Policy Document

Woodfield School

eSafety Policy and ICT Acceptable Use

Date: October 2013

Our e-Safety Policy has been written by the school, building on the Hertfordshire Grid for Learning exemplar policy and Naace guidance.

CONTENTS

Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- E-mail, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality
- Gaming, especially online
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Woodfield School we understand the responsibility to educate our pupils on eSafety issues with parents and carers; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

This policy (for all staff, governors, visitors and pupils) is inclusive of both fixed and mobile internet; technologies which may be provided by the school (such as PCs, laptops, personal digital assistants (PDAs), tablets, webcams, whiteboards, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, PDAs and portable media players, etc). Everybody in the school has a shared responsibility to secure any

sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Monitoring

All internet activity is logged by the school’s internet provider. These logs may be monitored by authorised HCC staff.

Breaches

A breach or suspected breach of policy by a school employee, contractor or pupil may result in the temporary or permanent withdrawal of school ICT hardware, software or services from the offending individual.

Any policy breach is grounds for disciplinary action in accordance with the school Disciplinary Procedure or, where appropriate, the HCC Disciplinary Procedure or Probationary Service Policy.

Policy breaches may also lead to criminal or civil proceedings.

The ICO's new powers to issue monetary penalties came into force on 6 April 2010, allowing the Information Commissioner's office to serve notices requiring organisations to pay up to £500,000 for serious breaches of the Data Protection Act.

The data protection powers of the Information Commissioner's Office are to:

- Conduct assessments to check organisations are complying with the Act;
- Serve information notices requiring organisations to provide the Information Commissioner's Office with specified information within a certain time period;
- Serve enforcement notices and 'stop now' orders where there has been a breach of the Act, requiring organisations to take (or refrain from taking) specified steps in order to ensure they comply with the law;
- Prosecute those who commit criminal offences under the Act;
- Conduct audits to assess whether organisations processing of personal data follows good practice,
- Report to Parliament on data protection issues of concern

Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's SIRO or eSafety Co-ordinator. Additionally, all security breaches, lost/stolen equipment or data (including remote access SecureID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to your Senior Information Risk Owner who is the Headteacher.

Please refer to the section Incident Reporting, eSafety Incident Log & Infringements.

Acceptable Use Agreement: Pupils

Pupil Acceptable Use
Agreement / eSafety Rules

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use ICT in school when a member of staff is present.
- ✓ I will only use my class email address or my own school email address when emailing.
- ✓ I will only open email attachments from people I know
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.

School logo and details

Dear Parent/ Carer

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the school.

✂----------

Parent/ carer signature

We have discussed this and ……..(child name) agrees to follow the eSafety rules and to support the safe use of ICT at Woodfield School.

Parent/ Carer Signature ……

Class …… Date ……

Acceptable Use Agreement: Staff, Governors and Visitors

Staff, Governor and Visitor
Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the ICT coordinator or the headteacher.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware of software without permission of XXX
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand this forms part of the terms and conditions set out in my contract of employment.
- **User Signature**

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

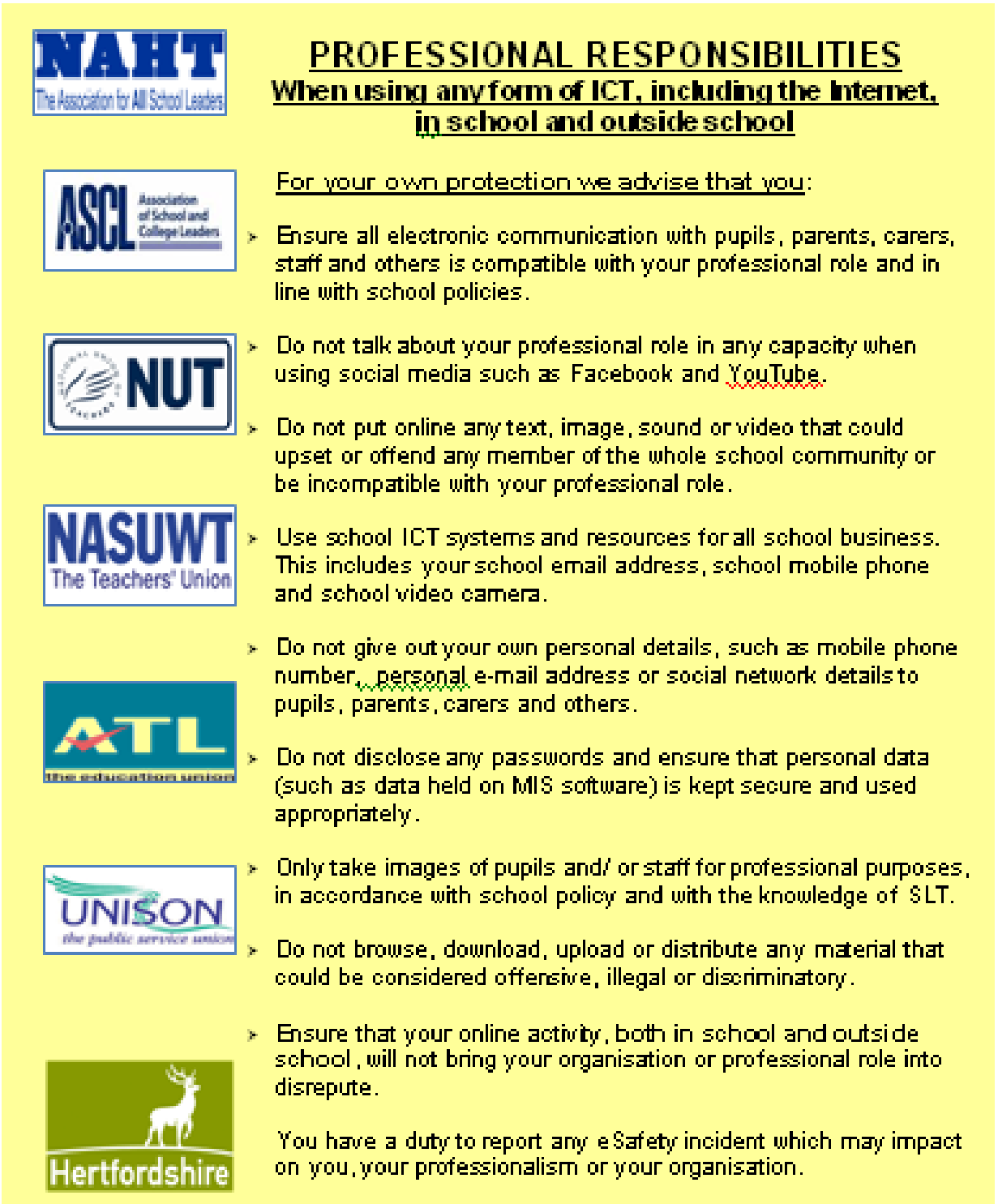
Signature …… Date ……

Full Name ……..(printed)

Job title . . . . . .

