HERON PARK PRIMARY ACADEMY

SP14

E SAFETY POLICY

Approved by: Governing Body

Date Approved: Autumn 2015

Date for Review: Autumn 2017

Heron Park Primary Academy

E-Safety and Acceptable Use Policy

The following is an addition to the ICT policy relating to the use of all ICT equipment in school. Please read it carefully as breaches of this policy will be regarded as a serious matter.

- Updated:
- Agreed with staff:
- Pupil input:
- Viewed by parents:
- Approved by the governing body:

Contents

Acceptable Use Statement

The computer system is owned by the school. “The computer system” means all computers and associated equipment belonging to the school, whether part of the school’s integrated network or stand-alone, or taken offsite.

Professional use of the computer system is characterised by activities that provide children with appropriate learning experiences; or allow adults to enhance their own professional development. The school recognises that technologies such as the Internet and e-mail will have a profound effect on children’s education and staff professional development in the coming years and the school’s Internet Access Policy has been drawn up accordingly.

The installation of software or hardware unauthorised by the school, whether legitimately licensed or not is expressly forbidden.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

All members of staff, students on placement, supply teachers etc must sign a copy of this policy statement before a system login password is granted. All children must be made aware through class discussion of all the important issues relating to acceptable use, especially the monitoring of Internet use.

Staff Password Policy

Staff are required to use “strong” passwords when accessing the school network or learning platform. Passwords should contain a mixture of letters, numbers and punctuation characters.

Staff must not share passwords, must not log on and allow anyone else to use the workstation and must ensure that if a workstation is left unattended, it is locked. (Using Ctrl/Alt/Del and selecting “Lock Workstation”).

Staff Laptops

Staff laptops, or other devices assigned to staff by the school must only be operated by them. It is inadvisable to permit family members or anyone else to operate the equipment. Staff using laptops at home need to ensure they have adequate insurance in place. Staff should adhere to the school internet access policy statement when using school laptops at home.

Data In Transit

It is recognised that teachers need to hold and share a large amount of data pertaining to pupils. The Data Protection Act (1990) requires that all data is held securely, accessed only in accordance with the provisions of the Act and transferred in a secure manner. Data must not be emailed unless held in an encrypted attachment and the decryption key must be transmitted to the recipient by alternative means such as by telephone.

To transfer data from school to home staff must use encrypted memory sticks.

Staff must under no circumstances create and keep “local” copies of data on workstations or their own personal computer systems or USB memory keys.

Contact with Pupils

Staff should only have contact with pupils online via school technologies e.g. class e-mail address / through the Learning Platform facilities e.g messaging and forums.
Staff should not add pupils past or present as friends on social networking sites such as facebook.
Staff are reminded that, while respecting the privacy of personal social networking sites, there should be nothing there that might bring the profession into disrepute.

Internet Access Policy Statement

All Internet activity should be appropriate to staff professional activities or the children's education. It has been drawn up to protect all parties; the students, the staff and the school.

Internet

- Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person or written down;

- The Internet may be accessed by staff and children throughout their hours in school;

- Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited e.g. knowingly allowing a virus onto the system. If a deliberate activity contrary to the intentions of this policy results in damage to the school systems, recompence may be sought.

- All Internet activity should be appropriate to staff professional activity or the pupil's education. Legitimate private interests may be followed where these cause no difficulties for other users and do not compromise school use e.g. staff may use internet to access personal e-mails outside of directed time.
- Use of the school's Internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is forbidden.

- Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. All material saved on the school's network is the property of the school and making unauthorised copies of materials contained thereon maybe in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights.

- All web activity is monitored, including the content of e-mail, therefore it is the responsibility of the user to ensure that they have logged off the system when they have completed their task.

- Users accessing inappropriate materials should expect to have their permission to use the system removed.

Email

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media. Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.

- No data covered by the Data Protection Act (1990) may be sent in an unencrypted format via email.

- Posting anonymous messages and forwarding chain letters is forbidden;

- Downloading attachments to emails should only take place where you have requested these attachments and are therefore certain of their origin.

- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden and may lead to disciplinary action being taken or involvement of outside agencies.

- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of ICT staff. The sending or receiving of an email containing content likely to be unsuitable for schools is strictly forbidden.

- It is advisable for staff to use their school EasyMail account as opposed to personal e-mail accounts for school based work. Our school “signature” is placed at the end of all e-mails.

- Children are not to be given individual e-mail addresses in school. There are class e-mail addresses and these must be strictly monitored by the teacher.

