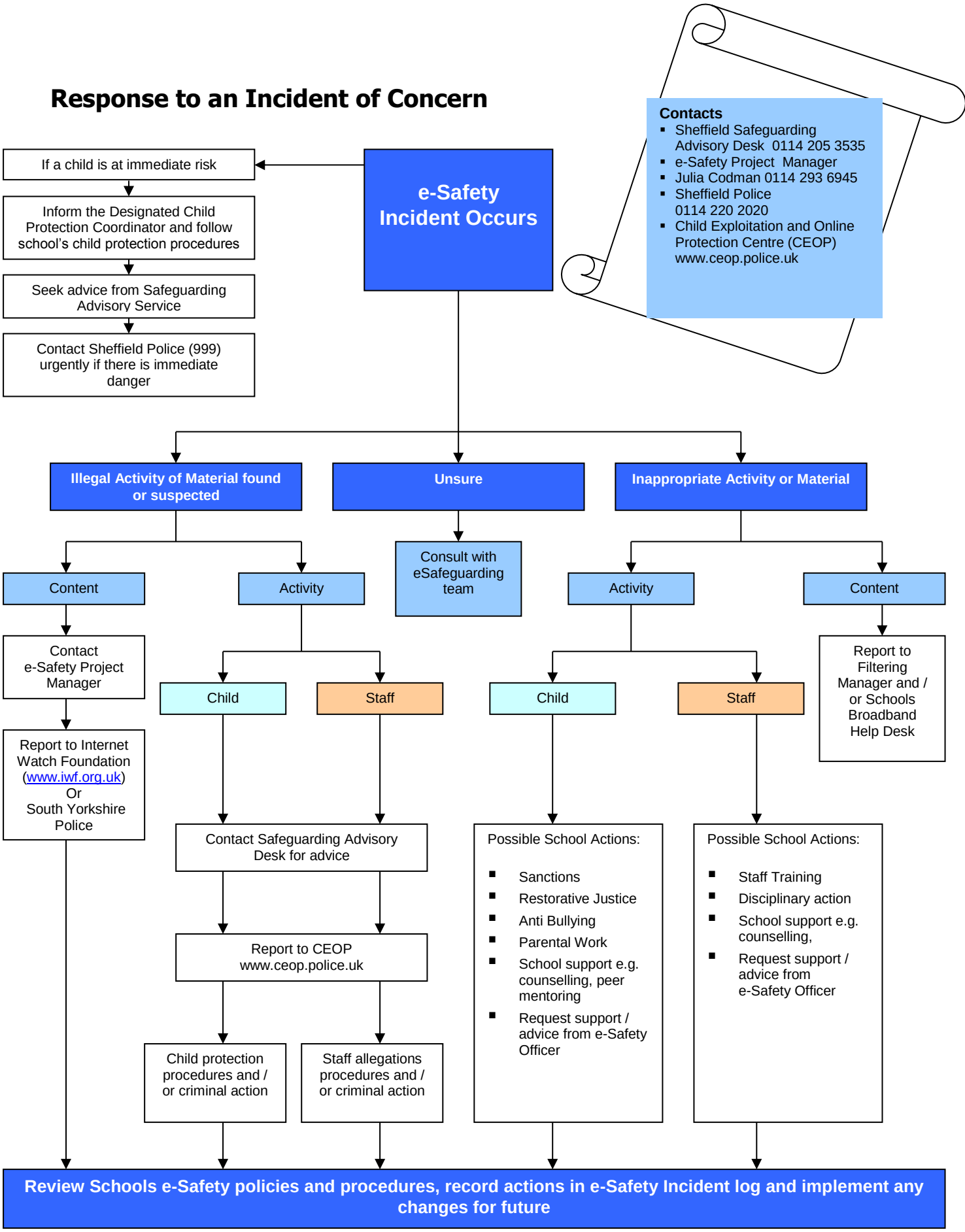
Actions / Sanctions

Incidents:	Refer to class teacher / tutor	Refer to Head of Department / Head of Year / other	Refer to Headteacher	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		X	X	X	
Unauthorised use of non-educational sites during lessons	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					X	
Unauthorised downloading or uploading of files	X							X	
Allowing others to access school network by sharing username and passwords	X	X	X		X			X	
Attempting to access or accessing the school network, using another student's / pupil's account					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	
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	X	X	X	X	X	X		X	X
Continued infringements of the above, following previous warnings or sanctions			X			X	X	X	X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	X	X						X	X
Using proxy sites or other means to subvert the school's filtering system	X				X			X	
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X						X	
Deliberately accessing or trying to access offensive or pornographic material	X	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			