Staff Professional Responsibilities

The HSCB eSafety subgroup group have produced a clear summary of **professional responsibilities related to the use of ICT** which has been endorsed by unions. To download visit http://www.thegrid.org.uk/eservices/safety/policies.shtml



Computer Viruses

- All files downloaded from the Internet, received via e-mail or on removable media such as a memory stick, must be checked for any viruses using school provided anti-virus software before being used

- Never interfere with any anti-virus software installed on school ICT equipment that you use

- If your machine is not routinely connected to the school network, you must make provision for regular virus updates through David Piper, ICT Manager

- If you suspect there may be a virus on any school ICT equipment, stop using the equipment and contact David immediately.

e-Mail

The use of e-mail within most schools is an essential means of communication for both staff and pupils. In the context of school, e-mail should not be considered private. Educationally, e-mail can offer significant benefits including; direct written contact between schools on different projects, be they staff based or pupil based, within school or international. We recognise at Woodfield that pupils need adult support, in most cases, to compose an email but do need to be challenged to learn to use email where appropriate.

Managing e-Mail

- The school gives all staff their own e-mail account to use for all school business as a work based tool This is to protect staff, minimise the risk of receiving unsolicited or malicious e-mails and avoids the risk of personal profile information being revealed

- It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary e-mail histories can be traced. The school email account should be the account that is used for all school business

- Under no circumstances should staff contact pupils, parents or conduct any school business using personal e-mail addresses

- The school requires a standard disclaimer to be attached to all e-mail correspondence, stating that, 'the views expressed are not necessarily those of the school or the LA'. The responsibility for adding this disclaimer lies with the account holder

- All e-mails should be written and checked carefully before sending, in the same way as a letter written on school headed paper

- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes

- E-mails created or received as part of your school job will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000. You must therefore actively manage your e-mail account as follows:

  - Delete all e-mails of short-term value
  - Organise e-mail into folders and carry out frequent house-keeping on all folders and archives

- At Woodfield, students will only use a class email account unless otherwise stated

- All pupil e-mail users are expected to adhere to the generally accepted rules of netiquette particularly in relation to the use of appropriate language and not

revealing any personal details about themselves or others in e-mail communication, or arrange to meet anyone without specific permission, virus checking attachments

- Pupils must immediately tell a teacher/ trusted adult if they receive an offensive e-mail
- Staff must inform (the eSafety co-ordinator/ line manager) if they receive an offensive e-mail
- Some pupils are introduced to e-mail as part of the ICT Scheme of Work
- However you access your school e-mail (whether directly, through webmail when away from the office or on non-school hardware) all the school e-mail policies apply

Sending e-Mails

- If sending e-mails containing personal, confidential, classified or financially sensitive data to external third parties or agencies, refer to the Section e-mailing Personal, Sensitive, Confidential or Classified Information
- Use your own school e-mail account so that you are clearly identified as the originator of a message
- School e-mail is not to be used for personal advertising

Receiving e-Mails

- Check your e-mail regularly
- Never open attachments from an untrusted source; Consult your network manager first
- Do not use the e-mail systems to store attachments. Detach and save business related work to the appropriate shared drive/folder
- The automatic forwarding and deletion of e-mails is not allowed

e-mailing Personal, Sensitive, Confidential or Classified Information

- Where your conclusion is that e-mail must be used to transmit such data:
  - Obtain express consent from your manager to provide the information by e-mail
  - Exercise caution when sending the e-mail and always follow these checks before releasing the e-mail:
    - Encrypt and password protect .See http://www.thegrid.org.uk/info/dataprotection/#securedata

- Verify the details, including accurate e-mail address, of any intended recipient of the information
- Verify (by phoning) the details of a requestor before responding to e-mail requests for information
- Do not copy or forward the e-mail to any more recipients than is absolutely necessary

- Do not send the information to any body/person whose details you have been unable to separately verify (usually by phone)
- Send the information as an encrypted document **attached** to an e-mail
- Provide the encryption key or password by a **separate** contact with the recipient(s)
- Do not identify such information in the subject line of any e-mail
- Request confirmation of safe receipt

Hertfordshire County Council makes provision for secure data transfers to:

- Hertfordshire Constabulary

- Hertfordshire Partnership Trust

In exceptional circumstances provision can be made for other external agencies.

Equal Opportunities

Pupils with Additional Needs

The school endeavours to create a consistent message with parents for all pupils and this in turn should aid establishment and future development of the schools' eSafety rules.

However, staff are aware that some pupils may require additional support or teaching including adapted resources, reminders, prompts and further explanation to reinforce their existing knowledge and understanding of eSafety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of eSafety. Internet activities are planned and well managed for these children and young people.

eSafety

eSafety - Roles and Responsibilities

As eSafety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named eSafety co-ordinator in this school is Andrea Chapman who has been designated this role as a trained CEOP trainer. All members of the school community have been made aware of who holds this post. It is the role of the eSafety co-ordinator to keep abreast of current issues and guidance through organisations such as Herts LA, CEOP (Child Exploitation and Online Protection) and Childnet.

Senior Management and governors are updated by the Head/ eSafety co-ordinator and all governors have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.

This policy, supported by the school's acceptable use agreements for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies: child protection, health and safety, home–school agreements, and behaviour/pupil discipline (including the anti-bullying) policy and PSHE

eSafety in the Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for eSafety guidance to be given to the pupils on a regular and meaningful basis. eSafety is embedded within our curriculum and we continually look for new opportunities to promote eSafety.

