Heart of the Community

Western Springs Community Primary School

E – Safety Policy, Social Media & Networking policy

E-Safety Policy & ICT Acceptable Usage Agreement (AUA)

Rationale

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

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

- Websites
- 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
- I pad
- Games consoles with internet access

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 and the related age restrictions on social media sites.

At Western Springs Community Primary School, we understand the responsibility to educate our pupils on e-safety 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 Agreements (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), webcams, whiteboards, digital video equipment, I pads, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, and portable media players, I pads etc).

Roles and Responsibilities

As e-safety is an important aspect of strategic leadership within the school the Governing Body have ultimate responsibility to ensure that the policy and practices are embedded and monitored. This responsibility is delegated to the Head. Any extra permission given by the Head must be recorded (e.g. memos, minutes from meetings) in order to be valid.

The named person (Safeguarding Officer) and ICT manager have the responsibility of ensuring this policy is upheld by all members of the school community and that they have been made aware of the implication this has. It is the role of these members of staff to keep abreast of current issues and guidance through

organisations such as the LA, Becta, CEOP (Child Exploitation and Online Protection), Childnet and Local Authority Safeguarding Children Board.

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, safeguarding policy and behaviour/pupil discipline (including the anti-bullying) policy.

All staff at the school shall:

- Behave responsibly and professionally at all times in connection with the use of social networking sites.
- Ensure that all communitcation with pupils (including online communication) takes place within clear and explicit professional boundaries as set out in the DfE *Guidance for safer working practice for Adults who work with children and Young People in Education settings* and using school based systems.
- Raise any concerns that any colleague(s) is/are not acting in accordance with this policy with their line manager/ the Headteacher/ the schools designated safeguarding lead.
- Act in accordance with the schools Whistleblowing Policy.
- Use their professional judgement and, where no specific guidance exists, take the most prudent action possible and consult with their manager or the Headteacher if they are unsure
- Co-operate with management in ensuring the implementation of this policy
- Respect the privacy and feelings of others.
- Keep a professional distance from pupils and ensure a clear separation of the private social lives of colleagues at the school and those of pupils.
- Report to the Headteacher, Safeguarding lead, line manager any occasions when a pupil attempts to involve them in on-line or social networking activity.
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Parents and Third parties are encouraged to:

- Raise any concerns that any staff member(s) at the schools is/are not acting in accordance with this Policy with the Headteacher.

E-safety skills development for staff

- Our staff receive regular information and training on e-safety issues in the form of full staff meetings and memos.
- New staff receive information on the school's acceptable use policy as part of their induction through their staff handbooks.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.
- All staff are encouraged to incorporate e-safety activities and awareness within their curriculum areas.

Communicating the school e-safety messages

- E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.
- E-safety posters will be prominently displayed, especially in the ICT suite.

E-Safety in the Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for e-safety guidance to be given to the pupils on a regular and meaningful basis. E-safety is embedded within our curriculum and we continually look for new opportunities to promote E-safety. We regularly monitor and assess our pupils' understanding of e-safety.

- The school provides opportunities within a range of curriculum areas and discrete ICT lessons to teach about e-safety (in accordance with the medium term planning.)
- Educating pupils on the dangers of technologies that maybe encountered outside school may also be done informally when opportunities arise.
- 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.

Password Security

Password security is essential for staff, particularly as they are able to access and use pupil data. Staff have access to this through Administrator Rights on the NGFL network. The pupils from Year R upwards have individual logins and storage folders on the server. Staff and pupils are regularly reminded of the need for password security.

Data Security

The accessing and appropriate use of school data is something that the school takes very seriously. Staff are aware of their responsibility when accessing school data. Level of access is determined by the Head Teacher. Data can only be accessed and used on school computers or laptops. Staff are aware they must not use their personal devices for accessing any school/pupil data.

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. Whenever any inappropriate use is detected it will be followed up.

- All staff must read and agree to the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- 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.
- You Tube clips may be used for delivery but pupils will not have access during lessons. The administrator is responsible for monitoring and blocking these. Class teachers are responsible for monitoring safe use.

