



# *Caslon Primary Community School*

## **E-Safety Policy**

E-Safety Coordinator – Mrs Louise Vale

Lead Governor – Mr Mo Nasser

## Scope

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

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

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

- School E-Safety Coordinator
- Head teacher
- Governors

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

- Staff meetings
- INSET Days
- Governors meetings
- School website

The school will monitor the impact of the policy using:

- Logs of reported incidents
- DGfL or internal monitoring logs of internet activity (including sites visited)
- Internal monitoring of data for network activity

# Roles and Responsibilities

## Governors:

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors / Governors Sub Committees, receiving regular information about E-Safety incidents and monitoring reports.

A member of the Governing Body has taken on the role of Safeguarding / E-Safety Governor.

The role of the Safeguarding / E-Safety Governor will include:

- Regular meetings with the E-Safety Co-ordinator.
- Regular updates on the monitoring of E-Safety incident logs

## Head teacher and Senior Leaders:

The Head teacher is responsible for ensuring the safety (including E-Safety) of members of the school community. The day to day responsibility for E-Safety will be delegated to the E-Safety Co-ordinator.

- The Head teacher is responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable CPD to enable them to carry out their E-Safety roles and to train other colleagues, as relevant. They are also responsible for ensuring that pupils and students are taught how to use ICT tools such as the internet, email and social networking sites, safely and appropriately
- The Head teacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal E-Safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles-  
*(DGfL has produced guidance relating to the reporting procedure for E Safety incidents- see appendix 1. This should be viewed in conjunction with the Child Protection reporting procedures, in connection to the nature of the incident)*
- The SLT will receive regular monitoring reports from the E-Safety Co-ordinator.
- The Head teacher and another member of the SLT should be aware of the procedures to be followed in the event of a serious E-Safety allegation being made against a member of staff- *(DGfL has produced guidance relating to the reporting procedure for E Safety incidents- see appendix 1. This should be viewed in conjunction with Child Protection reporting procedures, in connection to the nature of the incident)*
- The Head teacher is responsible for ensuring that parents and carers, when given access to data and information relating to their child/children via an online communication system, have adequate information and guidance relating to the safe and appropriate use of this on line facility.

## E-Safety Coordinator:

The school has a named person with the day to day responsibilities for E-Safety. Responsibilities include:

- Taking day to day responsibility for E-Safety issues and having a leading role in establishing and reviewing the school E-Safety policies / documents
- Ensuring that all staff are aware of the procedures that need to be followed in the event of an E-Safety incident taking place
- Providing training and advice for staff
- Liaising with the Local Authority, DO (LADO) or relevant organisations
- Receiving reports of E-Safety incidents and creating a log of incidents to inform future E-Safety developments
- Meeting regularly with the E-Safety Governor to discuss current issues, review incident logs and filtering
- Attending relevant meetings / Governor committee meetings
- Reporting regularly to the Senior Leadership Team

## Managed service provider (applicable to DGfL3 schools):

The managed service provider is responsible for helping the school to ensure that it meets the E-Safety technical requirements outlined by DGfL. The managed service provides a number of tools to schools including Securus (optional), Smoothwall filtering and MDMs (Mobile Device Management systems), which are designed to help schools keep users safe -(see *appendix 2*).

A designated adult can access activity logs for network users and apply 'rules' to specific group of users. Schools/settings should nominate a suitable member of staff to manage this responsibility.

CC4 Anywhere is a facility that enables a user to access documents and applications stored on the school server/servers. The school has responsibility for ensuring files and applications accessed via this system comply with information and data security practices. Schools/settings may wish to specify the type of information that users can access via CC4 Anywhere.

The DGfL Client team work with school representatives to develop and update a range of Acceptable Use Policies/guidance (*see Appendix 3*) and include relevant Local Authority E-Safety policies and guidance.

<http://safeguarding.dudley.gov.uk/child/work-with-children-young-people/safeguarding-children-procedures/>

<http://safeguarding.dudley.gov.uk/child/work-with-children-young-people/e-safety-and-use-of-images/>

Members of the DGfL team will support schools to improve their E-Safety strategy. The managed service provider maintains backups of email traffic for 90 days. If access to this information is required, the school should contact the DGfL team.

