



## e' Safety Policy

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# 1 POLICY STATEMENT

For clarity, the e-Safety policy uses the following terms unless otherwise stated:

**Users** - refers to staff, governing body, school volunteers, students and any other person working in or on behalf of the school, including contractors..

**Parents** – any adult with a legal responsibility for the child/young person outside the school e.g. parent, guardian, carer.

**School** – any school business or activity conducted on or off the school site, e.g. visits, conferences, school trips etc.

**Wider school community** – students, all staff, governing body, parents (*insert others appropriate to your own school needs*).

*Safeguarding is a serious matter; at Thorpe Acre Infant School, we use technology and the Internet across all areas of the curriculum. Online safeguarding, known as e-safety, is an area that is constantly evolving and as such this policy will be reviewed on an annual basis or in response to an e-safety incident, whichever is sooner.*

The primary purpose of this policy are:

- To ensure the requirement to empower the whole school community with the knowledge to stay safe and risk free is met.
- To ensure risks are identified, assessed and mitigated (where possible) in order to reduce any foreseeability of harm to the student or liability to the school.

This policy is available for anybody to read on Thorpe Acre Infant School’s website; upon review all members of staff will sign as read and understood both the e-Safety policy and the Staff Acceptable Use Policy.

A copy of this policy and the Students Acceptable Use Policy will be sent home with students at the beginning of each school year with a permission slip. Upon return of the signed permission slip and acceptance of the terms and conditions, students will be permitted access to school technology including the Internet.

Headteacher Name:

Signed:

Chair of Governors:

Signed:

Review Date: **5<sup>th</sup> October 2017**

Next Review: **October 2018**

## ROLES & RESPONSIBILITIES OF:

### 1.1 Governing Body

The governing body is accountable for ensuring that our school has effective policies and procedures in place - as such, they will:

- review this policy at least annually and in response to any e-Safety incident, ensure that the policy is up to date, covers all aspects of technology use within the school;
- ensure e-Safety incidents are appropriately dealt with and that the policy is effective in managing those incidents.
- appoint one Governor (currently Mr M. Al-Shuwaili) who will have overall responsibility for the governance of e-Safety at the school – he/ she will:
  - liaise with the Headteacher and Mr M. McSharry ('Fun2Run', school's IT Technician) in order to keep up to date with emerging risks and threats through technology use;
  - receive regular updates from the Headteacher and Link Governor responsible for 'Training and Development' with regards to training, identified risks and any incidents;
  - 'chair' an e-Safety Committee, should a working party be necessary.

### 1.2 Headteacher

Reporting to the governing body, the Headteacher has overall responsibility for e-Safety within our school. The day-to-day management of this, will be delegated to a member of staff and/ or an E-safety Officer (where not the HT or member of staff), as indicated below.

The Headteacher will ensure that:

- e-Safety training throughout the school is planned, up to date and appropriate to the recipient, i.e. pupils, parents/ carers, all staff, senior leadership team and governing body;
- the designated e-Safety Officer(s) has had appropriate CPD in order to undertake the day to day duties.
- all e-Safety incidents are dealt with promptly and appropriately.

### 1.3 e-Safety Officer

The day-to-day duty of e-Safety Officer, is devolved to: Alex Clark (Headteacher, DSL)

The e-Safety Officer will:

- keep up to date with the latest risks to children whilst using technology;
- familiarize him/herself with the latest research and available resources for school and home use;
- review this policy regularly and bring any matters to the attention of the Headteacher;
- advise the Headteacher, governing body on all e-safety matters.

- engage with parents and the school community on e-safety matters at school and/or at home.
- liaise with the local authority, IT technical support and other agencies as required;
- retain responsibility for the e-safety incident log, ensuring staff know what to report and that where necessary, there is an appropriate audit trail;
- ensure any technical e-safety measures in school (e.g. Internet filtering software, behaviour management software) are fit for purpose through liaison with the local authority and/or ICT Technical Support;
- make him/herself aware of any reporting function relating to technical e-safety measures, i.e. internet filtering reporting function – and liaise with the Headteacher and responsible governor, to decide on what reports may be appropriate for viewing.