Video Conferencing Or Similar Interactive Learning Technologies:

- Video Conferencing will be booked in advance between schools or through a trusted provider under the strict supersision of school staff.
- Ensure video conferencing equipment is switched off when not in use and not set to auto answer.

- Ensure that video conferencing contact information is not put on the School Website.

- Ensure that parents and guardians have given express consent for their children to take part in video conferences.

- Ensure that only staff are issued with unique log on and password details for educational videoconferencing services.

- Ensure that all sites and participants have given written permission in advance when recording a videoconference lesson. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference.

- Ensure that recorded material is stored securely.

- Ensure that, if third-party materials are included in the lesson, it is acceptable to do so to avoid infringing the third party intellectual property rights.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

- Mobile phones must not be used during lessons or formal school time. Pupils should hand in their mobile phone to office staff for the duration of the school day.

- The sending of abusive or inappropriate text messages is forbidden.

- The school mobile phone should be taken on trips and used as the primary communication for parents.

Pupils

- Children must not be given unsupervised access to the Internet. For the purposes of this policy, “supervised” means that the user is within direct sight of a responsible adult;

- The teaching of e-safety is included in the school’s ICT Scheme of Work, but all teachers within all year groups should frequently be including e-safety issues as part of their discussions on the responsible use of the school’s computer systems;

- All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off or close the laptop lid and report immediately to a member of staff.

Social networking and personal publishing:

- The school will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.

- Pupils will be advised never to give out personal details of any kind which may identify them or their location.

- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils, and may well breech the conditions of the site (eg minimum age of 13 on BEBO or Facebook).

Internet use at home

- Parents and Carers will be advised to contact their own Internet Service Providers to explore home filtering and child controls.

- Parents are advised not allow their child unsupervised access to the internet.

- Parents should be advised to visit the e-Safety section of the school website or Learning Platform for further information on e-Safety at home.

Internet and System Monitoring

Through RM safetynet plus system all Internet activity is monitored. If it is suspected that there are any transgressions of the school's Internet policy and/or use of obscene, racist or threatening language detected by the system the ICT team can request RM to provide logs of dates ond times of internet sites visited. Occasionally, it may be necessary for the ICT team to investigate attempted access to blocked sites, and in order to do this, the ICT team will need to set his/her Internet access rights to "Unrestricted". Whenever this happens, this should be recorded in the ICT violations register, and the Headteacher notified.
(NB – the ICT team includes the ICT subject leader / technicians / ICT working party)
All serious transgressions of the school's Internet Access Policy are recorded in the school's ICT violations register. The violations register can be found in the Headteacher's office in the ICT folder.
Transgressions of Internet Policy and use of inappropriate language can be dealt with in a range of ways, including for pupils removal of Internet access rights; computer system access rights; meetings with parents or even exclusion; in accordance with the severity of the offence and the school's Behaviour Policy.
Breaches of Internet Access Policy by staff will be reported to the Headteacher and will be dealt with according to the school's and LEA's disciplinary policy, or through prosecution by law.

Internet Publishing Statement

The school wishes the school's web site and Learning Platform to reflect the diversity of activities, individuals and education that can be found at Heron Park Primary Academy . However, the school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

- No video recording may be published without the written consent of the parents/legal guardian of the child concerned, and the child's own verbal consent.

- All photos published on the schools website and learning platform must only be of minimal resolution to view on screen.

- First names of children may only be used. However, when annotating photographs no names of children should be given, instead name the group membership e.g. school council, year 4 etc.

- No link should be made between an individual and any home address (including simply street names);

- Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but form to the school's safeguarding procedures and sign the school 'Use of digital photography' declaration form. (Appendix H)

Use of Portable Equipment

The school provides portable ICT equipment such as laptop computers, colour printers and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities. Exactly the same principles of acceptable use apply as in the Acceptable Use Statement above.

- Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use of a laptop computer and access should be negotiated with the individual concerned. Any difficulties should be referred to the ICT co-ordinator;

- Certain equipment will is stored centrally in the ICT suite. Once equipment has been used, it should be returned to the storage area;

- Equipment such as laptop computers are encouraged to be taken offsite for use by staff in accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured from the moment it leaves the school premises.

- Where a member of staff is likely to be away from school through illness, professional development (such as secondment) or maternity leave, arrangements must be made for any portable equipment in their care to be returned to school. In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it;

- If an individual leaves the employment of the school, any equipment must be returned;

- Staff should not install software on the laptops or computers without the express permission of the ICT subject leader.

- The use of USB sticks, external HDDs etc. is permitted but staff should run regular anti-virus software checks.