## Teaching and Support Staff:

Are responsible for ensuring that:

- They have an up to date awareness of E-Safety matters and of the current school E-Safety policy and practices
- They encourage pupils to develop good habits when using ICT to keep themselves safe
- They have read, understood and signed the school Staff Acceptable Use Policy (AUP/AUA)
- They report any suspected misuse or problem to the E-Safety Co-ordinator for investigation.
- E-Safety issues are embedded in all aspects of the curriculum and other school activities
- Pupils understand and follow the school E-Safety and acceptable use policy
- Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- They monitor ICT activity in lessons, extra-curricular and extended school activities
- They are aware of E-Safety issues related to the use of mobile phones, cameras and hand held devices, including their personally owned devices and that they monitor their use and implement current school policies with regard to the use of these devices in school or during extended school activities. A guardianship form is available for schools to adapt for school owned equipment used by staff.
- In lessons, where internet use is pre-planned, pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches. They include the teaching of E-Safety in their lessons
- Pupils understand that there are sanctions for inappropriate use of technologies and the school will implement these sanctions in accordance with the AUP/AUA or any statements included in other policies-eg Behaviour Policy
- Pupils understand that the school may investigate any reported misuse of systems, by pupils, out of school hours as part of 'safeguarding' procedures

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

The named person is trained in E-Safety issues and is aware of the potential for serious child protection issues to arise from:

- Sharing of personal data
- Publishing of specific information relating to school based activities involving pupils, via official school systems such as the school web site, Twitter, and Facebook.
- Sharing of school owned devices or personal devices that may be used both within and outside of school
- Access to illegal / inappropriate materials
- Inappropriate on-line contact with adults / strangers
- Potential or actual incidents of grooming
- Cyber-bullying, Sexting and Sextortion, Revenge porn, Radicalisation

## E-Safety Committee:

Members of the E-Safety committee will assist the E-Safety Coordinator with:

- The production / review / monitoring of the school E-Safety policy / documents
- The monitoring of the school filtering policy
- Identifying current technology trends used out of school

## Pupils:

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

- Are responsible for using the school ICT systems in accordance with the Pupil Acceptable Use Policy/AUA (*see appendix 3*), which they will be expected to sign before being given access to school systems
- Need to have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images, use of social networking sites, video streaming facilities, digital image sharing sites and cyber-bullying
- Should understand the importance of adopting good E-Safety practice when using digital technologies out of school and realise that the school's E-Safety policy covers their actions out of school, if related to the use of an externally available web based system, provided by the school such as RM Unify Apps.
- Should understand that the school has a 'duty of care' to all pupils. The misuse of non-school provided systems, out of school hours, may be investigated by the school

## Parents / Carers:

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national and local E-Safety campaigns.

Parents and carers will be responsible for:

- Endorsing (by signature) the Student / Pupil Acceptable Use Policy
- Accessing the school website in accordance with the relevant school Acceptable Use Policy/AUA.

### **Community Users/ 'Guest Access':**

Community Users who access school ICT systems or other school provided system as part of the Extended School provision will be expected to sign a Community User AUP/AUA before being provided with access to school systems-see appendix 3.

## **Policy Statement**

### **Education – Pupils**

There is a planned and progressive E-Safety curriculum. Learning opportunities are embedded into the curriculum throughout the school and are taught in all year groups. E-Safety education is provided in the following ways:

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

### **Education – parents / carers**

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

- Letters, newsletters, School web site
- Parents evenings, Nursery/Reception Induction meetings
- E-Safety sessions for parents/carers
- Family learning opportunities

## Education - Extended Schools

The school offers family learning courses in ICT, digital literacy and E-Safety so that parents and children can together gain a better understanding of these issues. Messages to the public around E- Safety are targeted towards grandparents and other relatives as well as parents.