#### 1.4 ICT Technical Support Staff

*(Mike McSharry, Fun2RunIT)*

Technical support staff are responsible for ensuring that the IT technical infrastructure is secure - **this will include at a minimum:**

- Anti-virus that is fit-for-purpose, up to date and applied to all capable devices;
- Windows (or other operating system) updates are regularly monitored and devices updated as appropriate;
- Any e-Safety technical solutions, such as Internet filtering, are operating correctly;
- Filtering levels are applied appropriately and according to the age of the user - and that categories of use are discussed and agreed with the e-Safety Officer and Headteacher;
- Passwords are applied correctly to all users regardless of age, e.g. a minimum of 8 characters for staff and those for pupils more age-appropriately selected;
- Staff passwords checked and updated on a 'termly' basis;
- The IT System Administrator password being changed on a monthly (30 day) basis.

#### 1.5 All Staff

Staff are to ensure that:

- All details within this policy are understood. If anything is not understood, it should be brought to the attention of the Headteacher.
- Any e-Safety incident is reported to the e-Safety Officer (and an e-Safety Incident report is made), or in his/her absence, to the Headteacher. If you are unsure, the matter is to be raised with the e-Safety Officer or the Headteacher to make a decision.
- The reporting flowcharts contained within this e-safety policy are fully understood.

#### 1.6 All Pupils

The boundaries of use of ICT equipment and services in this school are given in the student Acceptable Use Policy; any deviation or misuse of ICT equipment or services will be dealt with in accordance with the behaviour policy.

e-Safety is embedded into our curriculum; students will be given the appropriate advice and guidance by staff. Similarly, all students will be fully aware how they can report areas of concern whilst at school or outside of school.

## 1.7 Parents and Carers

Parents play the most important role in the development of their children; as such the school will ensure that parents have the skills and knowledge they need to ensure the safety of children outside the school environment. Through parent's evenings, school newsletters and our website, the school will keep parents up to date with new and emerging e-safety risks, and will involve parents in strategies to ensure that students are empowered.

Parents must also understand the school needs have to rules in place to ensure that their child can be properly safeguarded. As such, parents will sign the student Acceptable Use Policy before any access can be granted to school ICT equipment or services.

## 2 E-SAFETY COMMITTEE

Chaired by the Governor responsible for e-Safety, the e-safety Committee is responsible:

- to advise on changes to the e-safety policy.
- to establish the effectiveness (or not) of e-safety training and awareness in the school.
- to recommend further initiatives for e-safety training and awareness at the school.

Established from volunteer students, parents, e-Safety Officer, responsible Governor, a linking staff member who has adequate knowledge with IT and others as required, the e-Safety Committee will meet on a termly basis. e-safety is also a consistent item on the PSC Committee agenda.

## 3 TECHNOLOGY ASPECTS

Thorpe Acre Infant School uses a range of devices including PC's, laptops and ipads. In order to safeguard the student and in order to prevent loss of personal data, we employ the following assistive technology:

### 3.1 Internet Filtering

We use LightSpeed systems and Fortigate firewall, provided by Schools Broadband, that prevents unauthorized access to illegal websites. It also prevents access to inappropriate websites – 'appropriate' and 'inappropriate' is determined by the age of the user and equipment in use and will be reviewed in line with this policy or in response to an incident, whichever is sooner. The ICT Coordinator, e-Safety Officer and IT Support, are responsible for ensuring that the filtering is appropriate and that any issues are brought to the attention of the Headteacher.

The school uses a fully managed Ubiquiti based wireless network, which has complicated user passwords and has the ability to be highly secured if needed. A guest wireless network is in place

which allows non-school staff to access the internet through the school system, but restricts their access away from school devices and provides pupil-level filtering.

### 3.2 Pupil IT usage

Pupils main use of ICT is classroom laptops, where usage is fully supervised. In addition, specialized suite software allows the blocking, recording and reporting of inappropriate usage.