Staff Actions / Sanctions

Incidents:	Refer to line managerr	Refer to Headteacher	RRefer 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				X		
Unauthorised downloading or uploading of files	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				X	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 network security rules	X	X				X	X	X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X		X		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	X
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils		X				X		
Actions which could compromise the staff member's professional standing		X				X	X	X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X				X	X	X
Using proxy sites or other means to subvert the school's filtering system		X			X	X		
Accidentally accessing offensive or pornographic material and failing to report the incident		X			X			
Deliberately accessing or trying to access offensive or pornographic material		X				X	X	X
Breaching copyright or licensing regulations	X	X				X	X	X
Continued infringements of the above, following previous warnings or sanctions		X		X			X	X

Response to an Incident of Concern



Contact Details

Schools Designated Child Protection Officer: Richard Walkden (rwalkden@eccoschool.com)
School eSafeguarding team: Dave Orridge (dorridge@eccoschool.com), Richard Walkden (rwalkden@eccoschool.com), Pete Booth (pbooth@eccoschool.com)
Safeguarding Children Board e-Safety Manager: Julia Codman

Appendix 1

Student / Pupil Acceptable Use Policy Agreement

School Policy

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.

The school will try to ensure that *students / pupils* will have appropriate access to ICT to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users.

Acceptable Use Policy Agreement

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

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password with anyone or try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology to support our education:

- I understand that the school ICT systems are 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 use the school ICT systems for on-line gaming, on-line 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 understand that the school has a responsibility to keep the technology secure and safe:

- I will only use my personal devices (eg mobile phones) in school 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 school 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 use personal removable media through school owned devices.
- I will not open any attachments to emails, unless I know and trust the person / organisation who 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 for my school work, I understand 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 find is accurate, as I understand that the work of others may not be correct.

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

- I understand that the school could take action against me if I am involved in incidents or inappropriate behaviour that are included in this agreement, when I am out of school as well as in school. Examples of this are cyberbullying, sending/receiving inappropriate images and misuse of personal information.
- I understand that if I do not follow this Acceptable Use Policy Agreement, it will lead to disciplinary action. This may include loss of access to the school network / internet, detentions, fixed-term exclusion, contact with parents and in the event of illegal activities involvement of the police and permanent exclusion.

By logging onto (or using) a school owned device or using school IT related services both on and off site, you accept that you have read, understood and agree to the rules included in the Acceptable Use Policy. If you do not accept this, access will not be granted to school ICT resources.

Student / Pupil Acceptable Use Agreement

This information relates to the student / pupil Acceptable Use Policy (AUP). Please read the sections below to show that you have understood and agree to the rules included in the Acceptable Use Agreement. If you do not accept this agreement, access will not be granted to school ICT resources.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT services and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, cameras etc
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school e.g. through social networks, mobile phones, accessing school email, Learning Platform, website etc.

Appendix 2

Staff Acceptable Use Policy

Guidance for Use

Senior Leadership Teams (SLT) will be encouraging and supporting the positive use of Information and Communication Technology (ICT) to develop curriculum and learning opportunities in schools and settings. Nevertheless, it is essential that the use of ICT and online tools is carefully managed to ensure that all members of the school community are kept safe as well as their data and that risks or dangers are recognised and mitigated.