Use of Social networking sites

- Colleagues at the school must not access social networking sites for personal use via school information systems or using school equipment.
- Colleagues at the school must not accept pupils as friends or use internet or web-based communication channels to send any personal messages to pupuls- personal communication could be considered inappropriate and unprofessional and makes colleagues at the school vulnerable to allegations.
- Colleagues at the school advised not to be friends with a recent pupils (the potential for colleagues at the school to be compromised in terms of content and open to accusations makes the risk not worth taking) and colleagues at the school are also advised not to be friends with pupils at other school as this is likely to make them vulnerable to allegations and may be open to investigation by the Local Authority or Police. Where a colleague is not following this advice, they are required to discuss the matter, the implications with the Headteacher or designated children's safeguarding teacher/ officer.
- Any student- initiated communication, online friendship requests must be declined and reported to the Headteacher or designated Childrens safeguarding lead. (if a colleague receives messages on his/ her social networking profile that they think could be from a pupil they must report it to their line manager/ Headteacher and discuss whether it is appropriate for the colleague to contact the internet service or social networking provider so that the provider can investigate and take the appropriate action)
- Colleagues at the school should not place/post any material (or links to any material) of a compromising nature (that is, any material a reasonable person might find obscene or offensive (such as sexually explicit or unlawfully discriminatory material) including inappropriate photographs or indecent remarks or material relating to illegal activity) on any social networking space.
- Colleagues at the school are advised not to write about their work but where a colleague at the school chooses to do so he/she should make it clear that the views expressed are his/hers only and do not reflect the views of the school/ Local Authority (and all other guidelines in this policy must still be adhered to when making any reference to the workplace) and he/she must not disclose any information that is confidential to the school or disclose personal data or information about any individual/ colleague/pupil which could be in breach of the Data Protection Act or disclose any information about the school/Local Authority that is not yet in the public arena.
- Colleagues at the school should not post photographs of pupils under any circumstances and should not post photographs of colleagues or parents without their express permission.
- Colleagues at the school should not make abusive/defamatory / undermining/detogatory remarks about the school/colleagues/pupils/parents/ governors or the Local Authority or post anything that misrepresents or could potentially bring the school/ Local Authority into disrepute.
- Colleagues at the school should not disclose confidential information relating the their employment at the school.
- Colleagues at the school must not link their own sites to the school website or use the schools or the Local Authority's logo or any other identifiers on their personal web pages.
- If any colleague at the school receives media contact regarding the content of their site or is offered payment for site content which relates to the school they must consult their Headteacher/ Line Manger.
- No colleagues at the school should use any internet/ online resources the seek information on any pupil, parent or other colleague at eh school other than for the purpose of legitimate monitoring of the usage of Social Networking sites by designated managers.

- Colleagues at the school should not use social networking sites to seek influence pupils regarding their own political or religious views or recruit them to an organisation of this kind using their status as a trusted adult to encourage this.

All communication via social networking sites should be made with the awareness that anything said shown or received could be made available, intentionally or otherwise to an audience wider than that originally intended. Colleagues at the school are strongly advised in their own interests to take steps to ensure that their online personal data is not accessible to anybody who they do not want to have permission to access it. For example they are advised to check the security and privacy settings of any social networking site they subscribe to and set these to maximum. For further information see the safer internet website. www.saferinternet.org.uk

The school reserves the right to take action to obtain the removal of any content posted by colleague, at the school which may adversely affect the reputation of the school (or any colleague, governor, pupil or parent at the school) or put it at risk of legal action. Should the school decide to peruse this course of action, the advice of the Local Authority's marketing and Communications Team may be sought.

We would expect all former colleagues at the school to continue to be mindful of good children's safeguarding practice and of the school's reputation in using social networking sites.

All colleagues at the school should follow the following guidance/procedures:

- The school ICT policy must be adhered to at all times when content is posted on the school sponsored sites/pages/spaces or online school communication systems/networks are used. Usage will be monitored in line with this policy and any breach in this regard will result in the offending content being removed and may result in disciplinary action and any publishing rights of the relevant colleague being suspended in accordance with the schools ICT Policy.
- Communications or pages undertaken/ run on behalf of the school must be password protected and run from the school website.
- Colleagues at the school must not run social network spaces for student use on a personal basis. If a network is to be used to support students with coursework and as part of the educational process, professional spaces must be created by colleagues and pupils using a restricted, school-endorsed networking platform in line with school ICT and governance policies. (Specific sites can be negotiated via a license process for relevant colleagues, with specific guidelines on use and consequences for breaches of the guidelines being set out and backed by a signed undertaking from the relevant colleagues to use the sites in accordance with the guidelines)
- Any inappropriate behaviour by pupils online must be reported to the Headteacher or member of the senior leadership team and will be dealt with through the school's pupil disciplinary process.
- Colleagues at the school should not request or respond to any personal information from any pupil unless consistent with their professional role and approved by the school.