- The school has a framework for teaching internet skills in ICT lessons, see ICT Scheme of Work.

- Educating pupils on the dangers of technologies that may be encountered outside school is done informally when opportunities arise, and as part of the eSafety curriculum.
- Pupils are made aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them.
- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modelling and activities.
- Because of the complexity of their learning needs, pupils are appropriately supported so that they develop an awareness of the impact of online bullying and know how to seek help if they are affected by these issues. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member. Some pupils will be aware that they can contact an organisation such as '*Childline'* or use the CEOP report abuse button.

eSafety Skills Development for Staff

- Woodfield has two fully trained CEOP Ambassadors (from November 2013) who are qualified to train parents and all staff in esafety, these staff are Andrea Chapman (ICT Coordinator) and David Piper (ICT Manager)

- Our staff receive regular information and training on eSafety and how they can promote the 'Stay Safe' online messages in the form of TA training sessions and staff meetings

- Details of the ongoing staff training programme can be found on the server (Woodfield resources, subject coordinators, ICT) and in the subject coordinators file.

- New staff receive information on the school's acceptable use policy as part of their induction

- All staff have been made aware of their individual responsibilities relating to the safeguarding of children within the context of eSafety and know to contact in the event of any misuse

- All staff are encouraged to incorporate eSafety rules and awareness within their curriculum areas

Managing the School eSafety Messages

- We endeavour to embed eSafety messages across the curriculum whenever the internet and/or related technologies are used
- The eSafety policy will be introduced to the pupils at the start of each school year
- eSafety posters will be prominently displayed
- The key eSafety advice will be promoted widely through school displays, newsletters, class activities and so on

Incident Reporting, eSafety Incident Log & Infringements

Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's SIRO or eSafety Co-ordinator. Additionally, all security breaches, lost/stolen equipment or data (including remote access SecureID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to your Senior Information Risk Owner.

eSafety Incident Log

An esafety Incident Log is kept with the eSafety coordinator who fills in any concerns

'School name' **eSafety Incident Log**

Details of ALL eSafety incidents to be recorded by the eSafety Coordinator. This incident log will be monitored termly by the Headteacher, Member of SLT or Chair of Governors. Any incidents involving Cyberbullying may also need to be recorded elsewhere

Date & time	Name of pupil or staff member	Male or Female	Room and computer/ device number	Details of incident (including evidence)	Actions and reasons

This can be downloaded http://www.thegrid.org.uk/eservices/safety/research/incident.shtml

Misuse and Infringements

Complaints

Complaints and/ or issues relating to eSafety should be made to the eSafety co-ordinator or Headteacher. Incidents should be logged and the **Hertfordshire Flowcharts for Managing an eSafety Incident** should be followed.