Legislation

Schools have a duty of care to safeguard and protect staff under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Key legislation also includes Section 11 of the Children Act 2004 which places a duty on key persons and bodies to ensure that their functions are discharged having regard to the need to safeguard and promote the welfare of children. Staff may also wish to read and consider the document "Guidance for Safer Working Practice for Adults who Work with Children and Young People" (2009), which contains useful guidance around professional use of technology. www.childrenengland.org.uk/upload/Guidance%20.pdf

Data Protection Act 1998

Schools must also ensure they comply with the Data Protection Act (DPA) 1998. Under the DPA every organisation that processes personal information (personal data) must notify (register with) the Information Commissioner's Office, unless they are exempt. Specific guidance for education establishments, including information on how to register and check notification may be found here:
http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx

The DPA applies to anyone who handles or has access to information concerning individuals and everyone in the workplace has a legal duty to protect the privacy of information relating to individuals. Schools should have a Data Protection and Security Policy in place to outline the legal responsibilities and actions taken to protect personal data in accordance with the DPA. This may include password safety, use of encryption, use of laptops, email and portable data storage devices (e.g. memory sticks) not sharing login information etc. Schools can read more information from the Information Commissioner's Office: http://www.ico.gov.uk/

A Staff AUP is not intended to unduly limit the ways in which members of staff teach or use ICT, but aims to ensure that the school and all members of staff comply with the appropriate legal responsibilities, the reputation of the school is maintained and the safety of all users is ensured. Members of staff are entitled to seek their own legal advice on this matter before signing the AUP.

All employees (including teaching and non-teaching staff) must be aware of the school rules for use of information systems and professional conduct online whether on or off site. Misuse of ICT systems and other professional misconduct rules for employees (whether from Ecclesfield School staff or other professional bodies) apply and may result in disciplinary procedures or staff dismissal.

With internet use becoming more prominent in everyday life for personal and professional use, it is important that all members of staff are made aware that their online conduct both in and out of school could have an impact on their role and reputation. Civil, legal or disciplinary action could be taken should they be found to have brought the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

It is therefore important that the AUP is firmly embedded within the school induction process for all members of staff (including any volunteers, part-time staff or work experience placements). It is also important that all members of staff receive up-to-date and relevant training around this issue on a regular basis. All members of staff should read, understand and sign the AUP before being granted access to any of the schools' ICT systems.

Social Media

Ecclesfield do not ban staff from using sites in their own personal time; however, there is appropriate guidance and defined boundaries around staff interaction with pupils (past or present) and parents. It is recommended that any contact with pupils and parents only takes place via school approved communication channels e.g. school email, parent portal, SIMS In Touch, School maintained social media accounts so it can be monitored and traced in the case of an allegation or concern. However, schools must recognise that in some cases there may be pre-existing relationships which mean that any "ban" from adding pupils or parents as friends or contacts on personal social networking sites may be difficult to enforce. It is therefore recommended that members of staff are encouraged to make SLT aware of these exceptions in order to protect themselves from allegations or misinterpreted situations.

It is crucial that all members of staff are aware of the boundaries and professional practices online in order to protect their professional status. Staff should check their privacy settings on any personal social media sites they use. They should always remember that once content is shared online it is possible for it be circulated more widely than intended without consent or knowledge (even if content is thought to have been deleted or privately shared).

Use of Equipment

Occasional personal use of the school's equipment can be beneficial to the development of staff IT skills and to enable staff to maintain a positive work-life balance. Members of staff who wish to use equipment off site will need to accept any loss or damage whilst the equipment is in their possession unless agreed otherwise by the school. In all cases the equipment will need to be signed out through IT support. This is at the school's discretion and can be revoked at any time. Any online behaviour and activity by a member of staff whilst using the school systems must be in accordance of the school AUP and any policies relating to staff conduct and personal use must not interfere with the member of staff's duties or be for commercial purpose or gain (unless authorised by the SLT).

Use of Personal Devices

Staff can at their discretion and liability use their own devices for school related electronic activities eg e-mail and appropriate apps. It is not advisable for staff to use their own device for voice or text messaging whilst on educational visits. On occasions when the use of a personal camera is necessary, permission should be sought from the Headteacher/SLT. The images should then be transferred to the school network and deleted from the camera.

Further Information

- Sheffield Schools and settings can consult with the e-Safety Manager via: julia.codman@sheffield.gov.uk or telephone 0114 2736945.

- Training is available via Safeguarding Training Service on 0114 Telephone: 0114 2735430 or email safeguardingchildrentraining@sheffield.gov.uk

- The UK Safer Internet Centre's Professional Online Safety Helpline offers advice and guidance around e-Safety for professionals who work with children and young people in the UK. The helpline provides support with all aspects of digital and online issues such as social networking sites, cyber-bullying, sexting, online gaming and child protection online. Staff can contact the helpline via 0844 381 4772, helpline@saferinternet.org.uk or can visit www.saferinternet.org.uk/helpline for more information.

