



NETHERTHORPE SCHOOL

SCIENCE AND MATHEMATICS COLLEGE

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Netherthorpe School

E-Safety Policy

May 2018

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Contents of e-Safety Policy:

Page	Section
3	1. Introduction
4	2. Context and background
5	3. Roles and Responsibilities
6	4. Technical and Hardware Guidance
7-12	5. E-Safety for students
13-14	6. Use of ICT by school staff
15-17	7. Staff Acceptable Use Agreement form
18	8. Data Protection policy
19-20	9. ICT Loans to staff – agreement form

1. Introduction

Our e-Safety Policy has been written by the school.

It has been discussed with staff, agreed by the senior management and approved by Governors. It will be reviewed annually.

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

This Policy document is drawn up to protect all parties: the students, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

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2. Context and Background

The technologies

ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New internet and online technologies are enhancing communication and the sharing of information.

Current and emerging Internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet – World Wide Web
- e-mail
- Instant messaging (often using simple web cams) e.g. Instant Messenger)
- Web based voice and video calling (e.g. Skype)
- Online chat rooms
- Online discussion forums
- Social networking sites (e.g. Facebook)
- Blogs and Micro-blogs (e.g. Twitter)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Video broadcasting sites (e.g. You Tube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, messaging and internet access
- Smart watches

Our whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities
- E-Safety teaching is embedded into the school curriculum and schemes of work

3. Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

Leadership team

The Senior Leadership Team (SLT) ensures that the Policy is implemented across the school via the usual school monitoring procedures

E-Safety Co-ordinator

Our school e-Safety Co-ordinator is Mr D Hurst

He is responsible for keeping up to date on all e-Safety issues and ensuring that staff are updated as necessary.

Governors

The School Governing body is responsible for overseeing and reviewing all school policies, including the e-Safety Policy.

School Staff

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures.

Staff should ensure they are familiar with the school e-Safety policy, and ask for clarification where needed.

Staff should sign the Staff Acceptable Internet Use agreement annually.

Class teachers should ensure that students are aware of the e-Safety rules, introducing them at the beginning of each new school year.

Students

Students are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with e-Safety issues, both at home and school.

Students are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school.

Parents

Parents are given information about the school's e-safety policy when their child is admitted to the school. They are given copies of the student acceptable use guidelines for information, and asked to support these rules with their children.

4. Technical and hardware guidance

School Internet provision

The school uses emPSN/KCOM as its internet provider who provide a 100Mb/s connection.

Content filter

Our Internet Provider uses a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

- All students and staff have been issued with clear guidelines on what to do if this happens, and parents will be informed where necessary.
- Students or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.

Downloading files and applications

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

- Students are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member.

Portable storage media

Staff are allowed to use their own portable storage media (USB drives etc). In order to be able to transfer data to external drives, they are required to be encrypted using bitlocker. This isn't required if just reading data from external media. Should staff not wish to encrypt their own external drives, the school will provide encrypted ones. If the use of any external media results in an antivirus message, they should remove the device and immediately report to the IT technicians.

Security and virus protection

The school system is protected by Microsoft System Centre and Endpoint Protection which is updated automatically and regularly monitored by the school IT support staff.

Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the ICT Administrator

5. e-Safety for Students

We believe it is our responsibility to prepare students for their lives in the modern world, and ICT is an integral part of that world. At our school we are committed to teaching students to use the ICT effectively and appropriately in all aspects of their education.

Internet access at school

Use of the Internet by students

Internet access is carefully controlled by teachers according to the age and experience of the students, and the learning objectives being addressed. Students are always actively supervised by an adult when using the Internet, and computers with Internet access are carefully located so that screens can be seen at all times by all who pass by.

Access for all students

In line with our inclusion policies across the school, we want to ensure that all our students have access to the Internet, particularly where this will directly support their learning.

Out of Hours Provision

There is a homework club that runs 3 nights a week from 3.15pm - 4pm.

Students may also be able to access the internet at various intervention sessions which are run by departments after school.

Using the Internet for learning

The Internet is now an invaluable resource for learning for all our students, and we use it across the curriculum both for researching information and a source of digital learning materials.

Using the Internet for learning is now a part of the Computing Curriculum.

We teach all of our students how to find appropriate information on the Internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is.

- Teachers carefully plan all Internet-based teaching to ensure that students are focused and using appropriate and relevant materials.
- Students are taught how to use search engines and how to evaluate Internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.
- Students are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials.
- Students are taught how to carry out simple checks for bias and misinformation
- Students are taught that web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

Teaching safe use of the Internet and ICT

We think it is crucial to teach students how to use the Internet safely, both at school and at home, and we use resources from CEOP, Childnet and Thinkyouknow to support this.