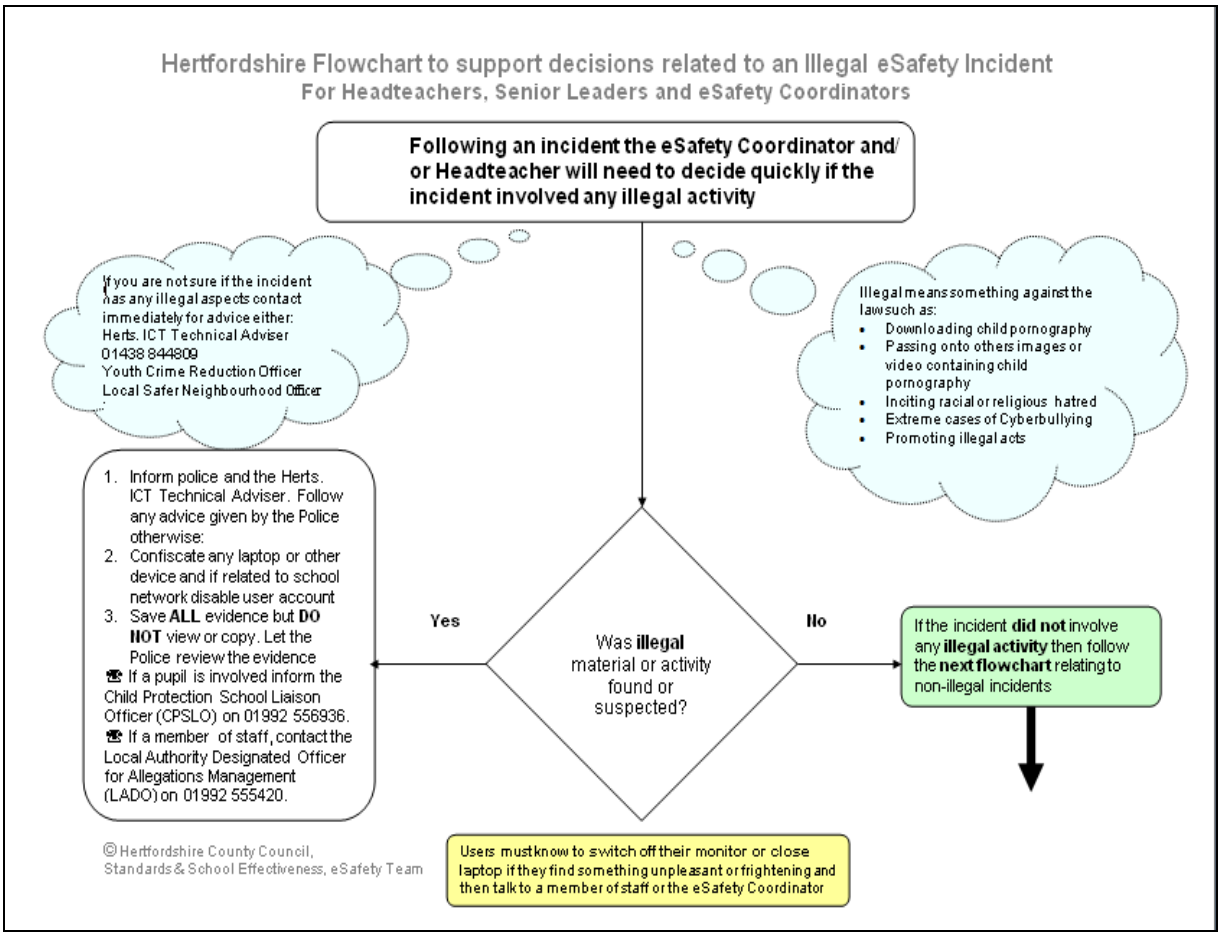
Inappropriate Material

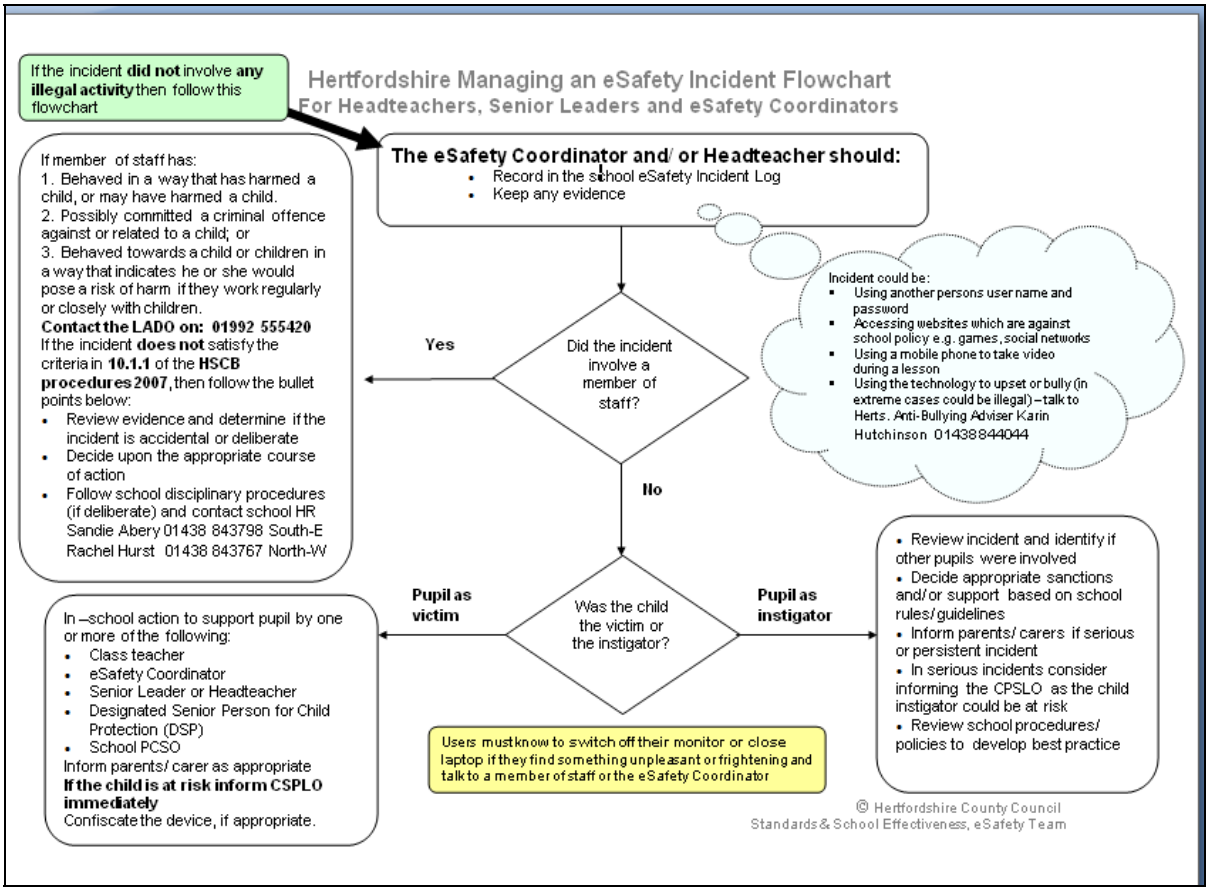
- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the eSafety co-ordinator
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the eSafety co-ordinator, depending on the seriousness of the offence; investigation by the Headteacher/ LA, immediate suspension, possibly

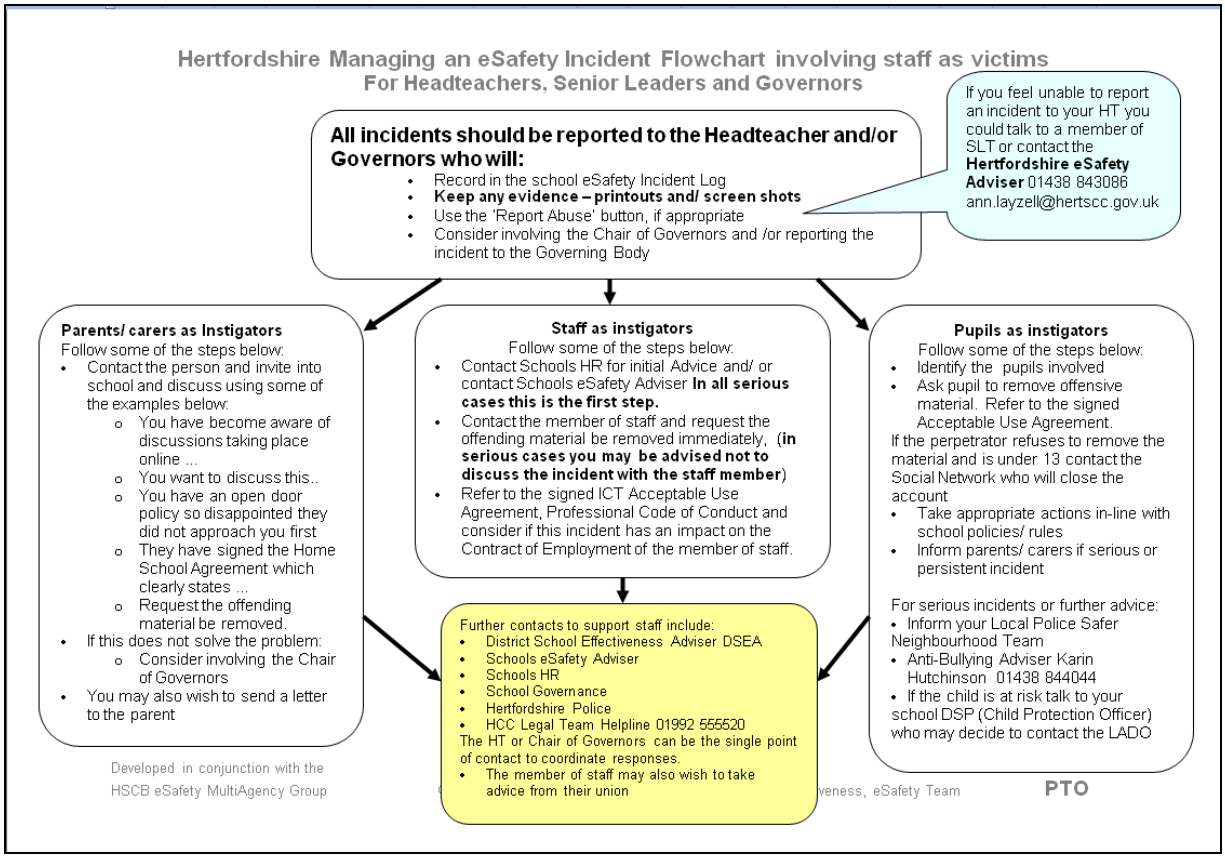
leading to dismissal and involvement of police for very serious offences (see flowchart)