- "Safer Use of New Technology" is a Kent Safeguarding Children Board (KSCB) document which discusses ideas and FAQs for professionals on how to use technology safely when working with young people. The document can be downloaded from www.kenttrustweb.org.uk?esafety

- "Supporting School Staff" is an essential document to help staff understand how to protect themselves online created by Childnet International and DfE: http://www.digizen.org/resources/school-staff.aspx

- Teach Today is a useful website which provides useful advice and guidance for staff from industry: http://en.teachtoday.eu

- 360 Degree Safe tool is an online audit tool for schools to review current practice: http://360safe.org.uk/

- "Guidance for Safer Working Practice for Adults who Work with Children and Young People" (2009) contains useful guidance around professional use of technology. www.childrenengland.org.uk/upload/Guidance%20.pdf

Staff ICT Acceptable Use Policy

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.
This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

- I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, PDAs, digital cameras, tablets, email and social media sites**.**
- School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system).
- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- I will not use personal removable media through school owned devices.
- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely. Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
- I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are secured and encrypted. I will protect the devices in my care from unapproved access or theft.
- I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
- I will respect copyright and intellectual property rights.

- I have read and understood the school e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.

- I will report all incidents of concern regarding children's online safety to the Designated Child Protection Coordinator and/or the eSafeguarding team as soon as possible. I will report any

accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the eSafeguarding team or IT Support through the helpdesk.

- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to IT Support as soon as possible.

- My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school AUP and the Law.

- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school into disrepute.

- I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

- If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the eSafeguarding team or the Head Teacher.

- I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

By logging onto (or using) a school owned device or using school IT related services both on and off site, you accept that you have read, understood and agree to the rules included in the Acceptable Use Policy. If you do not accept this, access will not be granted to school ICT resources.

Appendix 3

Use of Digital Images and the Holding of Personal Data

Occasionally, the school may take photographs of the children whilst at school or on a trip. We use photographs as evidence of learning, as part of observations and development records (learning journeys). We may also use these images in our prospectus or in other printed publications, as well as on our school website. We may also make video/DVD recordings for monitoring events or other educational use.

In the event of our school being visited by the media who may take photographs or film footage of an event, children and young people may appear in these images, which may appear in local or national newspapers, or on televised news programmes.

No personal details to identify a child will be provided with the images.

To comply with the Data Protection Act 1998, the school needs permission before taking photographs or make any recordings of a child.

The school is also registered under the Data Protection Act 1998 for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Education Authority and with DE.

These permissions are requested from parents/carers/guardians through the annual data collection sheet and the response to this permission, whether granted or denied, is also recorded in the school's MIS system.

Appendix 4

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 *students / pupils* will have good access to ICT to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users. A copy of the Student / 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 in the data collection sheet to show their support of the school in this important aspect of the school's work.

Appendix 5

Mobile phone usage in schools

General issues

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as changing rooms and toilets.
Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
Personal mobile phones will only be used during lessons with permission from the teacher.
No images or videos should be taken on mobile phones or personally-owned mobile devices without the prior consent of the person or people concerned.

Pupils' use of personal devices

If a pupil breaches the school policy, then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents or carers in accordance with the school policy.
Phones and devices must not be taken into examinations. Pupils found in possession of a mobile phone during an exam will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either that examination or all examinations.
If a pupil needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.
Pupils will be provided with school mobile phones to use in specific learning activities under the supervision of a member of staff. Such mobile phones will be set up so that only those features required for the activity will be enabled.

Acceptable Use Policy for Mobile Phones

1. Purpose

1.1 The widespread ownership of mobile phones among young people requires that school administrators, teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly at schools. This Acceptable Use Policy is designed to ensure that potential issues involving mobile phones can be clearly indentified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

1.2 Ecclesfield School has established the following Acceptable Use Policy for mobile phones that provides teachers, students, parents and carers guidelines and instructions for the appropriate use of mobiles phones during school hours.

