

## **E-Safety Policy 2**

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### **Background / Rationale**

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

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

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. A school e-safety policy should help to ensure safe and appropriate use. The development and implementation of such a strategy should involve all the stakeholders in a child's education from the Head Teacher to the senior leaders and classroom teachers, support staff, parents, members of the community and the students / pupils themselves.

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

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

- Access to illegal, harmful or inappropriate images or other content.
- Unauthorised access to / loss of / sharing of personal information.
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge.
- Inappropriate communication / contact with others, including strangers.

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- Cyber-bullying.
- Access to unsuitable video / internet games.
- An inability to evaluate the quality, accuracy and relevance of information on the internet.
- Plagiarism and copyright infringement.
- Illegal downloading of music or video files.

The potential for excessive use which may impact on the social and emotional development and learning of the young person.

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

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

The school must demonstrate that it has provided the necessary safeguards to help ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks. The e-safety policy that follows explains how we intend to do this, while also addressing wider educational issues in order to help young people (and their parents / carers) to be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

**Schedule for Development / Monitoring / Review**

This e-safety policy was approved by the Head Teacher's on:	September 2012
The implementation of this e-safety policy will be monitored by:	Member responsible for ICT (Mr Suleman Kandawala
Monitoring will take place at regular intervals:	ICT management meetings
The E-Safety Member will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) at regular intervals:	Once a term
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	Annually
Should serious e-safety incidents take place, the following external persons / agencies should be informed	Head Teachers & (LA e-safety adviser), Police

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Internal monitoring data for network activity
- Surveys / questionnaires of
  - Students / pupils (e.g. Ofsted "Tell-us" survey / CEOP ThinkUknow survey)
  - Parents / carers
  - Staff

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### **Scope of the Policy**

This policy 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.

The Education and Inspections Act 2006 empowers Head Teachers, 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. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

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

### ***Roles and Responsibilities***

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

#### ***Trustee, Head Teachers and Senior Leaders***

- The Head Teacher is responsible for ensuring the safety (including e-safety) of members of the school community, though the day-to-day responsibility for e-safety will be delegated to the E-Safety Officer.
- The Head Teacher / Senior Leaders are responsible for ensuring that the E-Safety Officer and other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues, as relevant
- The Head Teacher / Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Senior Leadership Team will receive regular monitoring reports from the E-Safety Officer.

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- The Head Teacher and another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

### ***E-Safety Officer***

E-Safety Officer - Mr Suleman Kandawala:

- Leads the e-safety committee.
- Takes day-to-day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents.
- Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- Ensures that staff are trained and advised on e-safety issues.
- Liaises with the Local Authority.
- Liaises with school ICT technical staff.
- Receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments.
- Meets regularly with staff members to discuss current issues, review incident logs and filtering / change control logs.
- Reports regularly to Senior Leadership Team.

### ***Network Manager / Technical staff***

The Network Manager is responsible for ensuring:

- That the school's ICT infrastructure is secure and is not open to misuse or malicious attack.
- That the school meets the e-safety technical requirements required to ensure that this policy can be operated.

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- That users may only access the school's networks through a properly enforced password protection policy, in which passwords are regularly changed.
- That he / she keeps up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant.
- That the use of the network / Virtual Learning Environment (VLE) / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the E-Safety Officer /Head Teacher / Senior Leader for investigation / action / sanction using the appropriate log sheets.
- That monitoring software / systems are implemented and updated as agreed in school policies.

### ***Teaching and Support Staff***

Teaching and Support Staff are responsible for ensuring that:

- They have an up to date awareness of e-safety matters and of the current school e-safety policy and practices.
- They have read, understood and signed the school Staff Acceptable Use Policy / Agreement (AUP).
- They report any suspected misuse or problem to the E-Safety Officer /Head Teacher / Senior Leader for investigation / action / sanction.
- Digital communications with students / pupils (email / Virtual Learning Environment (VLE)) should be on a professional level and only carried out using official school systems.
- E-safety issues are embedded in all aspects of the curriculum and other school activities.
- Students understand and follow the school e-safety and acceptable use policy.
- Students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- They monitor ICT activity in lessons, extra curricular and extended school activities.



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- They are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices.
- In lessons where internet use is pre-planned students should be guided to sites (using Frog when possible) checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

### ***Designated Person for Safeguarding***

Designated person for safeguarding: Mr Imran Tai & Ms Sumayya Pathan

- Should be trained in e-safety issues and be aware of the potential for serious child protection issues to arise from:
  - Sharing of personal data.
  - Access to illegal / inappropriate materials.
  - Inappropriate on-line contact with adults / strangers.
  - Potential or actual incidents of grooming.
  - Cyber-bullying.

### ***E-Safety Committee***

E-Safety Committee - ICT Management Group / Head Teachers.

Members of the E-safety committee will assist the E-Safety Coordinator / Officer with the production / review / monitoring of the school e-safety policy / documents.

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### ***Students / pupils***

Students / pupils:

- Are responsible for using the school ICT systems in accordance with the Student / Pupil Acceptable Use Policy.
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.