Flowcharts for Managing an eSafety Incident

These three flowcharts have been developed by the HSCB eSafety subgroup and are designed to help schools successfully manage esafety incidents.
http://www.thegrid.org.uk/eservices/safety/research/incident.shtml)




If the incident did not involve any illegal activity then follow this flowchart
Hertfordshire Managing an eSafety Incident Flowchart
For Headteachers, Senior Leaders and eSafety Coordinators
The eSafety Coordinator and/ or Headteacher should:
Record in the school eSafety Incident Log
Keep any evidence
If member of staff has:
1. Behaved in a way that has harmed a child, or may have harmed a child.
2. Possibly committed a criminal offence against or related to a child; or
3. Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.
Contact the LADO on: 01992 555420
If the incident does not satisfy the criteria in 10.1.1 of the HSCB procedures 2007, then follow the bullet points below:
Review evidence and determine if the incident is accidental or deliberate
Decide upon the appropriate course of action
Follow school disciplinary procedures (if deliberate) and contact school HR
Sandie Abery 01438 843798 South-E
Rachel Hurst 01438 843767 North-W
Did the incident involve a member of staff?
Yes
No
Incident could be:
Using another persons user name and password
Accessing websites which are against school policy e.g. games, social networks
Using a mobile phone to take video during a lesson
Using the technology to upset or bully (in extreme cases could be illegal) – talk to Herts. Anti-Bullying Adviser Karin Hutchinson 01438844044
Was the child the victim or the instigator?
Pupil as victim
Pupil as instigator
In –school action to support pupil by one or more of the following:
Class teacher
eSafety Coordinator
Senior Leader or Headteacher
Designated Senior Person for Child Protection (DSP)
School PCSO
Inform parents/ carer as appropriate
If the child is at risk inform CSPLO immediately
Confiscate the device, if appropriate.
Review incident and identify if other pupils were involved
Decide appropriate sanctions and/ or support based on school rules/ guidelines
Inform parents/ carers if serious or persistent incident
In serious incidents consider informing the CPSLO as the child instigator could be at risk
Review school procedures/ policies to develop best practice
Users must know to switch off their monitor or close laptop if they find something unpleasant or frightening and talk to a member of staff or the eSafety Coordinator
© Hertfordshire County Council
Standards & School Effectiveness, eSafety Team



Hertfordshire Managing an eSafety Incident Flowchart involving staff as victims
For Headteachers, Senior Leaders and Governors
All incidents should be reported to the Headteacher and/or Governors who will:
Record in the school eSafety Incident Log
Keep any evidence – printouts and/ screen shots
Use the 'Report Abuse' button, if appropriate
Consider involving the Chair of Governors and /or reporting the incident to the Governing Body
If you feel unable to report an incident to your HT you could talk to a member of SLT or contact the Hertfordshire eSafety Adviser 01438 843086 ann.layzell@hertscc.gov.uk
Parents/ carers as Instigators
Follow some of the steps below:
Contact the person and invite into school and discuss using some of the examples below:
You have become aware of discussions taking place online ...
You want to discuss this..
You have an open door policy so disappointed they did not approach you first
They have signed the Home School Agreement which clearly states ...
Request the offending material be removed.
If this does not solve the problem:
Consider involving the Chair of Governors
You may also wish to send a letter to the parent
Staff as instigators
Follow some of the steps below:
Contact Schools HR for initial Advice and/ or contact Schools eSafety Adviser In all serious cases this is the first step.
Contact the member of staff and request the offending material be removed immediately, (in serious cases you may be advised not to discuss the incident with the staff member)
Refer to the signed ICT Acceptable Use Agreement, Professional Code of Conduct and consider if this incident has an impact on the Contract of Employment of the member of staff.
Pupils as instigators
Follow some of the steps below:
Identify the pupils involved
Ask pupil to remove offensive material. Refer to the signed Acceptable Use Agreement.
If the perpetrator refuses to remove the material and is under 13 contact the Social Network who will close the account
Take appropriate actions in-line with school policies/ rules
Inform parents/ carers if serious or persistent incident
For serious incidents or further advice:
Inform your Local Police Safer Neighbourhood Team
Anti-Bullying Adviser Karin Hutchinson 01438 844044
If the child is at risk talk to your school DSP (Child Protection Officer) who may decide to contact the LADO
Further contacts to support staff include:
District School Effectiveness Adviser DSEA
Schools eSafety Adviser
Schools HR
School Governance
Hertfordshire Police
HCC Legal Team Helpline 01992 555520
The HT or Chair of Governors can be the single point of contact to coordinate responses.
The member of staff may also wish to take advice from their union
Developed in conjunction with the HSCB eSafety MultiAgency Group
veness, eSafety Team
PTO

Internet Access

The internet is an open worldwide communication medium, available to everyone at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. All use of the **Hertfordshire Grid for Learning** (HGfL) is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected it will be followed up.