### 3.3 Email Filtering

Emails to and from the school are handled by a specific Office 365 domain account. Office 365 uses Microsoft Exchange Online Protection for spam and virus protection. This applies to emails sent from and received to school. 'Infected' is defined as – “an email that contains a virus or script (i.e. malware) that could be damaging or destructive to data and spam email such as a phishing message”.

### 3.4 Encryption

All school devices that hold personal data (as defined by the Data Protection Act 1998) are encrypted. No data is to leave the school on an un-encrypted device; all devices that are kept on school property and which may contain personal data are encrypted. Any breach (i.e. loss/theft of device such as laptop or USB keydrives) is to be brought to the attention of the Headteacher immediately. The Headteacher will liaise with the local authority to ascertain whether a report needs to be made to the Information Commissioner's Office. (Note: Encryption does not mean password protected.)

### 3.5 Passwords

All staff and students will be unable to access any device without a unique username and password. Staff and student passwords will change on a termly basis or if there has been a compromise, whichever is sooner. The ICT Coordinator and IT Support will be responsible for ensuring that passwords are changed.

### 3.6 Anti-Virus

All capable devices will have anti-virus software. The school uses 'Kaspersky' anti-virus, administered from the school server to detect and prevent viruses spreading in school. This software will be updated at least hourly on the server for new virus definitions. IT Support will be responsible for ensuring this task is carried out, and will report to the Headteacher if there are any concerns. All USB peripherals such as keydrives are to be scanned for viruses before use. Virus definition information is automatically pushed out to all PCs connected to the network.

### 3.7 Safe Use Of:

#### 3.7.1 Internet

Use of the Internet in school is a privilege, not a right. Internet use will be granted to: staff - upon signing this e-safety policy and the staff Acceptable Use Policy; students - upon signing and returning

their acceptance of the Acceptable Use Policy. Owing to the age range of our pupils, we ask Parents/ Carers to thereby ensure their child/ren understand.

### 3.7.2 Email

All staff are reminded that emails are subject to Freedom of Information requests, and as such the email service is to be used for professional work-based emails only. Emails of a personal nature are not permitted. Similarly use of personal email addresses for work purposes is not permitted. Pupils are not permitted to use the school email system but separate classes may be given an address as and if requested.

### 3.7.3 Photos and videos

Digital media such as photos and videos are covered in the schools' Photographic Policy, and is reiterated here for clarity. All parents must sign a photo/video release slip at the beginning of each academic year; non-return of the permission slip will not be assumed as acceptance.

### 3.7.4 Social Networking

There are many social networking services available; Thorpe Acre Infant School is fully supportive of social networking as a tool to engage and collaborate with learners, and to engage with parents and the wider school community. The following social media services are permitted for use within our School and have been appropriately risk assessed; should staff wish to use other social media, permission must first be sought via the e-Safety Officer who will advise the Headteacher for a decision to be made. Any new service will be risk assessed before use is permitted.

- Blogging – used by staff and students in school.
- Twitter – used by the school as a broadcast service (see below).

A broadcast service is a one-way communication method in order to share school information with the wider school community. No persons will be “followed” or “friended” on these services and as such no two-way communication will take place.

In addition, the following is to be strictly adhered to:

- Permission slips (via the school photographic policy) must be consulted before any image or video of any child is uploaded.
- There is to be no identification of students using first name and surname; first name only is to be used.
- Where services are “comment enabled”, comments are to be set to “moderated”.
- All posted data must conform to copyright law; images, videos and other resources that are not originated by the school are not allowed unless the owner's permission has been granted or there is a license which allows for such use (i.e. creative commons).

## 3.8 Notice and take down policy

Should it come to the school's attention that there is a resource which has been inadvertently uploaded, and the school does not have copyright permission to use that resource, it will be removed within one working day.

### 3.9 Incidents

Any e-safety incident is to be brought to the immediate attention of the e-Safety Officer, or in his/her absence the Headteacher. The e-Safety Officer (Or Linking Staff) will assist you in taking the appropriate action to deal with the incident and to fill out an incident log.