Assessing risks

- The school will take all reasonable precautions to ensure that users access only appropriate material.

- However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor ESCC can accept liability for the material accidentally accessed, or any consequences of Internet access.

- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with initially by the e-Safety Coordinator or a member of the SLT if e-safety coordinator is not available.

- All e-Safety incidents will be recorded in the format shown in appendix F. This is known as the ‘e-Safety Incident Record.

- A copy of the e-Safety Incident Record will be sent to the headteacher, the Child Safety Officer, ESCC. One copy will be stored in the pupil or staffs file. One copy will be kept by the e-Safety Coordinator.

- Any complaint about staff misuse must be referred to the headteacher. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

- Pupils and parents will be informed of the complaints procedure.

- Discussions may be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

- E-safety incident flow chart displays the course of action taken as shown in appendix E.

Heron Park Primary Academy School Procedures

The school has developed a set of guidelines for Internet use by KS2 pupils. [**Appendix A1**] A simplified 'poster' is offered for KS1 pupils. [**Appendix A2**] These rules will be made available to all pupils, and kept under constant review.
Parents' permission is requested for children to have Internet access at school. [**Appendix B**] This request also covers whether a child's image may be used as part of the school's website under the guidelines of our website policy.
All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils. All members of staff are expected to follow guidelines established for their own Internet use, and each staff member must sign an agreement to adhere to these rules. [**Appendix C**]
Staff and other adults who are asked to take photographs of pupils on behalf of the school for use on the website, prospectus etc. must sign a declaration of agreement for the safe use of such material. [**Appendix D**]

Appendix A1

Appendix B
Parent Permission Form

Heron Park Community Primary Academy

Internet and Photograph Parent Permission Form
(*please delete as applicable)*

Please complete and return this form to the school office.

- I **do/do not** give permission for my son/daughter to use electronic mail and the Internet with adult supervision. (NB – at Heron Park Community Primary Academy. School children will not have personal e-mail addresses; only class addresses will be used.) I understand that the Academy makes certain that Internet access is always under adult supervision and Internet safeguards are in place.

- I **do/do not** give permission for my son/daughter to participate in Video Conferencing with adult supervision within the safeguarding guidelines set out by Heron Park Community Primary Academy

- I **do/do not** give permission for my child's image to appear on the Academy website and Learning Platform under the strict Internet guidelines set up by the school. (i.e., No close up individual photos, no posed portrait-type photos, no children's names are ever used and the focus of photos is always on the activity being conducted.)

- I **do/do not** give permission for my child's image to appear in the school prospectus and other school promotions e.g. leaflets and fliers for forthcoming events.

- I **do/do not** give permission for my child's image to appear in the local newspaper or magazines.

Parent/Guardian Signature _____ **Date**_____

Name of Pupil _____ **Class** _____

Home Telephone _____

Appendix C

E-safety and Acceptable Use Agreement for Staff
Heron Park Primary Academy

I confirm I have read and understood the E-safety and Acceptable Use Policy statements and agree to abide by them.

Signed:

Date:

Name:

Please return signed copy to the ICT subject leader for your access to be either started or continued.

Appendix D
Heron Park Primary Academy
Using images and video safely on school websites

This signed declaration is for the use of those who are involved with taking or using images of pupils for the purpose of promoting the school through the website, prospectus or other school events.

Due to recent legislation and concerns over the safeguarding of pupils please read, sign and return this sheet to school.

- Photographs remain the property of the school and must not be kept in any form. As such they must be removed from home based PCs, laptops and other forms of data storage when suitably formatted for the purpose intended.

- Photographs are taken for the sole purpose as stated below and may not be used by any individual for their own business or other interest.

I agree with the above statements and will adhere to them accordingly.