1.3 Students, their parents or carers must read and understand the Acceptable Use Policy before students are given permission to bring mobile phones to school.

1.4 The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

2.1 Personal safety and security

Ecclesfield School accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

3. Responsibility

3.1 It is the responsibility of students who bring mobile phones to school to abide by the guidelines outlined in this document.

3.2 The decision to provide a mobile phone to their children should be made by parents or carers

3.3 Parents/carers should be aware if their child takes a mobile phone to school.

3.4 Permission to have a mobile phone at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy. Parents/carers may revoke approval at any time.

4. Acceptable Uses

4.1 Mobile phones should be switched off and kept out of sight during classroom lessons and while in the school building. Exceptions may be permitted only in exceptional circumstances if the parent/carer specifically requests it. Such requests will be handled on a case-by-case basis and should be directed to Mr Walkden. Parents/carers are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

4.2 While on school premises, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

4.3 Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.

4.4 Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

4.5 The school recognises the importance of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. Teachers may wish to utilise these functions to aid teaching and learning and students may have the opportunity to use their mobile phones in the classroom. On these occasions, students may use their mobile phones in the classroom when express permission has been given by the teacher.

5. Unacceptable Uses

5.1 Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and the other educational activities such as assemblies. Mobile phones are only to be used in the event of an emergency and with permission from a member of staff.

5.2 The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones UNLESS TEACHER APPROVED.

5.3 Mobile phones must not disrupt classroom lessons with ringtones, music or beeping.

5.4 Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases, it can constitute criminal behaviour.

5.5 It is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts of denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

5.6 Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

5.7 Should there be repeated disruptions to lessons caused by a mobile phone; the responsible student may face disciplinary actions as sanctioned by the Senior Leadership Team.

6. Theft or damage

6.1 The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

6.2 Students who bring a mobile phone to school leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.

6.3 Mobile phones that are found in the school and whose owner cannot be located should be handed to the front office reception.

6.4 Students should mark their mobile phone with some sort of identification.

6.5 The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

6.6 It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students,

or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

7. Inappropriate conduct

7.1 Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Senior Leadership Team.

7.2 Any student who uses vulgar, derogatory or obscene language while using a mobile phone will face disciplinary action as sanctioned by the Senior Leadership Team.

7.3 Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action as sanctioned by the Senior Leadership Team.

[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Senior Leadership Team is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the police.]

8. Sanctions

8.1 Students who infringe the rules set out in this document could face having their phones confiscated by teachers

8.2 On the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident. The location and form of the secure place will be one deemed appropriate by the Senior Leadership Team.

8.3 On the second infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the Senior Leadership Team. The incident will be recorded.

8.4 On the third infringement the mobile phone would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and the pupils will not be permitted to collect the phone without a parent/carer present. After the third infringement the school will withdraw the agreement to allow the student to bring the mobile telephone to school.

8.5 As set out in the previous section, failure to heed the rules set out in this document may result in an alleged incident being referred to the police for investigation. In such cases, the parent or carer would be notified immediately.

Appendix 6

Social Media Acceptable Use Policy

Introduction Ecclesfield School recognises that access to school Social Media accounts (and future emerging social media networks such as Instagram & Snapchat) gives pupils and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping pupils develop 21st-Century technology and communication skills.
To that end, we provide access to technologies for pupil and staff use. This Social Media Acceptable Use Policy outlines the guidelines and behaviours that users are expected to follow when interacting with any school accounts, including via: 'hashtagging'; linking to a school account using the '@' sign eg. '@TMBSScience'; making mention of, via direct quotes or through posts modified in any way ('MT'); quoting (including direct/edited screenshots); 'DM' (direct messaging); 'retweeting' or making a post a 'favourite'.

- School accounts are intended for educational purposes.
- All activity over Social Media may be monitored and retained.
- Pupils are expected to follow the same rules for good behaviour and respectful conduct on Social Media as offline.
- Misuse involving school Social Media accounts or any accounts either 'following' or being 'followed' by a school account can result in disciplinary action.
- We make a reasonable effort to ensure pupils' safety and security online, but will not be held accountable for any harm or damages that result from misuse of a school account.
- Users of Social Media and followers of a school account are expected to alert Heads of Year, Heads of Department or any member of Ecclesfield School Senior Leadership Team immediately of any concerns for safety or security.