The main aspects of this approach include the following five SMART tips:

- Safe - Staying safe involves being careful and not giving out your name, address, mobile phone no., school name or password to people online.
- Meeting someone you meet in cyberspace can be dangerous. Only do so with your parents'/carers' permission and then when they are present.
- Accepting e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages.
- Remember someone online may be lying and not be who they say they are. If you feel uncomfortable when chatting or messaging end the conversation.
- Tell your parent or carer if someone or something makes you feel uncomfortable or worried.

Suitable material

We encourage students to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger children, we provide students with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to children, or using them in teaching.

Unsuitable material

Despite the best efforts of the school staff, occasionally students may come across something on the Internet that they find offensive, unpleasant or distressing. Students are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICT Administrator who will log it.
3. Discussion with the pupil about the incident, and how to avoid similar experiences in future.

Using E-Mail at school

E-Mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our students understand the role of e-mail, and how to use it appropriately and effectively.

- We teach the use of e-mail as part of our ICT curriculum, and use appropriate pupil email accounts where necessary
- Students are not allowed to access personal e-mail using school Internet facilities

Chat, discussion and social networking sites

These forms of electronic communication are used more and more by students out of school, and can also contribute to learning across a range of curriculum areas.

Online chat rooms, discussion forums and social networking sites present a range of personal safety and privacy issues for young people, and there have been some serious cases highlighted in the media.

We have a variety of resources to teach children how to use chat rooms safely.

All commercial Instant Messaging and Social Networking sites are blocked by the schools filtering system so they can't be accessed during the day on the school network.

Internet-enabled mobile phones and handheld devices

More and more young people have access to sophisticated new internet-enabled devices such as SMART mobile phones, iwatches, tablets and music players.

It is important that whilst the school recognises the potential advantages these devices can offer, there are clear and enforceable rules for their use in school, particularly when they give access to the Internet, and allow pictures and information to be remotely posted to a website or weblog.

Students will be taught the legal and moral implications of posting photos and personal information from mobile phones to public websites etc and how the data protection and privacy laws apply.

- Students are not allowed to use personal mobile phones, iwatches or other similar devices in school between the hours of 8.45am and 3.10pm. Students caught using such devices during the school day will have the device confiscated and kept securely in the school office until 3.10pm the following day (see mobile phone policy)

Cyberbullying - Online bullying and harassment

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on students. Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy. These include:

- No access to public chat-rooms, Instant Messaging services and bulletin boards.
- Students are taught how to use the Internet safely and responsibly, and are given access to guidance and support resources from a variety of sources.

We encourage students to discuss any concerns or worries they have about online bullying and harassment with staff, and have a range of materials available to support students and their families.

- Complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy.
- Complaints related to child protection are dealt with in accordance with school child protection procedures.

Contact details and privacy

As specified elsewhere in this policy, pupil's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

Students are taught that sharing this information with others can be dangerous – see Teaching the Safe Use of the Internet.

School and pupil websites – pictures and pupil input

As part of the ICT and wider curriculum, students may be involved in evaluating and designing web pages and web-based resources.

Any work that is published on a public website and attributed to members of our school community will reflect our school, and will therefore be carefully checked for mistakes, inaccuracies and inappropriate content.

Students may design and create personal web pages. These pages will generally only be made available to other school users, or as part of a password protected network or learning platform.

Where pupil websites are published on the wider Internet, perhaps as part of a project with another school, organisation etc, then identifying information will be removed, and images restricted.

Deliberate misuse of the Internet facilities

All students have discussed the rules for using the Internet safely and appropriately. These rules should be displayed in each classroom and the ICT suite

Where a pupil is found to be using the Internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse.

Sanctions will include:

Unsuitable material (e.g. online games, celebrity pictures, music downloads, sport websites etc)

- Initial warning from class teacher – the schools consequence system will be applied (see Behaviour policy)
- Banning from out of school hours Internet facilities
- Report to Headteacher
- Phone call/Letter to parent/carer

Offensive material

- Removal of access to Internet in school for a period of time
- Report to the Headteacher, which may result in exclusion and/or police involvement.

How will complaints regarding e-Safety be handled?

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

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. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

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

- All incidents will be recorded
- Interview/counselling by class teacher, Head of Section or Senior Leadership Team
- informing parents or carers;
- removal of Internet or computer access for a period,
- exclusion
- referral to LA / Police.

Our Senior Assistant Headteacher acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.