### 3.10 Training and Curriculum

It is important that the wider school community is sufficiently empowered with the knowledge to stay as risk free as possible whilst using digital technology; this includes updated awareness of new and emerging issues. As such, Thorpe Acre Infant School will have an annual programme of training which is suitable to the audience.

e-Safety for students is embedded into the curriculum; awareness is raised and key messages shared through dedicated assemblies and units of lessons. Whenever ICT is used in the school, staff will ensure that there are positive messages about the safe use of technology and risks as part of the student's learning. As well as programs of training, we will establish further training or lessons as necessary in response to any incidents.

The e-Safety Officer is responsible for recommending a programme of training and awareness for the school, to the Headteacher and responsible Governor for consideration and planning. Should any member of staff feel they have had inadequate or insufficient training generally or in any particular area, this must also be brought to the attention of the Headteacher for further CPD.

## 4 ACCEPTABLE USE POLICY FOR:

### 4.1 Staff

**Note: All Internet and email activity is subject to monitoring**

*You must read this policy in conjunction with the e-Safety Policy. Once you have read and understood both, you must sign this policy sheet.*

**Internet access** - You must not access or attempt to access any sites that contain any of the following: child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues. Inadvertent access must be treated as an e-safety incident, reported to the e-safety officer and an incident sheet completed.

**Social networking** – is allowed in school in accordance with the e-safety policy only. Staff using social networking for personal use should never undermine the school, its staff, parents or children. Staff should **NOT** become “friends” with parents or pupils on personal social networks.

**Use of Email** – staff are **NOT** permitted to use school email addresses for personal business. All email should be kept professional. Staff are reminded that school data, including emails, is open to Subject Access Requests under the Freedom of Information Act.

**Passwords** - Staff should keep passwords private. There is no occasion when a password needs to be shared with another member of staff or student, or IT support.

**Data Protection** – If it is necessary for you to take work home, or off site, you should ensure that your device (laptop, USB pen-drive etc.) is encrypted. On no occasion should data concerning personal information be taken offsite on an unencrypted device.

**Personal Use of School ICT** - You are not permitted to use ICT equipment for personal use unless specific permission has been given from the Headteacher who will set the boundaries of personal use.

**Images and Videos** - You should not upload onto any internet site or service images or videos of yourself, other staff or pupils without consent. This is applicable professionally (in school) or personally (i.e. staff outings).

**Use of Personal ICT** - use of personal ICT equipment is at the discretion of the Headteacher. Permission must be sought stating the reason for using personal equipment; a risk assessment will be carried out by IT support and the e-Safety Officer.

**Viruses and other malware** - any virus outbreaks are to be reported to the Mouchel Helpdesk as soon as it is practical to do so, along with the name of the virus (if known) and actions taken by the school.

**e-Safety** – like health and safety, e-safety is the responsibility of everyone to everyone. As such you will promote positive e-safety messages in all use of ICT whether you are with other members of staff or with students.

**NAME :**

**SIGNATURE :**

**DATE :**

## 4.2 PUPILS

### *Our Charter of Good Online Behaviour*

**Note:** All Internet and email activity is subject to monitoring

**I Promise** – to only use the school computers/ devices for schoolwork that the teacher has asked me to do.

**I Promise** – to look after the work that other people have done.

**I will not** – use other people’s work or pictures without asking.

**I will not** – damage equipment; if I accidentally damage something I will tell my teacher.

**I will not** – share my password with anybody; if I forget my password, I will let my teacher know.

**I will not** – use other people’s usernames or passwords.

**I will not** – share personal information online with anyone.

**I will not** – download anything from the Internet unless my teacher has asked me to.

**I will** – let my teacher know if anybody asks me for personal information, e.g. name, address

**I will** – let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

**I will** – will treat everybody the way that I want to be treated.

**I understand** – that some people on the Internet are not who they say they are, and some people can be nasty. I will tell my teacher if I am ever concerned in school, or my parents, if I am at home.

**I understand** – if I break the rules in this charter, my parents will be told.

**Signed (Parent) :**

**Signed (Pupil) :**

**Date :**