



## **School Policy for eSafety**



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## 1. Introduction

ICT in the 21<sup>st</sup> 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
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality

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 Sale Grammar School, we understand the responsibility to educate our pupils on eSafety issues; 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.

Both this policy and the Acceptable Use Agreement (for all staff, governors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, personal digital assistants (PDAs), tablets, webcams, whiteboards, voting systems, 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).

## 2. 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 our school is Mr I Wilson who has been designated this role as a member of the senior leadership team. The named eSafety Governor in our school is Mr SC Rowlands who has been designated this role as a member of the governing body. 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 Trafford LA, Becta, 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 (appendices), 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 PHSE.

### **eSafety skills development for staff**

- Our staff receive regular information and training on eSafety issues in the form of eSafety briefings and training sessions.
- Details of the ongoing staff training programme can be found on the staff intranet
- New Staff receive information on the school's acceptable use policy as part of their induction.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of eSafety and know what to do in the event of misuse of technology by any member of the school community (see attached flowchart.)
- All staff are encouraged to incorporate eSafety activities 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 e-safety policy will be introduced to the pupils at the start of each school year.
- E-safety posters will be prominently displayed.

### **3. eSafety in the Curriculum**

- The school has a framework for teaching internet skills in ICT/ PHSE lessons
- The school provides opportunities within a range of curriculum areas to teach about eSafety.
- Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the eSafety curriculum.
- Pupils are 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.
- Pupils are aware 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, or an organisation such as Childline/ CEOP report abuse button.
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum.



#### **4. School Password Security Policy**

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, without permission (or as 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

A safe and secure username / password system is essential if the above is to be established and will apply to all school ICT systems, including email and Virtual Learning Environment (VLE).

#### **Responsibilities**

The management of the password security policy will be the responsibility of the ICT Manager.

All users (adults and young people) will have responsibility for the security of their username and password, and 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.

*Passwords for new users and replacement passwords for existing users can be allocated by the ICT Administrator. Any changes carried out must be notified to the manager of the password security policy (above).*

*Users will change their passwords every 90 days*

#### **Training/Awareness**

It is essential that users should be made aware of the need for keeping passwords secure, and the risks attached to unauthorised access / data loss. This should apply to even the youngest of users, even if class log-ons are being used.

Members of staff will be made aware of the school's password policy:

- at induction
- through the school's e-safety policy and password security policy
- through the Acceptable Use Agreement

Pupils/students will be made aware of the school's password policy:

- in ICT and through e-safety lessons
- through the Acceptable Use Agreement

#### **Policy Statements**

All users will have clearly defined access rights to school ICT systems. Details of the access rights available to groups of users will be recorded by the ICT Manager and will be reviewed, at least annually, by the E-Safety Committee (or other group).

All users will be provided with a username and password by the ICT Administrator who will keep an up to date record of users and their usernames. Users will be required to change their password every 90 days.



The following rules apply to the use of passwords:

- *passwords must be changed every 90 days*
- *the last four passwords cannot be re-used*
- *the password should be a minimum of 4 characters long and*
- *the account should be “locked out” following three successive incorrect log-on attempts*
- *temporary passwords e.g. used with new user accounts or when users have forgotten their passwords, shall be enforced to change immediately upon the next account log-on*
- *passwords shall not be displayed on screen, and shall be securely hashed (use of one-way encryption)*

The administrator passwords for the school ICT system, used by the ICT Manager and ICT team are made available to the Headteacher and kept in a secure place (e.g. school safe).

#### **Audit / Monitoring / Reporting / Review**

The ICT Manager will ensure that full records are kept of:

- User Ids and requests for password changes
- User log-ons
- Security incidents related to this policy

In the event of a serious security incident, the police may request and will be allowed access to passwords used for encryption.

Local Authority Auditors also have the right of access to passwords for audit investigation purposes

User lists, IDs and other security related information must be given the highest security classification and stored in a secure manner.

These records will be reviewed by ... (*E-Safety Officer / E-Safety Committee / E-Safety Governor*) at regular intervals (*Annually*).

This policy will be regularly reviewed annually in response to changes in guidance and evidence gained from the logs.