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

## Education & Training – Staff

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

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

All staff are familiar with the schools' Policy including:

- Safe use of e-mail
- Safe use of the internet including use of internet-based communication services, such as instant messaging and social network or any other school approved system
- Safe use of school network, including the wireless network, equipment and data
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras
- Publication of pupil information/photographs/videos/posts/blogs and information available on the school website
- Capturing and storing photographs/videos/audio files on personal and school owned devices
- Cyberbullying procedures
- Their role in providing E-Safety education for pupils
- The need to keep personal information secure

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

## Training – Governors

Governors take part in E-Safety training / awareness sessions, particularly those who are members of any sub-committee / group involved in ICT / E-Safety / Health and Safety / Child Protection.

This is offered by:

- Attendance at training provided by DGfL or other relevant organisations.
- Participation in school training / information sessions for staff or parents



## Technical – infrastructure / equipment, filtering and monitoring

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

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

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

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

- All users will be provided with a username and password
- Users will be required to change their password every year.
- Users will be made responsible for the security of their username and password. They must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security
- The school maintains and supports the managed filtering service provided by DGfL. The school can provide enhanced user-level filtering through the use of Smoothwall filtering.
- The school manages and updates filtering issues through the RM Service desk
- Requests from staff for sites to be removed from the filtered list will be considered by the Esafety Coordinator. If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the E-Safety Committee.
- Remote management tools are used by staff to control workstations and view users activity
- An appropriate system is in place for users to report any actual / potential E-Safety incident to the relevant person
- The managed service provider ensures that appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc from accidental or malicious attempts which might threaten the security of the school systems and data
- An agreed procedure is in place for the provision of temporary access to "guests" (eg trainee teachers, visitors) onto the school system
- An agreed procedure is in place regarding the use of removable media that only secure, password protected memory sticks are to be used. All staff have been provided with one by the school.
- The school infrastructure and individual workstations are protected by up to date virus software
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured
- The school has responsibility for ensuring files and applications accessed via CC4 Anywhere comply with information and data security practices.

## Curriculum

E-Safety is a focus in all areas of the curriculum. The new Computer Science Curriculum specifically identifies 'Digital Literacy' as a focus. Digital Literacy should be taught. Staff will re-enforce E-Safety messages in the use of ICT across the curriculum.

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

## Use of digital and video images

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

- Staff are allowed to take digital / video images to support educational aims, and follow school policies concerning the storing sharing, distribution and publication of those images. Those images are only taken on school equipment, the personal equipment of staff are not used for such purposes
- Care is taken when capturing digital / video images, ensuring pupils are appropriately dressed and that they are not participating in activities that might bring the individuals or the school into disrepute
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and comply with good practice guidance on the use of such images
- pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs
- Written permission from parents or carers is obtained before photographs of pupils are published on the school website

LSGB Guidance/Policies:

<http://safeguarding.dudley.gov.uk/child/work-with-children-young-people/e-safety-and-use-of-images/>

- Pupil's work can only be published on the school website with the permission of the pupil and parents or carers. Parents should have signed the DSCB consent form

## Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

Staff are aware of the 'School Information Security Policy'. A breach of the Data Protection Act may result in the school or an individual fine of up to £500000

Staff ensure that they:

- Take care at all times, to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- Access personal data on secure password protected computers and other devices, at school and home, or via the School Learning Platform or school systems, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data
- Transfer data using encryption and secure password protected devices provided by the school.

When personal data is stored on any portable computer system, USB stick or any other removable media:

- The data must be encrypted and password protected.
- The device must offer approved virus and malware checking software.
- The data must be securely deleted from the device, in line with school policy once it has been transferred or its use is complete.

## Communications

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

- The official school email service may be regarded as safe and secure and is monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems eg by remote access from home.
- Users need to be aware that email communications may be monitored