Managing the Internet

- The school provides pupils with supervised access to Internet resources (where reasonable) through the school's fixed and mobile internet connectivity
- Staff will preview any recommended sites before use
- Raw image searches are discouraged when working with pupils, use HCC approved image search engines rather than google images
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research
- All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources
- All users must observe copyright of materials from electronic resources

Internet Use

- You must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise the intended restricted audience
- Do not reveal names of colleagues, pupils, others or any other confidential information acquired through your job on any social networking site or other online application
- On-line gambling or gaming is not allowed

It is at the Headteacher's discretion as to what internet activities are permissible for staff and pupils and how this is disseminated.

Infrastucture

- Hertfordshire Local Authority has a monitoring solution via the Hertfordshire Grid for Learning where web-based activity is monitored and recorded
- School internet access is controlled through the LA's web filtering service. For

further information relating to filtering please go to http://www.thegrid.org.uk/eservices/safety/filtered.shtml

- Woodfield School is aware of its responsibility when monitoring staff communication under current legislation and takes into account; Data Protection Act 1998, The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Regulation of Investigatory Powers Act 2000, Human Rights Act 1998

- Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required

- The school does not allow pupils access to internet logs

- The school uses management control tools for controlling and monitoring workstations

- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the e-safety coordinator or teacher as appropriate

- It is the responsibility of the school, by delegation to the network manager, to ensure that anti-virus protection is installed and kept up-to-date on all school machines

- Pupils and Staff using personal removable media are responsible for measures to protect against viruses, for example making sure that additional systems used have up-to-date virus protection software. It is not the school's responsibility nor the network manager's to install or maintain virus protection on personal systems. If pupils wish to bring in work on removable media it must be given to David Piper, ICT Manager for a safety check first

- Pupils and staff are not permitted to download programs or files on school based technologies without seeking prior permission from David Piper, ICT Manager. This involves IPad apps.

- If there are any issues related to viruses or anti-virus software, contact David Piper immediately.

Managing Other Web 2 Technologies

Online technologies, including social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage our pupils to think carefully about the way that information can be added and removed by all users, including themselves, from these sites.

- At present, the school endeavors to deny access to social networking and online games websites to pupils within school
- All pupils are advised to be cautious about the information given by others on such websites, for example users not being who they say they are
- Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such websites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online
- Pupils are always reminded to avoid giving out personal details on websites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ email address, specific hobbies/ interests)
- Our pupils are advised to set and maintain their online profiles to maximum privacy and deny access to unknown individuals
- Pupils are encouraged to be wary about publishing specific and detailed private thoughts and information online
- Our pupils are asked to report any incidents of Cyberbullying to the school
- Staff may only create blogs, wikis or other online areas in order to communicate with pupils using the school learning platform or other systems approved by the Headteacher

Parental Involvement

We believe that it is essential for parents/carers to be fully involved with promoting eSafety both in and outside of school and to be aware of their responsibilities. We regularly consult and discuss eSafety with parents/ carers and seek to promote a wide understanding of the benefits of new technologies together with the associated risks.

- Parents/carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to the school
- Parents/carers are required to make a decision as to whether they consent to images of their child being taken and used in the public domain (e.g., on school website)
- Parents/carers are expected to sign a Home School agreement containing the following statement
    - → **We will support the school approach to on-line safety and not deliberately upload or add any text, image, sound or video that could upset or offend any member of the school community**
- The school disseminates information to parents relating to eSafety where appropriate in the form of;
    - Information sessions as part of parents evening
    - Posters School website
    - Newsletter items

Passwords and Password Security

Passwords

Please refer to the document on the grid for guidance on How to Encrypt Files which contains guidance on creating strong passwords and password security

http://www.thegrid.org.uk/info/dataprotection/index.shtml#securedata

- **Always use your own** personal passwords
- Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures
- Staff should change temporary passwords at first logon
- Change passwords whenever there is any indication of possible system or password compromise
- Do not record passwords or encryption keys on paper or in an unprotected file
- **Only disclose your personal password to authorised ICT support staff when necessary, and never to anyone else.** Ensure that all personal passwords that have been disclosed are changed once the requirement is finished
- **Never tell a child or colleague your password**
- **If you are aware of a breach of security with your password or account inform David Piper, ICT Manager immediately**
- Passwords should contain a mixture of upper and lowercase letters, numbers and symbols
- User ID and passwords for staff and pupils (where appropriate) who have left the school are removed from the system within ***30 days.***

If you think your password may have been compromised or someone else has become aware of your password report this to David Piper immediately

Password Security

Password security is essential for staff, particularly as they are able to access and use pupil data. Staff are expected to have secure passwords which are not shared with anyone. The pupils, when given passwords, are expected to keep their passwords private and not to share with others, particularly their friends. Staff and pupils are regularly reminded of the need for password security.

- Only some of Woodfield's pupils are able to access programs and emails independently, therefore we have a 'Pupil' login account for all pupils which has appropriate restrictions in place. If a pupil wishes to have their own account, this can be discussed with the ICT Coordinator, Andrea Chapman and the ICT

Manager, David Piper.

- Staff are aware of their individual responsibilities to protect the security and confidentiality of the school networks, MIS systems and/or learning platform, including ensuring that passwords are not shared and are changed periodically. Individual staff users must also make sure that workstations are not left unattended and are locked

- Due consideration should be given when logging into the school learning platform, virtual learning environment or other online application to the browser/cache options (shared or private computer)

- In our school, all ICT password policies are the responsibility of David Piper, ICT Manager and all staff and pupils are expected to comply with the policies at all times

Safe Use of Images

Taking of Images and Film

Digital images are easy to capture, reproduce and publish and, therefore, misuse. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness. HCC guidance can be found:
http://www.thegrid.org.uk/eservices/safety/research/index.shtml#safeuse

- With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment

- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on field trips. The school has a large selection of digital cameras so there is no need for other devices to be used

- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of pupils, staff and others without advance permission from the Headteacher

- Pupils and staff must have permission from the Headteacher before any image can be uploaded for publication

Consent of Adults Who Work at the School

- Permission to use images of all staff who work at the school is sought on induction and a copy is located in the office

Publishing Pupil's Images and Work

On a child's entry to the school, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- on the school web site

- in the school prospectus and other printed publications that the school may produce for promotional purposes

- recorded/ transmitted on a video or webcam

- on the school's learning platform or Virtual Learning Environment

- in display material that may be used in the school's communal areas

- in display material that may be used in external areas, eg exhibition promoting the school

- general media appearances, eg local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, eg divorce of parents, custody issues, etc.

