

## **E-Safety Policy**

At each key stage, students are entitled to the opportunity to develop ICT capability through activities that arise in all curriculum areas, undertaken individually or in groups, as well as being appropriate to both boys and girls. Students should use ICT to:

- Communicate and handle information.
- Design, develop, explore and evaluate models of real or imaginary situations.
- Measure and control physical variables and movement
- Make informed judgments about ICT applications and their effect on the quality of life for society and the individual

Additionally, by encouraging ICT development through all subjects, teachers can:

- Enable students to become familiar with ICT in many contexts.
- Develop students' confidence and satisfaction in the use of ICT.
- Broaden students' understanding of the effects of the use of ICT.
- Enable students to take greater responsibility for their own learning and provide opportunities for them to decide when it is appropriate to use ICT in their work.
- Encourage the flexibility needed for students to adjust to and take advantage of future developments in ICT.

Students will be given opportunities to develop the following skills and abilities:

- Confidence in handling hardware, software and other ICT equipment.

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- The ability to use ICT equipment to manipulate and present written word, images and sounds so as to convey a message effectively.
- The ability to use ICT equipment to store information, and retrieve then present it in ways which enhance interpretation and analysis.
- An awareness of the role of ICT encountered in daily life in the control of equipment.
- To be able to talk about their use of ICT and its place within real life contexts.

The E-Safety Policy applies to all staff and students at Leicester Community Academy.

ICT staff may look at files and communications to ensure that the system is being used responsibly.

Students should be aware that a member of staff can view their computer screen at any time without them knowing about it. Users should not expect that their work and emails would always be private.

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Trustees, Head Teachers aims to embed safe practices into the culture of the school. The Head Teacher ensures that the Policy is implemented and compliance with the Policy monitored. The responsibility for e-Safety has been designated to a member of the senior management team.

Our school's e-Safety Co-ordinator is Mr Suleman Kandawala. Our e-Safety Coordinator ensures they keep up to date with e-Safety issues and guidance through liaison with the Local Authority e-Safety Officer and through organisations such as Becta and The Child Exploitation and Online Protection (CEOP). The school's e-Safety coordinator ensures the Head Teachers, Senior Leadership Team are updated as necessary.

### **Network – Terms and Conditions**

- Security - Security on any computer system is a high priority, especially when the system involves many users. Students may not use another individual's account. Each individual is responsible for keeping their own passwords secure. Students

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may not access resources for which they do not have expressed permission. If a student can identify an access security problem on the Network or Internet, the student must notify a member of staff and not demonstrate the problem to other users.

- Staff and Students may use the network sensibly for any activities, which support learning and teaching at Leicester Community Academy, in particular those which take advantage of the network's functions: electronic conferences, bulletin boards, databases, and access to the Internet.
- A student must not attempt to undertake any form of computer repair themselves. Always inform the ICT support staff.
- Students must make sure that they have completely logged off the computer before leaving.
- Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Any instances will be reported to the Senior Leadership Team.
- Users must save all data to their Z: Drive. The technical support team will not take any responsibility for data stored in any other location. Please do not save to the C: Drive.
- Leicester Community Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Leicester Community Academy will not be responsible for any damages, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or student/staff errors or omissions.
- Students are not permitted to use personal laptops within school. Only laptops provided by the school maybe used within the premises.
- Only software purchased by the School is allowed to be used on School premises

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- Music files of any description should not be downloaded or brought into school and saved on any device in any format unless under the authorisation of a subject tutor for educational purposes (Please refer to the Behaviour policy for use of audio equipment)
- All files that are brought in for use on the network on any media must be virus free
- The school will take all precautions to make sure that the network is virus free and take no responsibility for any virus infection going to third party hardware.
- Students must change their password regularly
- The network management accepts no responsibility for harm caused directly or indirectly by use of the network. (ie Repetitive Strain Injury)
- Any action which could result in the disclosure of personal information, may result in disciplinary action.

### **Internet - Terms and Conditions**

- Acceptable Use - The use of the Internet, through school computers, must be in support of education and research and consistent with the educational objectives of Leicester Community Academy
- Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any UK laws is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene materials, as determined by the e-safety Manager, or materials protected by trade secret. Use for commercial activities is generally not acceptable. Use for advertising of any kind or nature or political lobbying is prohibited except under the direction of the teacher and in line with the schools Catholic Mission.
- Privileges - The use of the Internet is a privilege, not a right, and inappropriate use as solely determined by the e-safety Manager will result in revocation of those privileges. The e-safety Manager will deem what is inappropriate use, and his decision is final. Also, the ICT Technical support staff may deny a student's use if he or she is thought to be abusing the

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privilege of using the Internet and World Wide Web whilst investigations are being carried out, Heads of Year will be informed and action taken accordingly. A log of all Internet access and activity is monitored throughout the day by the ICT Technical Support Staff, so misuse of the system can be quickly identified and dealt with.

- Students are expected to abide by the following rules when using the Internet:
- Be polite. Do not get abusive in your messages/e-mails to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal the personal address or phone number of students or staff.
- Note that electronic mail (e-mail) is not private. System operators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Certain Internet forums, discussion groups, user groups, servers, etc. contain or address material that is, or could be construed to be obscene. Students and staff are expressly denied access to such Internet resources.
- Do not try to bypass the Internet (proxy) filtering system.
- Cyber bullying will not be tolerated. The e-safety officer will be notified immediately if any incident occurs, incidents will then be reported to the head of year as appropriate.
- Attempts to logon to the Internet as a system administrator are specifically denied. Any such attempts will result in cancellation of user's privileges. Any user identified as a security risk may be denied access to the Internet.
- Mobile phone usage is forbidden within school. Students will not use mobile phones to connect to the Internet.
- Programs must not be installed on a computer except by the ICT Support Team. **Do not** bring in programs on any form of media or download from the internet.

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- Games, music or video must not be loaded, played or used on any computer unless used for **authorised** training or teaching purposes.
- If an Internet resource is of a questionable nature, the burden of responsibility lies with the student to check with a member of staff to determine if the student should or should not access that resource. This may be referred to the e-safety officer; the staff member's decision shall be final.

***The Data Protection Act (1998)***  
***The Computer Misuse Act (1990)***

- Unauthorised access (e.g. using another user's username and password).
- "Hacking", "introduction of viruses".
- Unauthorised modification of the contents of a computer (installing software in your account).

***The Copyright, Designs and Patents ACT (1998)***  
***Copyright and Related Rights Regulations 2003 (SI 2003, No. 2498)***  
***Copyright (Computer Programs) Regulations (1992)***

It is an offence to:

- Copy software unless allowed by license.
- Download copyright materials (which may include MP3's).
- Link to a site that contains material used without permission.

***Public Interest Disclosure Act (1998)***  
***Obscene Publications Act (1959)***

- It is an offence to sell, hire or lend material that is obscene.
- This includes publishing or downloading pornographic or other offensive material from the web.

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### ***Telecommunications Act (1984)***

- It is an offence to transmit messages over telecommunications systems (including computer networks) of an obscene, libellous or annoying nature.
- This INCLUDES the contents of e-mail.

### ***Theft Act (1968)***

- Leicester Community Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Parents, who wish their son/daughter to make use of the School network and Internet, will be required to sign an ICT and e-safety Agreement that will be issued by the school.
- Students who do not adhere to the Acceptable Use Policy will be subject to the School's Discipline Policy. This may result in permanent exclusion e.g. an infringement of the Data Protection Act.

Reviewed: September 2016

Next Review: September 2017