## 5. School Personal Data Handling Policy

Schools should do everything within their power to ensure the safety and security of any material of a personal or sensitive nature (Becta – Good Practice in information handling in schools – keeping data secure, safe and legal – Sept 2008).

It is the responsibility of all members of the school community to take care when handling, using or transferring personal data so that it cannot be accessed by anyone who does not:

- have permission to access that data
- need to have access to that data.

Any loss of personal data can have serious effects for individuals and/or institutions concerned, can bring the school into disrepute and may well result in disciplinary action and/or criminal prosecution. All transfer of data is subject to risk of loss or contamination.

Anyone who has access to personal data must know, understand and adhere to this policy, which brings together the legal requirements contained in relevant data legislation and relevant regulations and guidance from the Local Authority.

The Data Protection Act (1998) lays down a set of rules for processing of personal data (both structured manual records and digital records). It provides individuals (data subjects) with rights of access and security and requires users of data (data processors) to be open about how it is used and to follow “good information handling principles”.

### Policy Statements

The school will hold the minimum personal information necessary to enable it to perform its function and information will be erased once the need to hold it has passed.

Every effort will be made to ensure that information is accurate, up to date and that inaccuracies are corrected without unnecessary delay.

All personal data will be fairly obtained in accordance with the “Fair Processing Code” and lawfully processed in accordance with the “Conditions for Processing”.

### Personal Data

The school and individuals will have access to a wide range of personal information and data. The data may be held in digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances. This will include:

- Personal information about members of the school community – including *pupils/students*, members of staff and parents and carers e.g. names, addresses, contact details, legal guardianship/contact details, health records, disciplinary records
- Curricular/academic data e.g. class lists, pupil/student progress records, reports, references
- Professional records e.g. employment history, taxation and national insurance records, appraisal records and references
- Any other information that might be disclosed by parents/carers or by other agencies working with families or staff members



## **Responsibilities**

The school's Senior Risk Information Officer (SIRO) is Mr I Wilson. They will keep up to date with current legislation and guidance and will:

- determine and take responsibility for the school's information risk policy and risk assessment
- appoint the Information Asset Owners (IAOs)

The school will identify Information Asset Owners (IAOs) for the various types of data being held (e.g. pupil/student information/staff information/assessment data etc). The IAOs will manage and address risks to the information and will understand:

- what information is held and for what purpose
- how information has been amended or added to over time
- who has access to protected data and why

Everyone in the school has the responsibility of handling protected or sensitive data in a safe and secure manner.

Governors are required to comply fully with this policy in the event that they have access to personal data, when engaged in their role as a Governor.

## **Registration**

The school is registered as a Data Controller on the Data Protection Register held by the Information Commissioner.

## **Information to Parents/Carers – the “Privacy Notice”**

Under the “Fair Processing” requirements in the Data Protection Act, the school will inform parents/carers of all pupils/students of the data they hold on the pupils/students, the purposes for which the data is held and the third parties (e.g. LA, DCSF, QCA, Connexions etc) to whom it may be passed. This Privacy Notice will be passed to parents/carers through a letter which will also be located on the School website. Parents/carers of young people who are new to the school will be provided with the Privacy Notice through a letter, the contents of which are below:

### **Privacy Notice - Data Protection Act 1998**

We Sale Grammar School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.



This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact Mrs L Bond at [office@salegrammar.co.uk](mailto:office@salegrammar.co.uk) or please write to the school requesting the information

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- [www.trafford.gov.uk](http://www.trafford.gov.uk) and [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

If you are unable to access these websites, please contact the DCSF as follows:

- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.

Connexions Services - Once you are aged 13 or over we are required to pass on certain information to the Connexions services. Connexions is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your parent/s' name/s and address/es, and any further information relevant to the Connexions services' role.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to Connexions. Please inform Mrs L Bond if you wish to opt-out of this arrangement. For more information about Connexions please, please contact the Local Authority as shown above.

## Training and Awareness

All staff will receive data handling awareness / data protection training and will be made aware of their responsibilities, as described in this policy through:

- Induction training for new staff
- Staff meetings / briefings / Inset
- Day to day support and guidance from Information Asset Owners



## Identification of data

The school will ensure that all school staff, contractors working for it, and delivery partners, comply with restrictions applying to the access to, handling and storage of data classified as Protect, Restricted or higher.

All documents (manual or digital) that contain protected data will be labelled clearly with the Impact Level shown in the header and the Release and Destruction classification in the footer:

Impact levels are as follows:

- IL1–Not Protectively Marked (IL1–NPM)
- IL2–Protect
- IL3–Restricted
- IL4–Confidential

Users must be aware that when data is aggregated the subsequent impact level may be higher than the individual impact levels of the original data.

Release and destruction markings will be shown in the footer as follows: (the table below is taken from Beta guidance. Schools will need to decide, in line with LA Guidance how their data is marked)

[Release]	[Parties]	[Restrictions]	[Encrypt, Securely delete or shred]
The authority descriptor	The individuals or organisations the information may be released to	Descriptor tailored to the specific individual	How the document should be destroyed
<b>Examples:</b>			



Senior Information Risk Owner	School use only	No internet access No photos	Securely delete or shred
Teacher	Mother only	No information to father ASBO	Securely delete or shred

### Secure Storage of and access to data

The school will ensure that ICT systems are set up so that the existence of protected files is hidden from unauthorised users and that users will be assigned a clearance that will determine which files are accessible to them.

All users will be given secure user names and strong passwords which must be changed regularly. User names and passwords must never be shared.

Personal data may only be accessed on machines that are securely password protected. Any device that can be used to access data must be locked if left (even for very short periods) and set to auto lock if not used for five minutes.

All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation.

Personal data can only be stored on school equipment (this includes computers and portable storage media) (where allowed). Private equipment (i.e. owned by the users) must not be used.

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

The school will need to set its own policy as to whether data storage on removal media is allowed, even if encrypted – some organisations do not allow storage of personal data on removable devices.

The school has clear policy and procedures for the automatic backing up, accessing and restoring all data held on school systems, including off-site backups.

All paper based IL2-Protected and IL3-Restricted (or higher) material must be held in lockable storage.

The school recognises that under Section 7 of the Data Protection Act, data subjects have a number of rights in connection with their personal data, the main one being the right of access. Procedures are in place to deal with Subject Access Requests i.e. a written request to see all or a part of the personal data held by the data controller in connection with the data subject. Data subjects have the right to know: if the data controller holds personal data about them; a description of that data; the purpose for which the data is processed; the sources of that data; to whom the data may be disclosed; and a copy of all the personal data that is held about them. Under certain circumstances the data subject can also exercise rights in connection with the rectification; blocking; erasure and destruction of data.



## Secure transfer of data and access out of school

The school recognises that personal data may be accessed by users out of school, or transferred to the LA or other agencies. In these circumstances:

- Users may not remove or copy sensitive or personal data from the school or authorised premises without permission and unless the media is encrypted and password protected and is transported securely for storage in a secure location. (see earlier section – LA / school policies may forbid such transfer)
- Users must take particular care that computers or removable devices which contain personal data must not be accessed by other users (e.g. family members) when out of school.
- When data is required by an authorised user from outside the school premises (for example, by a teacher or student working from their home or a contractor) they must have secure remote access to the management information system (MIS) or learning platform.
- Users must protect all portable and mobile devices, including media, used to store and transmit personal information using approved encryption software.
- Particular care should be taken if data is taken or transferred to another country, particularly outside Europe, and advice should be taken from the local authority in this event. (nb. to carry encrypted material is illegal in some countries)

## Disposal of data

The school will comply with the requirements for the safe destruction of personal data when it is no longer required.

The disposal of protected data, in either paper or electronic form, must be conducted in a way that makes reconstruction highly unlikely. Electronic files must be securely overwritten, in accordance with government guidance, and other media must be shredded, incinerated or otherwise disintegrated for data.

## Audit Logging/Reporting/Incident Handling

As required by the “Data Handling Procedures in Government” document, the activities of data users, in respect of electronically held personal information, will be logged and these logs will be monitored by responsible individuals.