Technologies Covered Ecclesfield School may in future provide internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more that facilitates the use of and access to Social Media services. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies All Social Media accounts established by the school are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know. In addition, to ensure our staff and students remain safe, full names and personal details should not be shared on line.

Access Ecclesfield School at the time of writing does not provide its pupils with access to Social Media. Pupils are expected to respect that the restriction of access to Social Media on school grounds is a safety precaution, and should not try to circumvent it when accessing the internet at any point during the school day. If a person is seen to be interacting with a school Social Media account and a user of the internet believes they shouldn't be, the user should follow protocol to alert a trusted member of staff.

Parents/carers will be advised that it would be useful if they create their own Social Media account, so that they can monitor their child's activity.

Social Media accounts The school may provide staff with access to Social Media accounts for the sole purpose of school-related communication. Availability and use may be restricted based on school policies.

If staff are provided with access to Social Media accounts, they should be used with due care. Staff should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy and/or subject leaders. Students should never be in charge of running a school related Social Media account.

Any member of staff wishing to create a Social Media account for school purposes should ensure that they consult the ICT support team and the designated member of the SLT prior to creation. They should also ensure they share with the ICT support team, both usernames and passwords of the created accounts. Staff should also consult the IT support team on an appropriate recovery email address.

Staff and pupils will be expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Social Media posts may be monitored and archived indefinitely.

Staff and pupils should refer to the various 'Acceptable Use of ICT Policies and advice sheets and the 'Personal Use of Social Media Sites Policy' for further clarification.

Social/Collaborative Content Recognising that collaboration is essential to education, the school may provide limited access to collaboration tools eg Google Classroom, Google Drive, OneDrive and Sharepoint online, that allow communication, collaboration, sharing, and messaging amongst its users.
Staff and pupils are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Staff and pupils should be careful not to share personally-identifying information online.
Mobile Devices Policy The school may in future provide staff and pupils with mobile computers or other devices to promote learning both inside and outside of the classroom. Staff and pupils should abide by the same acceptable use policies when using school devices off the school network as on the school network.
Staff and pupils are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.
Use of school-issued mobile devices, including use of the school network, may be monitored. Personal mobile phones must not be used in classrooms and public areas.
Personally-Owned Devices At the time of writing pupils are not allowed to use personally-owned devices (including laptops, tablets, iPads and smartphones) at any time during school hours to access Social Media as such use interferes with the delivery of instruction by a teacher or member of staff or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action.
Security Users are expected to take reasonable safeguards against the transmission of security threats over the school Social Media accounts. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using to access Social Media might be infected with a virus, please alert the ICT department within the school. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads Users should not download, attempt to download or run .exe programs onto school resources without express permission from the ICT support staff. Users may be able to download other file types, such as images of videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette

- Users should always use Social Media, the internet, network resources, and online resources in a courteous and respectful manner.
- Users should also recognise that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

- Users should not plagiarise (or use as their own, without citing the original creator) content, including words or images, from a school Social Media account.
- Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via Social Media should be appropriately cited, giving credit to the original author.

Personal Safety If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the internet without adult permission.
- Users should recognise that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

Cyberbullying Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send/favourite/retweet Tweets, media, emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.
Staff and pupils should refer to the Anti-Bullying Policy and relevant advice sheets for further clarification.

Examples of Acceptable Use I will:

- Use the school Social Media accounts for school-related activities and research.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school Social Media accounts carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies via school accounts.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) on a school Social Media account.
- Use school accounts at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognise that use of school accounts are a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school Social Media accounts.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school Social Media accounts.

Examples of Unacceptable Use I will not:

- Use school accounts in a way that could be personally or physically harmful to me or others.
- Link to, 'mention' or 'hashtag' a school account with inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others – staff, pupils or any organisations or individuals 'followed' by a school account.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use a school account to send spam or chain mail.
- Plagiarise content I find linked to a school account.
- Post personally-identifying information, about myself or others on a school account.
- Agree to meet someone I find online through a school account in real life.
- Use language on a school account that would be unacceptable in the classroom.
- Use a school account for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability The school will not be responsible for damage or harm to persons, files, data, or hardware. While the school employs filtering and other safety and security

mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The school will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges in extreme cases.
- Notification to parents/carers in most cases.
- Detention, internal isolation or temporary exclusion from school and school-related activities.
- Training on safe and acceptable use of ICT.
- Legal action and/or prosecution.

