

# UNITED SCHOOLS FEDERATION

St. Michael's C. of E. Nursery & Primary School  
St. Catherine's C. of E. VA Nursery and Primary School  
St. Mary's C. of E. VA Primary School  
Marldon C. of E. VA Primary School



## E SAFETY POLICY

### Rational

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

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

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

### Roles and responsibilities

#### Governors:

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. The role of the E-Safety Governor will include:

- regular meetings with the E-Safety Co-ordinator
- regular monitoring of e-safety incident logs
- regular monitoring of filtering/change control logs
- reporting to relevant Governors' committee and full governor meetings

#### Executive Headteacher/Heads of School and Senior Leaders:

- The Executive Headteacher is responsible for ensuring the safety (including e-safety) of members of the United Schools Federation community, though the day to day responsibility for e-safety will be delegated to the E-Safety Co-ordinator.
- The Executive Headteacher/Heads of School/Senior Leaders are responsible for ensuring that the E-Safety Co-ordinator and other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The Executive Headteacher/Heads of School/Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in United Schools Federation who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

- The Heads of School/Senior Leadership Team will receive regular monitoring reports from the E-Safety Co-ordinator.
- The Executive Headteacher and Heads of School are aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.
- The E-Safety Co-ordinator is the Senior IT Technician.

**E-Safety Co-ordinator:**

- leads the e-safety committee;
- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies and documents;
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place;
- provides training and advice for staff;
- liaises with the Local Authority;
- liaises with school ICT technical staff;
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments;
- meets regularly with E-Safety Governor to discuss current issues, review incident logs and filtering/change control logs;
- attends relevant meeting/committee of governors;
- reports regularly to the Heads of School/Senior Leadership Team.

**Senior IT Technician:**

ICT Technician is responsible for ensuring:

- that the United Schools Federation's ICT infrastructure is secure and is not open to misuse or malicious attack (anti-virus software, spyware, user permission to access server, limit on PC settings);
- that the United Schools Federation meets the e-safety technical requirements outlined in the **SWGfL** Security Policy and Acceptable Usage Policy and any relevant Local Authority E-Safety Policy and guidance;
- that users may only access the United Schools Federation's networks through a properly enforced password protection policy, in which passwords are changed monthly;
- SWGfL is informed of issues relating to the filtering applied by the Grid that he/she keeps up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant. Disseminates information monthly, receives up to date newsletters;
- that the use of the network/Virtual Learning Environment (VLE)/remote access/email is regularly monitored in order that any misuse/attempted misuse can be reported to the E-Safety Co-ordinator/Executive Headteacher/Heads of School/Senior Leaders/ICT Co-ordinator for investigation/action/sanction;
- that monitoring software/systems are implemented and updated as agreed in United Schools Federation policies.

**Teaching and Support Staff**

are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current United Schools Federation e-safety policy and practices;
- they have read, understood and signed the United Schools Federation Staff Acceptable Use Policy/Agreement (AUP);
- they report any suspected misuse or problem to the E-Safety Co-ordinator/Executive Headteacher/Heads of School/Senior Leaders/ICT Co-ordinator/Class Teacher/Head of Key Stage (as in the section above) for investigation/action/sanction;
- digital communications with pupils (email/Virtual Learning Environment (VLE) should be on a professional level and only carried out using official school systems;
- e-safety issues are embedded in all aspects of the curriculum and other school activities;
- pupils understand and follow the United Schools Federation e-safety and acceptable use policy. Staff are aware of any children who have not, and what this means for their usage of ICT;
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations - training to be given on copyright regulations;
- they monitor ICT activity in lessons, extra-curricular and extended school activities;
- they are aware of e-safety issues related to the use of mobile phones, cameras and hand-held devices and that they monitor their use and implement current United Schools Federation policies with regard to these devices;
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

**Designated person for child protection/Child Protection Officer:**

should be trained in e-safety issues and be aware of the potential for serious child protection issues to arise from:

- sharing of personal data;
- access to illegal/inappropriate materials;
- inappropriate on-line contact with adults/strangers;
- potential or actual incidents of grooming;
- cyber-bullying.

**E-Safety Committee**

Members of the E-Safety Committee (or other relevant group) will assist the E-Safety Co-ordinator (or other relevant person, as above) with:

- the production/review/monitoring of the United Schools Federation E-Safety Policy/documents;
- the production/review/monitoring of the school filtering policy (if the school chooses to have one).

**Pupils:**

- are responsible for using the school ICT systems in accordance with the Pupil Acceptable Use Policy, which they will be expected to sign before being given access to school systems (note - at KS1 it would be expected that parents/carers would sign on behalf of the pupils);
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations;

- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so;
- will be expected to know and understand United Schools Federation policies on the use of mobile phones, digital cameras and hand-held devices. They should also know and understand school policies on the taking/use of images and on cyber-bullying;
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the United Schools Federation's E-Safety Policy covers their actions out of school, if related to their membership of the school.

### **Parents/Carers**

The United Schools Federation will, therefore, take every opportunity to help parents understand the importance of e-safety through parents' evenings, newsletters, letters, website and information about national/local e-safety campaigns/literature.

Parents and carers will be responsible for:

- endorsing (by signature) the Pupil Acceptable Use Policy
- accessing the school website/on-line pupil/pupil records in accordance with the relevant United Schools Federation Acceptable Use Policy.

### **Community Users**

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

### **E-Safety Pupils**

A planned e-safety programme should be provided as part of ICT/PHSE/other lessons and should be regularly revisited - this will cover both the use of ICT and new technologies in school and outside school.