6. Use of the Internet and ICT resources by school staff

The Internet

Our school understands that the Internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion.

We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

Internet Availability

To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use.

ICT Equipment and Resources

The school also offers staff access to appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, video camcorders, sound recorders, control and data logging equipment and a range of professional and curriculum software

Professional use

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our students both in school and at home.

Staff are also careful to consider inclusion and equalities issues when using ICT and the Internet, and to provide students with appropriate models to support the school Inclusion and Equal Opportunities policies.

Personal use of the Internet and ICT resources

Some equipment (including laptops) is available for loan to staff, with permission from the Headteacher. The appropriate forms and agreements must be signed.

However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below.

E-mail

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.

Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

E-mail accounts provided by the school may sometimes need to be accessed, although personal privacy will be respected.

Online discussion groups, bulletin boards and forums, online chat and messaging

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin board to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

Social Networking

The school appreciates that many staff will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff is covered in Staff Professional Conduct expectations and agreements.

Data Protection and Copyright

The school has data protection policy in place – please see separate documentation for more details.

Staff are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.

Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support students to do the same.

7. Netherthorpe School

e-Safety Policy Staff Agreement Form

This document covers use of school digital technologies, networks etc both in school and out of school. Access

- I will obtain the appropriate log on details and passwords from the ICT technicians
- I will not reveal my password(s) to anyone other than the persons responsible for running and maintaining the system.
- If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access school ICT systems or resources

Appropriate Use

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to a member of the SLT.

Professional Conduct

- I will not engage in any online activity that may compromise my professional responsibilities
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role
- I will never include students or former students as part of a non-professional social network or group
- I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities
- I will not browse, download or send material that could be considered offensive to colleagues
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / member of SLT

Personal Use

- I understand that I may use Internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes.
- I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or other material onto school computers, or onto the school network area.
- I understand that the forwarding of e-mail chain letters, inappropriate 'jokes' and similar material is forbidden.

- I will not use the school Internet facilities for personal access to public discussion groups or social networking sites

Email

- I will only use the approved, secure email system for any school business
- I will only use the approved school email, or other school approved communication systems with students or parents/carers, and only communicate with them on appropriate school business.

Use of School equipment out of school

- I agree and accept that any computer or laptop loaned to me by the school, is provided mainly to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue and Customs.
- I will return school equipment regularly to be checked and updated as requested by the ICT technicians
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software

Teaching and Learning

- I will always actively supervise, or arrange for suitable supervision of students that I have directed or allowed to use the Internet
- I will embed the school's e-safety curriculum into my teaching, using agreed resources and materials
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice
- I will only use the Internet for professional purposes when students are present in an ICT suite, or a classroom with Internet access

Photographs and Video

- I will not use personal digital cameras or camera phones for taking and transferring images of students or staff without permission and will not store images at home without permission
- I will never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance)

Data protection

- I will not give out or share personal addresses (including email), telephone / fax numbers of any adult or students working at the school.
- I will not take pupil data, photographs or video from the school premises without the full permission of the head teacher e.g. on a laptop, memory stick or any other removable media
- I will ensure that I follow school data security protocols when using any confidential data at any location other than school premises
- I will respect the privacy of other users' data, and will never enter the file areas of other staff without their express permission
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

Copyright

- I will not publish or distribute work that is protected by copyright
- I will encourage students to reference online resources and websites when they use them in a report or publication

User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I agree to have a school user account, be connected to the Internet via the school network and be able to use the school's ICT resources and systems.

Signature Date

Full Name (printed)

Job title

School

8. Data Protection Policy

Our school is aware of the data protection law as it affects our use of the Internet, both in administration and teaching and learning.

We adhere to the Local Authority Guidelines on Data protection.

Staff and students understand the legal and disciplinary implications of using the Internet at school for illegal purposes.

Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the Internet by members of the school community using the connection provided by the school.

9. Staff Laptop and ICT Equipment Loans

Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this e-Safety Policy.

This must be the case wherever the laptop, computer or other such device is being used as it remains the property of Netherthorpe School at all times.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, they will replace or arrange for the repair of the equipment at their own expense.

Staff must complete the 'Equipment Handout form' before taking the equipment away from the school premises.

Equipment Handout Form

I confirm that I have been issued the equipment listed below, and that this equipment is now my responsibility. I will report any damage or loss of equipment immediately to a member of the Netherthorpe IT Services team.

Any equipment issued remains the property of Netherthorpe School. On termination of employment or in the event of an extended absence, Netherthorpe School will require any issued equipment to be returned.

Asset/Serial No	Description

Name:

Job Title:

Signature: