



English Martyrs' Catholic Voluntary Academy E-Safety, E-Learning and Adult Acceptable Use Policy



School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times, as many new technologies can also present dangers for users.

This E-Learning Policy is intended to ensure that:

- Young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

- Parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

E-Learning Contents

This document will be split up into the following sections:

1. Staff Acceptable Use Policy, p3
2. Technical E-Safety Policy, p11
3. Responding to incidents of mis-use. P13

Schedule for Development / Monitoring / Reviews	
This e-safety policy was approved in principle by the full Governing Body on:	
The implementation of this e-safety policy will be monitored by the:	ICT Leader: K. Mann Child Protection Officer: A.Gee
Monitoring will take place at six monthly intervals:	
On request, the Governing Body can receive a report on the implementation of the e-safety policy generated by the SLT and ICT leader (which will include anonymous details of e-safety incidents).	The next anticipated review date will be:
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place.	The next anticipated review date will be: September 2015
Should serious e-safety incidents take place, the following persons should be informed:	A. Gee K. Mann

English Martyrs' Catholic Voluntary Academy

E-Safety - Staff Acceptable Use Agreement

Acceptable Use Policy Agreement

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

For my professional and personal safety

I understand that the school will monitor my use of the ICT systems, email and other digital communications.

I understand that the rules set out in this agreement also apply to the use of school ICT systems (e.g. laptops, email, VLE etc) out of school, and to the transfer of personal data (digital or paper based) out of school.

I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.

I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will not refer to students/pupils/parents/carers or school staff when using social media.

I will not engage in online discussion on personal matters relating to members of the school community.

I understand that personal opinions should not be attributed to the school and should not bring the school into disrepute.

I will regularly check security settings on personal social media profiles to minimise the loss of personal information.

All work related emails will be sent using the school email system.

Professional communication

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. I will 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) it will not be possible to identify by name, or other personal information, those who are featured. Photographs taken in school are the property of the school and should not be downloaded onto my own equipment without expression permission from the Headteacher and they should not be stored on my equipment.

I will never use chat and social networking on my own devices in working hours.

I will only communicate with students / pupils and parents / carers using official school systems and no forms of social media. 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 or the good name of the school.

Bring your own device

Although strongly discouraged any devices brought from home will be password protected , encrypted and free from any inappropriate content – they must be checked and passed by RMG Systems

I will ensure that my devices are given to the network technician to ensure they use the school filtering system.

Any device loss, theft, change of ownership will be reported to the ICT Leader.

Ensure that you have made all the appropriate measures to keep your device virus-free (install virus-software, choose a secure operating system etc.)

When using the internet in my professional capacity

I will ensure that I have permission to use the original work of others in my own work.

Where work is protected by copyright, I will not download or distribute copies (including music, videos, software).

Safe use of technology

When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses. Chargers should be PAT tested.

In lessons where internet use is pre-planned students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet search. E-safety pathways to be used to guide the children.

I will use school email addresses on the school ICT systems. In some cases my personal email will be used by agreement with the Headteacher.

I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (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 – see computer disaster recovery plan.

I will not 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 any inappropriate material which 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 – if this happens or I inadvertently access inappropriate material then I will immediately report it to the network administrator and child protection officer.

I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

I will not disable or cause any damage to school equipment, or the equipment belonging to others.

I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.

I understand that the data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by the school policy to disclose such information to an appropriate authority (freedom of information policy).

I will immediately report any damage or faults involving equipment or software, however this may have happened.

Use of digital and video imaging

When using digital images, staff should inform and educate students pupils about the risks associated with taking, using, sharing, publishing and distributing images. In particular, they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published or made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images.

Staff and volunteers 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. Images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes, unless express permission is given by the headteacher – in which case all images should be transferred to school equipment and removed from personal equipment.

Care should be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

Photographs published on the website, or elsewhere that include students / pupils will be selected carefully and will comply with expectations of good practice in school.

Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.

Pupil's work can only be published after discussion with the student and with their permission.

Staff E-Safety Acceptable Use Policy Agreement

I understand that I am responsible for my actions in and out of the school.

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include being given a warning. The matter may be referred to the Governors at the school for a decision on disciplinary action which may involve suspension or dismissal. The Local Authority may be involved, and in the event of illegal activities there will be the involvement of the police.