The audit logs will be kept to provide evidence of accidental or deliberate security breaches – including loss of protected data or breaches of an acceptable use policy, for example. Specific security events should be archived and retained at evidential quality for seven years.

The school has a policy for reporting, managing and recovering from information risk incidents, which establishes:

- a “responsible person” for each incident
- a communications plan, including escalation procedures
- and results in a plan of action for rapid resolution and
- a plan of action of non-recurrence and further awareness raising.

All significant data protection incidents must be reported through the SIRO to the Information Commissioner’s Office based upon the local incident handling policy and communication plan.



## 6 Managing the Internet

The internet is an open communication medium, available to all, 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 Janet Network is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected it will be followed up.

- The school maintains students will have supervised access to Internet resources (where reasonable) through the school's fixed and mobile internet technology.
- Staff will preview any recommended sites before use.
- Raw image searches are discouraged when working with pupils.
- 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.

### Infrastructure

- Trafford Local Authority has a monitoring solution via the Bloxx internet filter system 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 contact LA.
- Our school also employs Ranger Web Tracking which is the responsibility of the IT Manager.
- Sale Grammar 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 co-ordinator.
- It is the responsibility of the school, by delegation to the IT 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 IT 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 ICT in room 9 for a safety and virus check first.
- Pupils and staff are not permitted to download programs or files on school based technologies without seeking prior permission from the IT Manager.
- If there are any issues related to viruses or anti-virus software, the IT manager should be informed.



## 7. School Internet Filtering Policy

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so. It is therefore important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.

As a part of the Trafford Local Authority, schools and connected organisations automatically receive the benefits of a managed filtering service, with some flexibility for changes at local level.

### Responsibilities

The responsibility for the management of the school's filtering policy will be held by the IT Manager. They will manage the school filtering, in line with this policy and will keep records/logs of changes and of breaches of the filtering systems.

To ensure that there is a system of checks and balances and to protect those responsible, changes to the school filtering service must:

- be logged in change control logs
- be reported to a second responsible person Mr I Wilson every 3 months in the form of an audit of the change control logs
- be reported to the E-Safety Governor every 3 months in the form of an audit of the change control logs

All users have a responsibility to report immediately to the IT Manager any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered.

Users must not attempt to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.

### Education / Training / Awareness

*Pupils / students* will be made aware of the importance of filtering systems through the e-safety education programme. They will also be warned of the consequences of attempting to subvert the filtering system.

Staff users will be made aware of the filtering systems through:

- signing the AUP
- induction training
- staff meetings, briefings, Inset.

Parents will be informed of the school's filtering policy through the Acceptable Use agreement and through e-safety awareness sessions/newsletter etc.



## Changes to the Filtering System

- Staff should submit an ICT Service Request to have a website either filtered or un-filtered.
- Requests may be allowed or denied depending on the nature of the site be requested to be filtered or un-filtered.
- All requests for web filtering changes are recorded by ICT. Any member of staff who feels that a service request for web filtering has been denied can ask to see the eSafety officer for further reasons.

Users who gain access to, or have knowledge of others being able to access, sites which they feel should be filtered (or unfiltered) should report this in the first instance to the IT Manager who will decide whether to make school level changes (as above).

## Monitoring

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment as indicated in the School E-Safety Policy and the Acceptable Use agreement. Monitoring will take place as follows: The school utilises Ranger web tracking software which can track individual user's web activity on any workstation throughout the school

## Audit / Reporting

Logs of filtering change controls and of filtering incidents will be made available to:

- the second responsible person Mr I Wilson
- E-Safety Governor
- Local Authority on request

## 8. Managing other Web 2 technologies

Social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative 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 endeavours to deny access to social networking sites to pupils within school.
- All pupils are advised to be cautious about the information given by others on sites, 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 sites 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 such sites 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 profiles on such sites to maximum privacy and deny access to unknown individuals.



- Pupils are encouraged to be wary about publishing specific and detailed private thoughts online.
- Our pupils are asked to report any incidents of bullying to the school.
- Staff may only create blogs, wikis or other web 2 spaces in order to communicate with pupils using the LA Learning Platform or other systems approved by the Headteacher.