### ***Parents / Carers***

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

### ***Community Users***

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

## **Policy Statements**

### ***Education – students / pupils***

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

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

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

### ***Education – Parents / Carers***

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line experiences. Parents often either underestimate or

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do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide".

The school will therefore seek to provide information and awareness to parents and carers through letters, newsletters, web site, VLE and other relevant web sites.

### ***Education & Training – Staff***

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

- A planned programme of formal e-safety training will be made available to staff. An audit of the e-safety training needs of all staff will be carried out regularly. It is expected that some staff will identify e-safety as a training need within the performance management process.
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Policies
- The E-Safety Coordinator (or other nominated person) will receive regular updates through attendance at LA / other information / training sessions and by reviewing guidance documents released by LA and others.
- This E-Safety policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.

### ***Technical – Infrastructure / Equipment, Filtering and monitoring***

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

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- School ICT systems will be managed in ways that ensure that the school meets the e-safety technical requirements outlined in the Local Authority E-Safety guidance.
- There will be regular reviews and audits of the safety and security of school ICT systems.
- Servers, wireless systems and cabling must be securely located and physical access restricted.
- All users will have clearly defined access rights to school ICT systems. Details of the access rights available to groups of users will be recorded by the Network Manager and will be reviewed, at least annually, by the ICT management group.
- All users will be provided with a username and password by the Network Manager who will keep an up to date record of users and their usernames. Users will be required to change their password every six weeks.
- The "master / administrator" passwords for the school ICT system, used by the Network Manager (or other person) must also be available to the Head Teacher or other nominated senior leader and kept in a secure place (e.g. school safe).
- Users will be made responsible for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.
- The school maintains and supports the managed filtering service provided by the Local Authority.
- In the event of the Network Manager needing to switch off the filtering for any reason, or for any user, this must be logged and carried out by a process that is agreed by the Head Teacher (or other nominated senior leader).
- Any filtering issues should be reported immediately to SWGfL.
- Requests from staff for sites to be removed from the filtered list will be considered by the Network Manager and the ICT management group. If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the ICT management group.

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- School ICT technical staff regularly monitor (using 'Policy Central) and record the activity of users on the school ICT systems and users are made aware of this in the Acceptable Use Policy.
- The Incident sheet system is in place for users to report any actual / potential e-safety incident to the Network Manager/HoY/SLT for ICT as appropriate. A standard letter is available to be sent home to inform parents.
- 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.
- Temporary access for guests is available. This has very limited access.
- Executable files should only be downloaded by administrators.
- Laptops are not allowed to be connected to the school network.
- 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.

## ***Curriculum***

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

- In lessons where internet use is pre-planned, it is best practice that students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where students are allowed to freely search the internet, e.g. using search engines, staff should be vigilant in monitoring the content of the websites the young people visit using 'Synchronise' or other suitable monitoring.

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- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Network Manager can temporarily remove those sites from the filtered list for the period of study.. Any request to do so, should be auditable, with clear reasons for the need.
- Students should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information by the class teacher as well as in assemblies / newsletter etc.
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

### ***Use of digital and video images - Photographic, Video***

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

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

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- Care should be taken when taking digital / video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Students must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.
- Students' full names will not be used anywhere on the school website, particularly in association with photographs (at the discretion of the Head Teacher).
- Written permission from parents or carers will be obtained before photographs of students are published on the school website

### 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.



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Staff must ensure that they:

- At all times, take care to ensure the safekeeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

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

- The data must be encrypted or password protected (Staff to see Network Manager for advice on how to do this).
- The device must be password protected (many memory sticks / cards and other mobile devices cannot be password protected).
- The device must offer approved virus and malware checking software.
- The data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete.

### **Communications**

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

Communication Technologies	Staff & other adults					Students			
	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		✓	✓						✓
Use of mobile phones in lessons				✓					✓
Use of mobile phones in social time									✓
Use of mobile phones in social time (sixth form)									N/A
Taking photos on school mobile phones or other camera devices									✓
Taking photos on personal mobile phones or other camera devices									✓
Use of hand held devices e.g. PDAs, PSPs				✓				✓	

Communication Technologies	Staff & other adults					Students			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed		Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Use of personal email addresses in school, or on school network				✓					✓
Use of school email for personal emails				✓					✓
Use of chat rooms / facilities				✓					✓
Use of instant messaging				✓					✓
Use of social networking sites				✓					✓
Use of blogs				✓					✓

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

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

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- Users must immediately report, to their teacher, E-safety officer or the SLT responsible for safeguarding 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. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or public chat / social networking programmes must not be used for these communications.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

**Unsuitable / inappropriate activities**

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts certain internet usage as follows:

<u>User Actions</u>		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	child sexual abuse images					✓
	promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation					✓
	adult material that potentially breaches the Obscene Publications Act in the UK					✓
	criminally racist material in UK				✓	
	pornography				✓	
	promotion of any kind of discrimination				✓	
	promotion of racial or religious hatred				✓	
	threatening behaviour, including promotion of physical violence or mental harm				✓	

<u>User Actions</u>		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	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				✓	
Using school systems to run a private business					✓	
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school					✓	
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions					✓	
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)					✓	
Creating or propagating computer viruses or other harmful files					✓	

<u>User Actions</u>	Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
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				✓	
On-line gaming (educational)		✓			
On-line gaming (non educational)				✓	
On-line gambling				✓	
On-line shopping / commerce			✓		
File sharing				✓	
Use of social networking sites			✓		
Use of video broadcasting e.g. Youtube			✓		

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### **Responding to incidents of misuse**

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

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

- Child sexual abuse images.
- Adult material which potentially breaches the Obscene Publications Act.
- Criminally racist material.
- Other criminal conduct, activity or materials.