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

Staff / Volunteer Name

Signed

Date

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Technical E-Safety Policy

Introduction

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that relevant staff receive guidance and training and will be effective in carrying out their responsibilities:

Effective technical security depends not only on technical measures, but also on appropriate policies and procedures and on good user education and training. The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that:

- users can only access data to which they have right of access
- no user should be able to access another's files (other than that allowed for monitoring purposes within the school's policies).
- access to personal data is securely controlled in line with the school's personal data policy
- logs are maintained of access by users and of their actions while users of the system
- there is effective guidance and training for users
- there are regular reviews and audits of the safety and security of school systems.
- there is oversight from senior leaders and these have impact on policy and practice.

Responsibilities

The management of technical security will be the responsibility of RMG Systems

Technical Security

Appropriate security measures are in place to protect school systems from accidental or malicious attempts which may threaten the security of the school systems and data.

Servers, wireless systems are be securely located and physical access restricted.

RMG Systems are responsible for ensuring that software license logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations.

All computers and devices in school should be locked down to keep them safe and should have access to the school's filtering systems.

Any potential threats to safety or security should be reported to a member of Senior Management immediately.

Records of all users and rights to be audited and kept by Mrs C Carty & Mrs R Gordan

'Guest' users should be provided with separate login details (e.g. students).

The school infrastructure and individual workstations are protected by up to date software to protect against malicious attacks.

Any filtering issues should be reported immediately to the filtering provider.

Changes to the filtering system should be checked and audited.

Any websites that have been accessed that included inappropriate content should be reported to SLT, logged and investigated

If staff bypass the filtering system by use of the password they must not permanently allow access to any sites.

Password Security

Where required all adults and KS2 children will be given their own username and password.

Passwords for new users, and replacement passwords for existing users will be allocated by RMG Systems and K.Mann.

All users have clearly defined access rights to school systems.

The administrator passwords for the school will be made available for technical staff, the headteacher and appointed senior leader.

Staff are encouraged to change their passwords twice each academic year, or in the event of a breach of privacy.

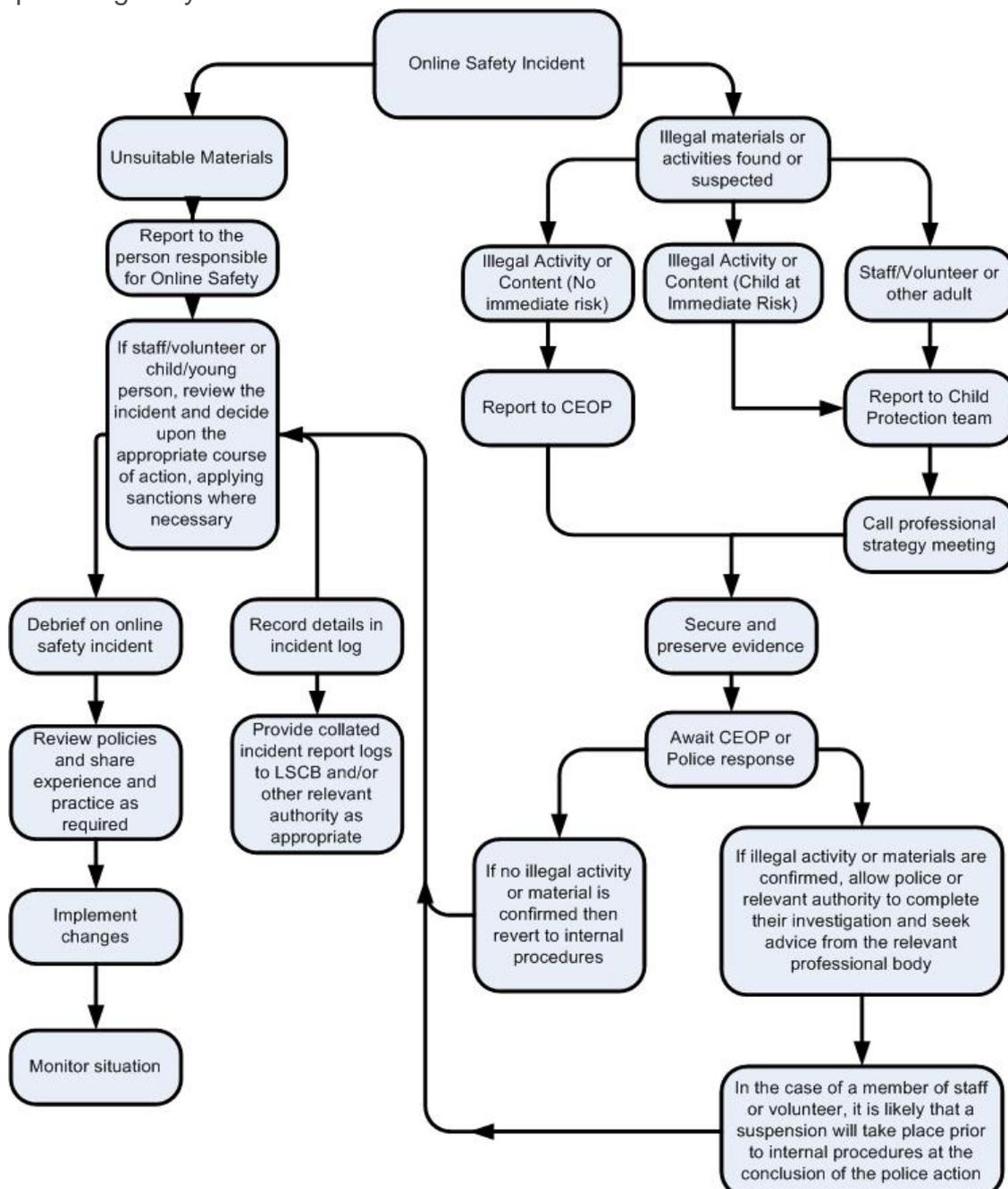
Passwords should be different for different systems and must be secure.