Parents or carers may withdraw permission, in writing, at any time. Consent has to be given by both parents/carers in order for it to be deemed valid, exceptions will apply, e.g. only one parent or carer.

Pupils' names will not be published alongside their image and vice versa. E-mail and postal addresses of pupils will not be published. Pupils' full names will not be published.

Before posting student work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed.

Only Gill Waceba or David Piper have authority to upload to the site.

For further information relating to issues associated with school websites and the safe use of images in Hertfordshire schools, see

http://www.thegrid.org.uk/schoolweb/safety/index.shtml
http://www.thegrid.org.uk/info/csf/policies/index.shtml#images

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Storage of Images

- Images/ films of children are stored on the school's network only
- Pupils and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the Headteacher
- Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school network or other online school resource
- David Piper has the responsibility of deleting the images when they are no longer required, or when the pupil has left the school

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Webcams

- We do not use publicly accessible webcams in school
- Webcams in school are only ever used for specific learning purposes, i.e. monitoring hens' eggs and never using images of children or adults
- Misuse of the webcam by any member of the school community will result in sanctions (as listed under the ' inappropriate materials' section of this document)
    - Webcams can be found (in the ICT suite and built into some computers).
    - Consent is sought from parents/carers and staff on joining the school, in the same way as for all images

For further information relating to webcams please see
http://www.thegrid.org.uk/schoolweb/safety/webcams.shtml

Video Conferencing

- Permission is sought from parents and carers if their children are involved in video conferences with end-points outside of the school

- All pupils are supervised by a member of staff when video conferencing with end points in or out of school

- The school keeps a record of video conferences, including date, time and

- The school conferencing equipment is not set to auto-answer and is only switched on for scheduled and approved conferences

- No part of any video conference is recorded in any medium without the written consent of those taking part

Additional points to consider:

- Participants in conferences offered by 3rd party organisations may not be CRB checked

- Conference supervisors need to be familiar with how to use the video conferencing equipment, particularly how to end a call if at any point any person taking part becomes unhappy with the content of the conference

For further information and guidance relating to Video Conferencing, please see
http://www.thegrid.org.uk/learning/ict/technologies/videoconferencing/index.shtml

School ICT Equipment including Portable & Mobile ICT Equipment & Removable Media

School ICT Equipment

- All adult users of the school ICT equipment are responsible for their activity and the pupils in their care
- The ICT Manager logs ICT equipment issued to staff and records serial numbers as part of the school's inventory
- Visitors are not permitted to plug their ICT hardware into the school network points (unless special provision has been made). They should be directed to the wireless ICT facilities available
- All ICT equipment is kept physically secure
- Unauthorised modifications to computer equipment, programs, files or data is not permitted. This is an offence under the Computer Misuse Act 1990
- Data is saved on a frequent basis to the school network. Individuals are responsible for the backup and restoration of any of the data that is not held on the school's network
- Personal or sensitive data should not be stored on the local drives of desktop PC, laptop, USB memory stick, or other portable device . If it is necessary to do so the local drive must be encrypted
- Privately owned ICT equipment is not permitted to be used on a school network
- On termination of employment, resignation or transfer, all ICT equipment should be returned to the ICT Manager. You must also provide details of all your system logons so that they can be disabled
- It is your responsibility to ensure that any information accessed from your own PC or removable media equipment is kept secure, and that no personal, sensitive, confidential or classified information is disclosed to any unauthorised person
- All ICT equipment allocated to staff is authorised by the ICT Manager. responsible for:
    - maintaining control of the allocation and transfer within their Unit
    - recovering and returning equipment when no longer needed
- All redundant ICT equipment is disposed of in accordance with Waste Electrical and Electronic Equipment (WEEE) directive and Data Protection Act (DPA)

Portable & Mobile ICT Equipment

This section covers such items as laptops, mobile devices and removable data storage

devices. Please refer to the relevant sections of this document when considering storing or transferring personal or sensitive data

- All activities carried out on school systems and hardware will be monitored in accordance with the general policy

- Staff must ensure that all school data is stored on the school network, and not kept solely on the laptop. Any equipment where personal data is likely to be stored must be encrypted

- Equipment must be kept physically secure in accordance with this policy to be covered for insurance purposes. When travelling by car, best practice is to place the laptop in the boot of your car before starting your journey. Laptops should never be left in a car.

- Synchronise all locally stored data, including diary entries, with the central school network server on a frequent basis

- Ensure portable and mobile ICT equipment is made available as necessary for anti-virus updates and software installations, patches or upgrades

- The installation of any applications or software packages must be authorised by the ICT Manager, fully licensed and only carried out by the ICT Manager

- In areas where there are likely to be members of the general public, portable or mobile ICT equipment must not be left unattended and, wherever possible, must be kept out of sight

- Portable equipment must be transported in its protective case if supplied

Mobile Technologies

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. Mobile technologies such as, Smartphones, Blackberries, iPads, games players are generally very familiar to children outside of school. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use. Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed. Our school chooses to manage the use of these devices in the following ways so that users exploit them appropriately.

Personal Mobile Devices (including phones)

- The school allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a pupil or parent/ carer using their personal device

- IPads are set up in line with the copyright terms from Apple and are synchronised with the school network through one central IMac computer, run by the ICT

Manager. IPads should be regularly checked by the ICT Manager to ensure they stay in line with copyright terms.