Then the E-safety Officer / Child protection officer / Head Teacher should be contacted.

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



Incidents (Students)	Incident sheet	Refer to class teacher / tutor	Refer to Head of Department, Head of Year or other	Refer to Head Teacher	Refer to Police	1. Warning	2. Refer to technical support staff for action re filtering	3. Inform parents / carers	4. Removal of network / internet access rights	5. Further sanction e.g. detention or exclusion
						Use incident sheet and then standard letter to inform parents				
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).			✓	✓	✓					
Unauthorised use of non-educational sites during lessons	✓					✓				
Unauthorised use of social networking / instant messaging / personal email	✓					✓				
Unauthorised downloading or uploading of files	✓						✓			
Allowing others to access school network by sharing username and passwords	✓					✓				

Incidents (Students)	Incident sheet	Refer to class teacher / tutor	Refer to Head of Department, Head of Year or other	Refer to Head Teacher	Refer to Police	1. Warning	2. Refer to technical support staff for action re filtering	3. Inform parents / carers	4. Removal of network / instant access rights	5. Further sanction e.g. detention or exclusion
						Use incident sheet and then standard letter to inform parents				
Attempting to access or accessing the school network, using another student's / pupil's account	✓					✓				
Attempting to access or accessing the school network, using the account of a member of staff	✓							✓		
Corrupting or destroying the data of other users	✓		✓					✓		
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	✓		✓					✓		
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	✓	✓	✓					✓		
Using proxy sites or other means to subvert the school's filtering system	✓	✓						✓		

Incidents (Students)	Incident sheet	Refer to class teacher / tutor	Refer to Head of Department, Head of Year or other	Refer to Head Teacher	Refer to Police	1. Warning	2. Refer to technical support staff for action re filtering	3. Inform parents / carers	4. Removal of network / internet access rights	5. Further sanction e.g. detention or exclusion
						Use incident sheet and then standard letter to inform parents				
Accidentally accessing offensive or pornographic material and failing to report the incident	✓					✓				
Deliberately accessing or trying to access offensive or pornographic material	✓	✓						✓		
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	✓					✓				
Continued infringements of the above, following previous warnings or sanctions	Move up the actions.									

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## ***Student / Pupil Acceptable Use Policy Agreement Template***

### ***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* will have good access to ICT to enhance their learning and will, in return, expect the *students* 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 treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.

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- 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 as a resource.
- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
- I will act as I expect others to act toward me.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school.

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- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission. (I will have my mobile phone switched off at all other times).
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation 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 or recreation, I recognise that:
  - I should ensure that I have permission to use the original work of others in my own work.
  - Where work is protected by copyright, I will not try to download copies (including music and videos).
  - When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I understand that I am responsible for my actions, both in and out of school.
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out

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of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, exclusions, contact with parents and in the event of illegal activities involvement of the police.

### ***Student / Pupil Acceptable Use Agreement Form***

This form relates to the student / pupil Acceptable Use Policy (AUP), to which it is attached.

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

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

- I use the school ICT systems and equipment (both in and out of school).
- I use my own equipment in school (when allowed) e.g. 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 e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Student's Name: .....

Class: .....

Signature: .....

Date: .....

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## ***Staff (and Volunteer) Acceptable Use Policy Agreement Template***

### ***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. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

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

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for *students* learning and will, in return, expect staff and volunteers 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. I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.



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For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, VLE etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will be professional in my communications and actions when using school ICT systems:
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured (at the discretion of the Head Teacher).
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with students / pupils and parents / carers using the school e-mail system. Any such

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communication will be professional in tone and manner. (I will not use personnel e-mail or social networking).

- I will not engage in any on-line activity that may compromise my professional responsibilities.

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

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

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- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy. Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that data protection policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- When using the internet in my professional capacity or for school sanctioned personal use:
- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that I am responsible for my actions in and out of school.
- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to the Local Authority and in the event of illegal activities the involvement of the police.

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

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Staff / Volunteer Name: .....

Signature: .....

Date: .....

**Parent / Carer Acceptable Use Policy Agreement Template**

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* will have good access to ICT to enhance their learning and will, in return, expect the *students* 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 below to show their support of the school in this important aspect of the school's work.

**Permission Form**

Parent / Carers Name: .....

Student / Pupil Name: .....

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

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

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

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signature: .....

Date: .....

Reviewed: September 2016

Next Review: September 2017