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E-Safety - Responding to incidents of misuse

E-Safety leader responsibilities:

- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- provides training and advice for staff
- liaises with technicians
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments,
- meets regularly with E-Safety/safeguarding Governor to discuss current issues, review incident logs and filtering / change control logs
- attends relevant meetings and committee of Governors
- reports regularly to the Headteacher



In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
 - Internal response or discipline procedures
 - Involvement by Local Authority or national / local organisation (as relevant).
 - Police involvement and/or action

If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:

- incidents of 'grooming' behaviour
- the sending of obscene materials to a child
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials

Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school / academy and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

User Actions

		Acceptable	Acceptable at certain times	Acceptable for nominated	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	Pornography				X	
	Promotion of any kind of discrimination				X	
	Threatening behaviour, including promotion of physical violence or mental harm				X	
	Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business				X		
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy				X		
Infringing copyright				X		
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)				X		
Creating or propagating computer viruses or other harmful files				X		
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)				X		
On-line gaming (educational)		X				
On-line gaming (non-educational)		X				
On-line gambling				X		
On-line shopping / commerce		X				
File sharing				X		
Use of social media				X		
Use of messaging apps				X		
Use of video broadcasting e.g. Youtube			X			

Incident Checklist	Refer to class teacher / tutor	Refer to Head of ICT	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction e.g. detention or exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).									
Unauthorised use of non-educational sites during lessons									
Unauthorised use of mobile phone / digital camera / other mobile device									
Unauthorised use of social media / messaging apps / personal email									
Unauthorised downloading or uploading of files									
Allowing others to access school network by sharing username and passwords									
Attempting to access or accessing the school network, using another pupil's account									
Attempting to access or accessing the school network, using the account of a member of staff									
Corrupting or destroying the data of other users									
Sending an email, text or twitter message that is regarded as offensive, harassment or of a bullying nature									
Continued infringements of the above, following previous warnings or sanctions									
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school									
Using proxy sites or other means to subvert the school's filtering system									
Accidentally accessing offensive or pornographic material and failing to report the incident									
Deliberately accessing or trying to access offensive or pornographic material									
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act									

Name: _____

Date: _____

E-Safety Lead: _____

Reporting Log Group						
Date	Time	Incident	Action taken		Incident Reported by	Signature
			What?	By whom?		