## **9. 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. Many existing mobile technologies such as portable media players, PDAs, gaming devices, mobile and Smart phones are familiar to children outside of school too. 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.
- 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.
- This technology may be used, however for educational purposes, as mutually agreed with the Headteacher. The device user, in this instance, must always ask the prior permission of the bill payer.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any members 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 members 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 the school provides mobile technologies such as phones, laptops and PDAs for offsite visits and trips, only these devices should be used.
- Where the school provides a laptop for staff, only this device may be used to conduct school business outside of school.



## 10. Managing email

The use of email within most schools is an essential means of communication for both staff and pupils. In the context of school, email should not be considered private. Educationally, email 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 that pupils need to understand how to style an email in relation to their age and good 'netiquette'. In order to achieve ICT level 4 or above, pupils must have experienced sending and receiving emails.

- The school gives all staff their own email account to use for all school business. This is to minimise the risk of receiving unsolicited or malicious emails 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 email histories can be traced. This 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 email addresses.
- The school requires a standard disclaimer to be attached to all email 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 IT Manager.
- E-mail sent to an external organisation should be written carefully before sending, in the same way as a letter written on school headed paper.
- Staff sending emails to external organisations, parents or pupils are advised to cc. the Headteacher, line manager or designated account.
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes.
- All e-mail users are expected to adhere to the generally accepted rules of network etiquette (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.
- Pupils are introduced to email as part of the ICT Scheme of Work.

## 11. Safe Use of Images

### Taking of Images and Film

Digital images are easy to capture, reproduce and publish and, therefore, misused. 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.

- 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. However with the express permission of the Headteacher, images can be taken provided they are transferred immediately and solely to the schools network and deleted from the staff device.



- 
- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of the others, this includes when on field trips. However with the express permission of the Headteacher, images can be taken provided they are transferred immediately and solely to the schools network and deleted from the pupils device.

### **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 personnel file

### **Publishing pupil's images and work**

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

- on the school web site
- on the school's Learning Platform
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, i.e. exhibition promoting the school
- general media appearances, e.g. 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, e.g. divorce of parents, custody issues, etc.

Parents/ carers may withdraw permission, in writing, at any time. Consent has to be given by both parents in order for it to be deemed valid.

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 the Web Managers Mr S Rowlands and Mr J Jackson have authority to upload to the site.

### **Storage of Images**

- Images/ films of children are stored on the school's network.
- 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/ Learning Platform.
- The IT Manager has the responsibility of deleting the images when they are no longer required, or the pupil has left the school.



## **Webcams and CCTV**

- The school uses CCTV for security and safety. The system is configured on a permissions basis whereby only the Senior Management team and IT Manager have direct access to archived CCTV images which could be used for evidence required by police authorities and also indirect access to live CCTV images. Indirect access is given to users in the reception area and caretakers area who have access to view live images only. Notification of CCTV use is displayed at the front of the school.
- We do not use publicly accessible webcams in school.

## **12. Misuse and Infringements**

### **Complaints**

Complaints relating to eSafety should be made to the eSafety co-ordinator or Headteacher. Incidents should be logged and the **Sale Grammar School Flowcharts for Managing an eSafety Incident** should be followed (see appendix).

### **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.)
- Users are made aware of sanctions relating to the misuse or misconduct of such material by information held in the Grievance and Disciplinary policy and Safe practice policy.

## **13. 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 teaching including 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.

## **14. Parental Involvement**

- Parents/ carers and pupils are actively encouraged to contribute to adjustments or reviews of the school eSafety policy.
- Parents/ carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to school.
- Parents/ carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on school website)
- The school disseminates information to parents relating to eSafety where appropriate in the form of;



- Information and celebration evenings
- Posters
- Website/ Learning Platform postings
- Newsletter items
- Learning platform training

## **15. Writing and Reviewing this Policy**

### **Staff and pupil involvement in policy creation**

- Staff and pupils have consulted on the eSafety policy

### **Review Procedure**

There will be an on-going opportunity for staff to discuss with the eSafety coordinator any issue of eSafety 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 on

Policy Signed date: 17 Nov 2009

Policy review date: 17 Nov 2010



## 16. Acceptable Use Agreement: Staff, Governors and Visitors

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 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.