Appendix 7

Questions for Schools

Consult, monitor and review

- Do we raise awareness and hold discussions on what e-safety is, involving staff, children and young people, governors and parents?
- Do we keep a record of e-safety incidents, according to our agreed definition, and analyse it for patterns – people, places, groups, technologies?
- Do we ask ourselves what makes an e-safe school?
- What is our school doing to ensure that our children and young people do not feel vulnerable and are safe to learn, when engaged in online activities?
- Do we celebrate our successes and draw these to the attention of parents/carers and the wider community?
- Do we consult our staff about their concerns around e-safeguarding issues and their training needs?
- Do we acknowledge and learn from the high level of skills and knowledge of children and young people in the use of new technologies?
- Do we regularly find out children and young people's views on the extent and nature of e-safety issues?

Support everyone in the school community to identify and respond

- Do we work with staff and outside agencies to identify all potential forms of e-safety incidents?
- Do we actively provide systematic opportunities for developing pupils' skills to develop safe online behaviour?
- Have we considered all the opportunities where this can be addressed – through the curriculum; through corridor displays; through assemblies; through the School Council; through peer support; and through the website and parents' evenings and newsletters?
- Do we ensure that there is support for vulnerable children and young people?
- Do we train all staff to be aware of potential e-safety issues and follow school policy and procedures on e-safety?
- Do our staff feel adequately supported to be able to respond to and manage e-safety related incidents?

Ensure that children and young people are aware of how and to whom e-safety incidents should be reported and understand that all e-safety concerns will be dealt with sensitively and effectively

- Do we ensure that young people know how to express worries and anxieties about e-safety?
- Do we ensure that all staff, children and young people are aware of the range of sanctions which may be applied against those involved in e-safety misuse?
- Do we involve children and young people in e-safety events, campaigns in school?
- Do we demonstrate that we are aware of the power of peer support? Have we created and publicised schemes of peer mentoring or counselling; buddying or mediation, for example?
- Do we include information about help available in school and the phone numbers of help-lines in the school's student planners?
- Have we made children and young people aware of "how to report abuse"?
- Do we have an e-safety notice board?
- How else do we bring e-safety messages to children and young people's attention?
- What role does our School Council already play in our e-safety work? How might that involvement be enhanced?

- Do we offer sufficient support to children and young people who have been involved in e-safety incidents?
- Do we work with children and young people who have been involved, or may be seen as being at risk?

Ensure that parents/carers are aware of e-safety issues and that those expressing concerns have them taken seriously

- Do we work with parents and the local community to address issues beyond the school gates that give rise to e-safety issues? – particularly with regard to the possible lack of filtering and monitoring of internet access by children and young people out of school and with regard to cyber-bullying incidents
- Do parents know whom to contact if they are worried about e-safety issues?
- Do parents know about our complaints procedure and how to use it effectively?

Learn from effective e-safety work elsewhere and establish effective collaboration

- Have we invited colleagues from a school with effective e-safety policies and practice to talk to our staff?
- Have we involved the Sheffield Safeguarding Children Board staff or other local / regional experts in any way?
- Do we have an established link with the police?

Appendix 8

Links to other organisations or documents

The following sites will be useful as general reference sites, many providing good links to other sites:

Sheffield Safeguarding Children Board http://www.safeguardingsheffieldchildren.org.uk

Safer Internet Centre: http://www.saferinternet.org.uk/

UK Council for Child Internet Safety: http://www.education.gov.uk/ukccis

CEOP - Think U Know - http://www.thinkuknow.co.uk/

Childnet - http://www.childnet.com

Netsmartz http://www.netsmartz.org/index.aspx

Teach Today http://www.teachtoday.eu/

Internet Watch Foundation – report criminal content: http://www.iwf.org.uk/

Byron Review ("Safer Children in a Digital World")
http://webarchive.nationalarchives.gov.uk/tna/+/dcsf.gov.uk/byronreview/