### **Tutorial/pastoral activities**

- Pupils should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information.
- Pupils should be helped to understand the need for the pupil AUP and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Rules for use of ICT systems/internet will be posted in all rooms and displayed on log-on screens.
- Staff should act as good role models in their use of ICT, the internet and mobile devices.

### **E-Safety Parents**

The United Schools Federation will, therefore, seek to provide information and awareness to parents and carers through:

- Letters, newsletters, website, VLE
- Parents' evenings
- Reference to the SWGfL Safe website (note the SWGfL "Golden Rules" for parents).

### **E-Safety extended schools**

The United Schools Federation will offer family learning courses in ICT, media literacy and e-safety so that parents and children can together gain a better understanding of these issues. Messages to the public around e-safety should also be targeted towards grandparents and other relatives as well as parents. Everyone has a role to play in empowering children to stay safe while they enjoy these new technologies, just as it is everyone's responsibility to keep children safe in the non-digital world.

### **Monitoring**

The United Schools Federation will monitor the impact of the policy using:

- Logs of reported incidents.
- **SWGfL monitoring logs of internet activity (including sites visited).**
- Internal monitoring data for network activity.
- Surveys/questionnaires of: pupils, parents/carers and staff.

### **Education & Training - Staff**

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

- A planned programme of formal e-safety training will be made available to staff. An audit of the e-safety training needs for all staff will be carried out regularly.
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Policies.
- The E-Safety Co-ordinator (or other nominated person) will receive regular updates through attendance at SWGfL/LA/other information/training sessions and by reviewing guidance documents released by BECTA/SWGfL/LA and others.
- This E-Safety Policy and its updates will be presented to and discussed by staff in staff/team meetings/INSET days.
- The E-Safety Co-ordinator will provide advice/guidance/training as required to individuals as required.

### **Training - Governors**

Governors should take part in e-safety training/awareness sessions, with particular importance for those who are members of any committee/group involved in ICT/e-safety/health and safety/child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority/National Governors Association/SWGfL or other relevant organisation.
- Participation in school training/information sessions for staff or parents.

### **Technical - infrastructure/equipment, filtering and monitoring**

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

- School ICT systems will be managed in ways that ensure that the United Schools Federation meets the e-safety technical requirements outlined in the **SWGfL Security Policy** and Acceptable Usage Policy and any relevant Local Authority E-Safety Policy and guidance.



- There will be regular reviews and audits of the safety and security of United Schools Federation ICT systems.
- Servers, wireless systems and cabling must be securely located and physical access restricted.
- All users will have clearly defined access rights to United Schools Federation ICT systems.
- All users will be provided with a group username and password.
- The "administrator" passwords for the United Schools Federation ICT system, used by the IT Technician (or other person) must also be available to the Executive Headteacher/Heads of School or other nominated Senior Leader and kept in a secure place (e.g. the school safe).
- Users will be made responsible for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.
- The United Schools Federation maintains and supports the managed filtering service provided by SWGfL.
- The United Schools Federation has provided enhanced user-level filtering through the use of the McAfee and Norton anti-virus filtering programmes.
- In the event of the IT Technician (or other person) needing to switch off the filtering for any reason, or for any user, this must be logged and carried out by a process that is agreed by a nominated senior leader.
- Any filtering issues should be reported immediately to SWGfL.
- Requests from staff for sites to be removed from the filtered list will be considered by the Network if the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the E-Safety Committee.
- School ICT technical staff regularly monitor and record the activity of users on the school ICT systems and users are made aware of this in the Acceptable Use Policy.
- An appropriate system is in place for users to report any actual/potential e-safety incident to the Executive Headteacher/IT Co-ordinator (or other relevant person).
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data.
- An agreed procedure is in place for the provision of temporary access of "guests" (e.g. trainee teachers, visitors) onto the school system.
- The school infrastructure and individual workstations are protected by up to date virus software.
- Personal data must not be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

## Curriculum

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

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

- It is accepted that from time to time, for good educational reasons, pupils may need to research topics (e.g. racism, drugs and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the IT Technician (or other relevant person) can temporarily remove specific sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.
- Pupils should be taught in all lessons to be critically aware of the materials/content they access on line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

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

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Staff are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include pupils, will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published.
- Pupils' work can only be published with the permission of the pupil, parent or carers.

### **Data Protection**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

Staff must ensure that they:

- at all times take care to ensure the safe-keeping of personal data, minimising the risk of its loss or misuse;

- use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data;
- transfer data using encryption and secure password protected devices.

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

- the data must be encrypted and password protected;
- the device must be password protected (many memory sticks/cards and other mobile devices cannot be password protected);
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete.

This policy will be reviewed annually.



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

### **United Schools Federation Policy**

This Acceptable Use Policy is intended to ensure:

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

### **Acceptable Use Policy Agreement**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the United Schools Federation will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, VLE etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the parameters agreed by the United Schools Federation.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password (other than the ICT Co-ordinator/Technician).
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to either the ICT technician/ICT Co-ordinator or Head of School.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use chat and social networking sites in school in accordance with the United Schools Federation's policies.
- I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The United Schools Federation and the Local Authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held/external devices (PDAs/laptops/mobile phones/USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the United Schools Federation about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programs on a computer, nor will I try to alter computer settings, without consultation with the ICT Co-ordinator or technician.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.

Name ..... Signed .....

Date .....