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 school ICT systems and users 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.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students/pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

### 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 and consent that the school may monitor and record my use of school ICT systems for the purpose of ensuring that the School's rules are being complied with and for legitimate business purposes. The school email system will only be monitored for a particular user by direct request to the IT manager from the Headteacher.
- I understand that the school ICT systems are primarily intended for educational use and I will only use the school's email/Internet/Intranet/Learning Platform and any related technologies for professional purposes. Use of the schools system for personal use is authorised but only at times that do not conflict with the working practices of the school.
- I will not install any hardware or software onto the school system (including school laptops) without permission of the IT Manager. If you require software or hardware to be installed this is to be requested through the schools ICT maintenance request form.
- 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 will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the school's eSafety officer, Mr I Wilson.
- 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. (Staff may obtain permission from the IT Manager to use specific equipment on each occasion where the equipment will be used) 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. There may be occasions where this rule cannot be applied, I.E. Newspaper articles, school newsletters and bulletins. In the event of this, prior approval should be obtained from the Headteacher.
- I will only communicate with students/pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner. I will not communicate confidential information by e-mail.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- If I use my personal hand held / external devices (PDAs / laptops / USB devices /Smartphones etc) that connect to the school network, 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.
- The school will provide staff with an email account. This account is to be used for school business only. Staff must not use the school email account for personal banking, online shopping etc. Access to personal email accounts (I.E. Hotmail, AOL etc) using the school system is authorised, but staff are advised that they must not use their personal email account to contact parents, carers, students etc
- 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 any school data held outside of the school network (I.E. USB pens, Mobile drives etc) is regularly backed up.
- 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 from the internet that might take up internet capacity and prevent other users from being able to carry out their work. A large download is a file, program, movie etc that is over 100Mb in size. If you require a download over this size please contact ICT who will arrange to download for you.
- 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, unless this is allowed in school policies.
- 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 / LA Personal Data Policy (or other relevant school policy). Where personal data is transferred outside the secure school network, every effort should be made to make sure that it is encrypted. The school is currently investigating providing staff with resources to achieve this.
- I understand that 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 school policy to disclose such information to an appropriate authority.



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

When using the internet in my professional capacity or for school sanctioned personal use:

- 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 and videos).

I understand that I am responsible for my actions in and out of school relating to this policy.

- 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 out of school and my use of personal equipment in school 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 a warning, a suspension, referral to Governors and/or the Local Authority and in the event of illegal activities 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 Name

Signed

Date



## 17. Acceptable Use Agreement: Pupils

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. Young people should have an entitlement to safe internet access at all times.

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

The school will try to ensure that students/pupils will have good access to ICT to enhance their learning and in return, expects the students/pupils to agree to be responsible users.

### 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.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use (e.g. YouTube), unless I have permission to do so.
- 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 use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me



and to ensure the smooth running of the school:

- I will only use my personal hand held/external devices (mobile phones/USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I 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 immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- 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 attempt to use chat and social networking sites.

When using the internet for research or recreation, I recognise that:

- I should 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 try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action and in the event of illegal activities the involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.**



Dear Parent/Carer

ICT including the internet, learning platforms, email and mobile technologies have become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or NAME, Sale Grammar School eSafety coordinator.

If you do not sign and return this agreement, access will not be granted to school ICT systems.

Please return the bottom section of this form to school for filing.

✂ .....

**Pupil and Parent/ carer signature**

We have discussed this document and .....(pupil name) agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Sale Grammar School.

Parent/Carer Signature .....

Pupil Signature.....

Form ..... Date .....

...



**18. Incident Log example:**

**'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 should be recorded on the 'Integrated Bullying and racist Incident Record Form 2'

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



## 19. 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.hmsso.gov.uk/acts/acts1998/19980029.htm>

#### The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000

<http://www.hmsso.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.hmsso.gov.uk/acts/acts2000/20000023.htm>

#### Human Rights Act 1998

<http://www.hmsso.gov.uk/acts/acts1998/19980042.htm>

### Other Acts relating to eSafety

#### Racial and Religious Hatred Act 2006

It is 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](http://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 person's 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 their 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 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.