- No unauthorised apps to be downloaded onto IPads, staff need to be vigilant at checking the suitability of apps before downloading

- Pupils are allowed to bring personal mobile devices/phones to school but must not use them for personal purposes within lesson time. At all times the device must be switched onto silent

- The school is not responsible for the loss, damage or theft of any personal mobile device

- The sending of inappropriate text messages between any member of the school community is not allowed

- Permission must be sought before any image or sound recordings are made on these devices of any member of the school community

- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device

School Provided Mobile Devices (including phones)

- The sending of inappropriate text messages between any member of the school community is not allowed

- Permission must be sought before any image or sound recordings are made on the devices of any member of the school community

- Where off site, only school provided mobile technologies such as phones, laptops and iPads should be used

- Only school laptops should be used to conduct school business outside of school

Smile and Stay Safe Poster

eSafety guidelines to be displayed throughout the school

SMILE and stay safe

Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

Meeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you

Information online can be untrue, biased or just inaccurate. Someone online my not be telling the truth about who they are - they may not be a 'friend'

Let a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online

Emails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply

Social Media, including Facebook and Twitter

Facebook, Twitter and other forms of social media are increasingly becoming an important part of our daily lives.

- Staff ***are not*** permitted to access their personal social media accounts using

- Staff, governors, pupils, parents and carers are regularly provided with information on how to use social media responsibly and what to do if they are aware of inappropriate use by others

- Staff, governors, pupils, parents and carers are aware that the information, comments, images and video they post online can be viewed by others, copied and stay online forever

- Staff, governors, pupils, parents and carers are aware that their online behaviour should at all times be compatible with UK law

Telephone Services

Mobile Phones

- You are responsible for the security of your school mobile phone. Always set the PIN code on your school mobile phone and do not leave it unattended and on display (especially in vehicles)

- Report the loss or theft of any school mobile phone equipment immediately

- The school remains responsible for all call costs until the phone is reported lost or stolen

- You must read and understand the user instructions and safety points relating to the use of your school mobile phone prior to using it

- School SIM cards must only be used in school provided mobile phones

- Refrain from calling premium rate numbers and any numbers outside of the UK

- In accordance with the **Finance policy** on the private use of school provided mobiles, you must reimburse the school for the cost of any personal use of your school mobile phone. This includes call charges incurred for incoming calls whilst abroad. [To assist you in identifying personal use, add * to the end of the number being contacted, these will be shown separately on your bill]. Payment arrangements should be made through your finance administrator

- Never use a hand-held mobile phone whilst driving a vehicle. Only genuine 999 or 112 emergency calls may be made if it would be unsafe to stop before doing so

Writing and Reviewing this Policy

Staff and Pupil Involvement in Policy Creation

- Staff, governors and pupils have been involved in making/ reviewing the Policy for ICT Acceptable Use.

Review Procedure

There will be on-going opportunities for staff to discuss with the eSafety coordinator any esafety issue that concerns them

There will be on-going opportunities for staff to discuss with the SIRO/AIO any issue of data security that concerns them

This policy will be reviewed every (12) months and consideration given to the implications for future whole school development planning

The policy will be amended if new technologies are adopted or Central Government change the orders or guidance in any way

This policy has been read, amended and approved by the staff, head teacher and governors October 2013

Current Legislation

Acts Relating to Monitoring of Staff eMail

Data Protection Act 1998

The Act requires anyone who handles personal information to comply with important data protection principles when treating personal data relating to any living individual. The Act grants individuals rights of access to their personal data, compensation and prevention of processing.

http://www.hmso.gov.uk/acts/acts1998/19980029.htm

The Telecommunications (Lawful Business Practice)

(Interception of Communications) Regulations 2000

http://www.hmso.gov.uk/si/si2000/20002699.htm

Regulation of Investigatory Powers Act 2000

Regulating the interception of communications and making it an offence to intercept or monitor communications without the consent of the parties involved in the communication. The RIP was enacted to comply with the Human Rights Act 1998. The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, however, permit a degree of monitoring and record keeping, for example, to ensure communications are relevant to school activity or to investigate or detect unauthorised use of the network. Nevertheless, any monitoring is subject to informed consent, which means steps must have been taken to ensure that everyone who may use the system is informed that communications may be monitored. Covert monitoring without informing users that surveillance is taking place risks breaching data protection and privacy legislation.

http://www.hmso.gov.uk/acts/acts2000/20000023.htm

Human Rights Act 1998

http://www.hmso.gov.uk/acts/acts1998/19980042.htm

Other Acts Relating to eSafety

Racial and Religious Hatred Act 2006

It a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

Sexual Offences Act 2003

The new grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence. Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. Schools should already have a copy of "*Children & Families: Safer from*

Sexual Crime" document as part of their child protection packs.

For more information www.teachernet.gov.uk

Communications Act 2003 (section 127)

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

The Computer Misuse Act 1990 (sections 1 – 3)

Regardless of an individual's motivation, the Act makes it a criminal offence to gain:

- access to computer files or software without permission (for example using another persons password to access files)
- unauthorised access, as above, in order to commit a further criminal act (such as fraud)
- impair the operation of a computer or program

UK citizens or residents may be extradited to another country if they are suspected of committing any of the above offences.

Malicious Communications Act 1988 (section 1)

This legislation makes it a criminal offence to send an electronic message (e-mail) that conveys indecent, grossly offensive, threatening material or information that is false; or is of an indecent or grossly offensive nature if the purpose was to cause a recipient to suffer distress or anxiety.

Copyright, Design and Patents Act 1988

Copyright is the right to prevent others from copying or using work without permission. Works such as text, music, sound, film and programs all qualify for copyright protection. The author of the work is usually the copyright owner, but if it was created during the course of employment it belongs to the employer. Copyright infringement is to copy all or a substantial part of anyone's work without obtaining them author's permission. Usually a licence associated with the work will allow a user to copy or use it for limited purposes. It is advisable always to read the terms of a licence before you copy or use someone else's material. It is also illegal to adapt or use software without a licence or in ways prohibited by the terms of the software licence.

Public Order Act 1986 (sections 17 – 29)

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence.

Protection of Children Act 1978 (Section 1)

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is a anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence may face up to 10 years in prison.

Obscene Publications Act 1959 and 1964

Publishing an “obscene” article is a criminal offence. Publishing includes electronic transmission.

Protection from Harassment Act 1997

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other.

A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

Acts Relating to the Protection of Personal Data

Data Protection Act 1998

http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1

The Freedom of Information Act 200

http://www.ico.gov.uk/for_organisations/freedom_of_information_guide.aspx