Guidance for safer working practice for adults that work with children and young people:
http://webarchive.nationalarchives.gov.uk/20100202100434/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311/

Information Commissioners Office/education:
http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx

ICO guidance on use of photos in schools:
http://www.ico.gov.uk/youth/sitecore/content/Home/for_the_public/topic_specific_guides/schools/photos.aspx

Ofsted survey: http://www.ofsted.gov.uk/Ofsted-home/Publications-and-research/Browse-all-by/Documents-by-type/Thematic-reports/The-safe-use-of-new-technologies/(language)/eng-GB

Plymouth Early Years E-Safety Toolkit:
http://www.plymouth.gov.uk/early_years_toolkit.pdf

Protecting your personal information online:
http://www.ico.gov.uk/~/media/documents/library/data_protection/practical_application/protecting_your_personal_information_online.ashx

Getnetwise privacy guidance: http://privacy.getnetwise.org/

Children and Parents

Vodafone Parents Guide: http://parents.vodafone.com/

NSPCC: http://www.nspcc.org.uk/help-and-advice/for-parents-and-carers/internet-safety/internet-safety_wdh72864.html

Google guidance for parents: http://www.teachparentstech.org/

E-Parenting tutorials: http://media-awareness.ca/english/parents/internet/eparenting.cfm

Practical Participation – Tim Davies: http://www.practicalparticipation.co.uk/yes/

Digital Citizenship: http://www.digizen.org.uk/

Kent "Safer Practice with Technology":
http://kentrustweb.org.uk/CS/community/kent_teachers/archive/2009/07/07/safer-practice-with-technology-for-school-staff.aspx

Connect Safely Parents Guide to Facebook:
http://www.connectsafely.org/Safety-Advice-Articles/facebook-for-parents.html

Ofcom – Help your children to manage the media:
http://consumers.ofcom.org.uk/2010/10/parental-controls-help-your-children-manage-their-media/

Mobile broadband guidance: http://www.mobile-broadband.org.uk/guides/complete-resource-of-internet-safety-for-kids/

Orange Parents Guide to the Internet: http://www.orange.co.uk/communicate/safety/10948.htm

O2 Parents Guide: http://www.o2.co.uk/parents

FOSI – Family Online Internet Safety Contract: http://www.fosi.org/resources/257-fosi-safety-contract.html

Cybermentors (Beat Bullying): http://www.cybermentors.org.uk/

Teachernet Cyberbullying guidance:
http://www.digizen.org/resources/cyberbullying/overview

"Safe to Learn – embedding anti-bullying work in schools"
http://www.anti-bullyingalliance.org.uk/tackling_bullying_behaviour/in_schools/law,_policy_and_guidance/safe_to_learn.aspx

Anti-Bullying Network - http://www.antibullying.net/cyberbullying1.htm

Cyberbullying.org - http://www.cyberbullying.org/

CBBC – stay safe: http://www.bbc.co.uk/cbbc/help/home/

Technology

Kaspersky – advice on keeping children safe - http://www.kaspersky.co.uk/keeping_children_safe

Kaspersky - password advice: www.kaspersky.co.uk/passwords

CEOP Report abuse button: http://www.ceop.police.uk/Safer-By-Design/Report-abuse/

Which Parental control guidance: http://www.which.co.uk/baby-and-child/child-safety-at-home/guides/parental-control-software/

How to encrypt files: http://www.dummies.com/how-to/content/how-to-encrypt-important-files-or-folders-on-your-.html

Get safe on line – Beginners Guide - http://www.getsafeonline.org/nqcontent.cfm?a_name=beginners_1

Childnet Parents and Teachers on downloading / music, film, TV and the internet - http://www.childnet.com/downloading/

Microsoft Family safety software: http://windows.microsoft.com/en-US/windows-vista/Protecting-your-kids-with-Family-Safety

Norton Online Family: https://onlinefamily.norton.com/

Forensic Software http://www.forensicsoftware.co.uk/education/clients.aspx

Appendix 9

Legislation

Schools should be aware of the legislative framework under which this E-Safety Policy template 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.

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 Harrassment 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 a 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 students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.