- Users must immediately report, to the Esafety Coordinator in accordance with the school policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email
- Any digital communication between staff and pupils or parents / carers (email, chat, school VLE etc) must be professional in tone and content. These communications may only take place on official school systems. **Personal** email addresses, text messaging or public chat / social networking programmes, such as Facebook, must not be used for these communications
- Pupils are provided with individual school email addresses for educational use, they will be taught appropriate use of these from year two.
- Students / pupils should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material. This begins in year two.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff
- Mobile phones may not be brought into school by pupils
- Pupils are allowed to bring personal mobile devices/phones to school, with permission of the Head Teacher but must be handed over to a member of staff within school and must not use them for personal purposes within lesson time
- The school allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances should a member of staff contact a pupil or parent/ carer using their personal device unless authorised to do so by the school.
- The school is not responsible for the loss, damage or theft of any personal mobile device
- The sending of inappropriate text messages between any member of the school community is not allowed
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device
- The school provides a safe and secure way of using blogs and other 'social networking technologies' via RM Unify. Other 'social networking' facilities may be 'unfiltered' for curriculum purposes, particularly in year Six. Staff are aware of the procedure they need to follow when requesting access to externally based social networking sites

## Unsuitable / inappropriate activities

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

The school will take all reasonable precautions to ensure E-Safety is a key focus. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device.

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

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

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

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

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

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

E-Safety Co-ordinator ..... M MacInnes

Lead Governor for E-Safety ..... M Nasser

Date the Policy was approved by Governors .....

Date for review .....

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

Dudley LA  
Hertfordshire E-Safety Policy  
Kent e-Safety Policies, Information and Guidance  
South West Grid For Learning- School E-Safety Policy

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

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

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

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

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

Designated person contact DGfL/ managed service provider-01384 814881

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

**Guidance reporting procedure for E-Safety incidents involving staff**

Do the log files contain **illegal** \* materials? Is there a Child Protection Issue?

No

Yes

Use internal procedures. Contact DGfL for further advice-if required

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

Yes

*\*Illegal – prohibited by law or by official or accepted rules*  
*\*Inappropriate – not conforming with accepted standards of propriety or taste, undesirable or incorrect behaviour*

Contact the LADO (DO), local police-ensuring the appropriate people in school have been consulted

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

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

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

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

If you think this is a child protection issue-invoke Child Protection Procedures. Contact LADO (DO)

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

Designated person contact DGfL/ managed service provider-01384 814881

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

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

No

Yes

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

Yes

Use internal procedures. Contact DGfL for further advice-if required

*\*Illegal – prohibited by law or by official or accepted rules*  
*\*Inappropriate – not conforming with accepted standards of propriety or taste, undesirable or incorrect behaviour*

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

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

E-Safety tool	Type	Availability	Where	Details
Smoothwall filtering	Web filtering	Provided as part of DGfL	All network connected devices within DGfL	Gives schools the ability to audit, filter and un-filter websites
RM Tutor	Teacher support	Provided as part of DGfL	Managed school desktops	Allows teachers to view and demonstrate screens, control hardware and distribute work
CC4 AUP/AUA	Awareness raising	Part of CC4-needs to be enabled	All CC4 stations at log in	When enabled through the management console, users are given an acceptable use policy at log in
Securus (optional implementation)	Monitoring software-licenses available on Linux and Apple devices	Available to all schools who sign an agreement and attend training	All school Windows 7 or 8.1 managed desktops and managed networked laptops	Takes a snapshot of a screen when an event is triggered. A range of events can be monitored
Email	Filtering and list control	Provided as part of DGfL	Office 365	Allows schools to restrict where email is sent from/to
RM Password Plus	Safe practice	Provided as part of DGfL3	All CC4 stations	A password management tool that enforces password rules of complexity and length for different users





## Appendix 3- Pupil AUP/AUA

### Caslon Primary Community School

#### Rules for Responsible Internet Use

##### For Primary Pupils

The school has installed computers and provided Internet access to help our learning. I understand that the school may check my computer files and may monitor any Internet sites I visit.

These rules will keep everyone safe and help us to be fair to others. It is important that you read this policy carefully. If there is anything that you do not understand, please ask.

I agree that:

I will not share any of my passwords with anyone, or use another person's password. If I find out someone else's password, I will tell that person and a member of the school staff so they can change it.

I will use a password which contains some small and some big (capital) letters plus a number or a symbol e.g *Skool5* or *com\*\*2er* and change it on a regular basis.

I will use the technology at school for learning. I will use the equipment properly and not interfere, change or delete someone else's work.