Photographs taken / used by _____

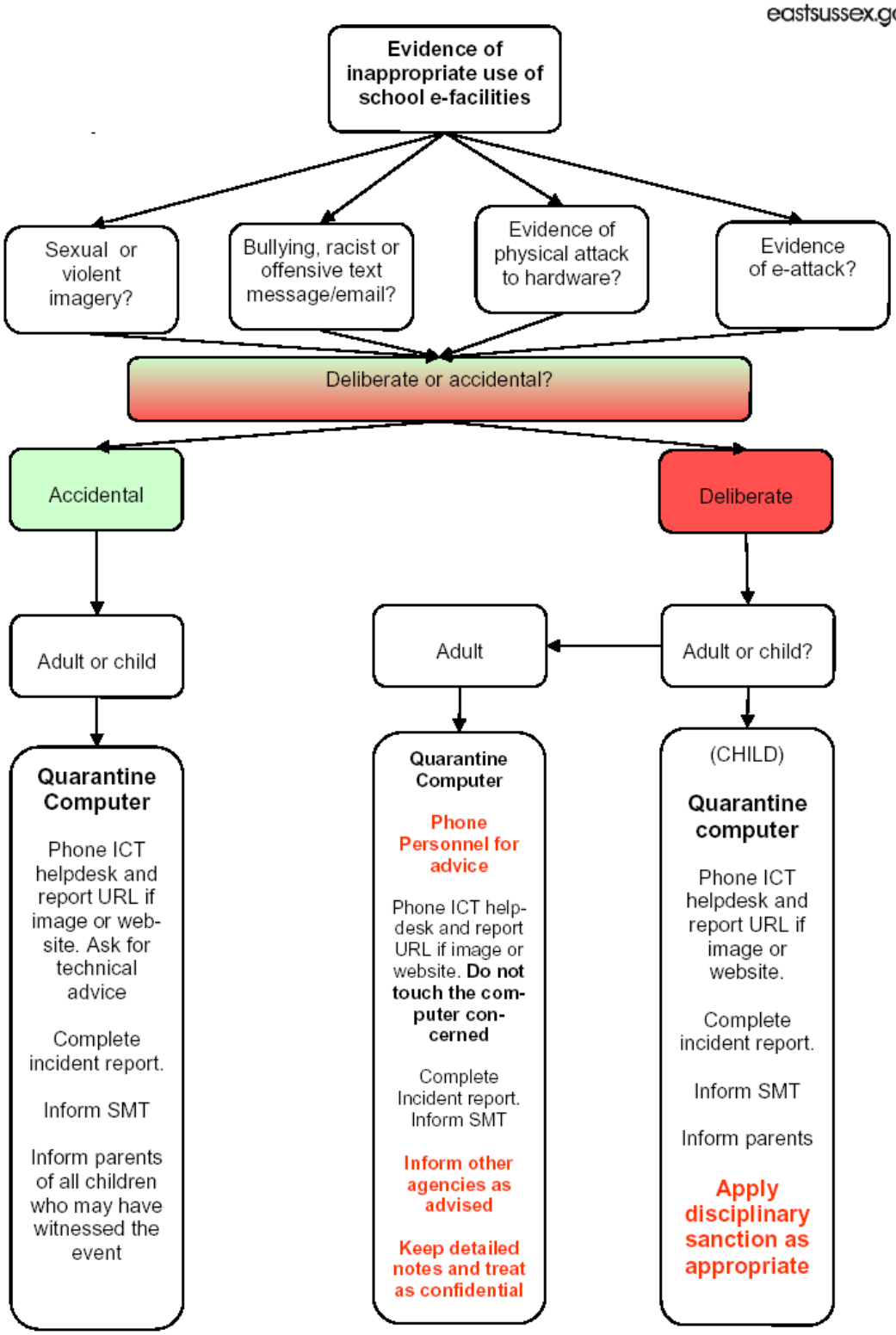
For the purpose of _____

Signed _____

Appendix E

East Sussex County Council
eastsussex.gov.uk

E–safety incident guidance for staff



Appendix F

E-safety incident			**Date**	**Time**	
Name of member of staff (Discovering the incident)					
Child(ren) involved. (Or other adults if no children involved)					
Nature of incident	Accidental access to Inappropriate material	Intentional access to inappropriate material	Cyber Bullying	Grooming	Other
Details					
The event occurred	During a lesson	In unsupervised time	Outside school hours		
Does the even warrant direct Police involvement? (YES if…)	Grooming	Violent image(s)	Pornographic image(s)	Other criminal activity	

Head Teacher/Deputy Head					
(Staff)	Personnel Contact made with	Recommended action	Action applied	C o Govs	
Other					
Children	Contacted Parents	Date		Time	
	Interviewed Parents/ Carers	(Append notes of interview) Treat as Pink Minute			
File FOUR copies	Top Copy HT	Second Copy Child Safety Officer	Third Copy Child's file	Personnel File	ESCC

Appendix G

Heron Park Primary Academy School

Whiteboard Safety Guidance

- **It must be made clear to all users that no one should stare directly into the beam of the projector**

- **When entering the beam, users should not look towards the audience for more than a few seconds**

- **Users should be encouraged to keep their backs to the projector beam when stood in the beam**

- **Children should be supervised at all times during the operation of the projector**