If I use a flash drive or other storage device, I will follow school guidelines on their use.

I will only e-mail people I know, or my teacher has approved.

If I attach a file to an email, it will not include any inappropriate materials (something I would not want my teacher to see or read) or anything that threatens the integrity of the school ICT system.

I will be respectful in how I talk to and work with others online and never write or participate in online bullying. If anyone sends me a message I do not like or feel uncomfortable about I will show it to my teacher or parent.

I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself.

I will not download any programmes or games on to the school computers, netbooks or laptops unless I have permission to do so.

I will always check with a responsible adult before I share or publish images of myself, my friends or other people onto the internet.

I will not make audio or video recordings of another pupil or teacher without their permission.

When using sites on the internet, I will not give my name, home address, telephone/mobile number, pretend to be someone else or arrange to meet someone I do not know, unless my parent, carer or teacher has given permission.

I will always follow the 'terms and conditions' when using a site. The content on the web is someone's property and I will ask my teacher to help me get permission if I want to use information, pictures, video, music or sound files.

I will think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information and say it's my own work).

If I want to connect my own device to the school network I will check with my teacher to see if it is possible.

***I am aware of the CEOP report button and know when to use it.***



***I know anything I do on the computer may be seen by someone else.***

Signed:.....

PRINT NAME.....

Dated: .....

## **Appendix 3- Staff AUP**

### **Caslon Primary Community School**

#### **Staff Acceptable Use policy**

##### **Rules for Responsible Internet use**

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

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

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

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

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

Official school systems must be used at all times.

#### **Use of the Internet and Intranet**

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

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

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

- If you download any image, text or material check if it is copyright protected. If it is then follow the school procedure for using copyright material.
- Do not download any image, text or material which is inappropriate or likely to cause offence. If this happens accidentally report it to a senior member of staff.

- If you want to download any software, first seek permission from the Head Teacher and/or member of staff responsible /RM. They should check that the source is safe and appropriately licensed.
- If you are involved in creating, amending or deleting web pages or content on the web site, such actions should be consistent with your responsibilities and be in the best interests of the School.
- You should not :
  - introduce packet-sniffing software (i.e. software which is used to intercept data on a network) or password detecting software;
  - seek to gain access to restricted areas of the network;
  - knowingly seek to access data which you are not authorised to view;
  - introduce any form of computer viruses;
  - carry out other hacking activities.

### **Electronic Mail**

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

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

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

In line with this policy the following statements apply:-

- You should agree with recipients that the use of e-mail is an acceptable form of communication. If the material is confidential, privileged, or sensitive you should be aware that un-encrypted e-mail is not secure.
- Do not send sensitive personal data via email unless you are using a secure site or portal. It is good practice to indicate that the email is 'Confidential' in the subject line.
- Copies of emails with any attachments sent to or received from parents should be saved in a suitable secure directory.
- Do not impersonate any other person when using e-mail or amend any messages received.
- Sending defamatory, sexist or racist jokes or other unsuitable material via the internet or email system is grounds for an action for defamation, harassment or incitement to racial hatred in the same way as making such comments verbally or in writing.
- It is good practice to re-read e-mail before sending them as external e-mail cannot be retrieved once they have been sent.
- If the email is personal, it is good practice to use the word 'personal' in the subject header and the footer text should indicate if it is a personal email the school does not accept responsibility for any agreement the user may be entering into.

- Internet and e-mail access is intended to be used for school business or professional development, any personal use is subject to the same terms and conditions and should be with the agreement of your headteacher.
- All aspects of communication are protected by intellectual property rights which might be infringed by copying. Downloading, copying, possessing and distributing material from the internet may be an infringement of copyright or other intellectual property rights.

## **Social networking**

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

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

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

Social networking applications include but are not limited to:

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

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

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

## Data protection

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

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

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

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

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

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

Signed:.....

PRINT NAME.....

Dated: .....

**Caslon Primary Community School**  
**Community User- Acceptable Use policy**  
**Rules for Responsible Internet use**

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

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

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

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

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

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

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

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

Signed:.....

PRINT NAME.....

Dated: Jan 2017 (Review Jan 2018)