Infrastructure

- School internet access is controlled through the LA's web filtering service.
- Our school also employs some additional web filtering.
- Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required.
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the class teacher who must inform an e-safety co-ordinator.
- It is the responsibility of the school, by delegation to the technical support; to ensure that Anti-virus protection is installed and kept up-to-date on all school machines.
- If pupils wish to bring in work on removable media it must be given to the teacher for a safety check first.

- Pupils and staff are not permitted to download programs or files on school based technologies without seeking prior permission from the ICT Manager.
- If there are any issues related to viruses or anti-virus software, the ICT manager should be informed through the 'Computer Problems' book held in the ICT suite.
- Apps and downloads for i-pads and tablets are controlled and checked by the administrator. Pupils do not have the ability to use any unauthorised Apps. Teachers must consult the administrator if an App is to be used.

Managing other Web 2 technologies

Web 2, including social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage our pupils to think carefully about the way that information can be added and removed by all users, including themselves, from these sites.

- At present, the school endeavours to deny access to unmonitored social networking sites such as Facebook to pupils within school.
- There should be no communication between staff and pupils through social networking sites such as Facebook.
- 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 Head Teacher.

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. 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 not allowed to bring personal mobile devices/phones to school unless this is for educational purposes set by the teacher (even then, stict monitoring and controlled usage will only be permitted).
- The school is not responsible for the loss, damage or theft of any personal mobile device.

- The sending of inappropriate text messages between any member of the school community is not allowed.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Managing email

The use of email within most schools is an essential means of communication for both staff and pupils. 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 internationally. 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 through 365. 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. 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.
- 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.
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes.
- The following pupils have their own individual school issued accounts-Year 3-6. All other children use a class/ group email address.
- The forwarding of chain letters is not permitted in school. However the school has set up a dummy account (….@.....sch.uk) to allow pupils to forward any chain letters causing them anxiety. No action will be taken with this account by any member of the school community.
- All e-mail users are expected to adhere to the generally accepted rules of network etiquette particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arranging 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 ICT manager if they receive an offensive e-mail.
- Pupils are introduced to email as part of the ICT Scheme of Work at Year 3.

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 school trips.
- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of others, this includes when on school trips. With the consent of the class teacher, pupils are permitted to take digital cameras from school to record images and can download these images on the school network.

Publishing pupil's images and work

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

- on the school web site
- 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' full names will not be published alongside their image and vice versa. E-mail and postal addresses of pupils will not be published.
Before posting pupils' work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed.

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 Head Teacher
- Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school network/ Learning Platform.
- Teaching Staff have the responsibility of deleting the images when they are no longer required, or when the pupil has left the school.

Misuse and Infringements

Complaints

- Complaints relating to e-safety should be made to the ICT manager or Head Teacher.
- All incidents will be logged and followed up.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures and must be reported to the Named person (Safeguarding Officer).
- Pupils and parents will be informed of the complaints procedure.

Inappropriate material (see ICT Acceptable Use Agreement)

- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the e-safety co-ordinators.
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the ICT manager, depending on the seriousness of the offence; investigation by the Head Teacher/ LA, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences.

- Users are made aware of sanctions relating to the misuse or misconduct.

Equal Opportunities

Managers must not discriminate on the grounds of race, age, gender, disability, sexual orientation, religion, or belief, gender reassignment, Marriage and civil partnership, pregnancy and maternity, or other grounds ensure that the needs of colleagues are given careful consideration when applying this policy.

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

Parental Involvement

We believe that it is essential for parents/ carers to be fully involved with promoting e-safety both in and outside of school. We regularly consult and discuss e-safety with parents/ carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

- 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 e-safety where appropriate in the form of;
    - Information sessions
    - Posters
    - Learning Platform postings/links to further information
    - Newsletter items
- Parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupil.
- Parents/carers are expected to reinforce the guidance from school when using technologies at home. The school will not be responsible for communications between pupils' outside school through social networking sites.

ICT Acceptable Use Agreement (AUA)

POLICY STATEMENT

The Governing Body recognises the use of ICT as an important resource for teaching, learning and personal development. It actively encourages staff to take full advantage of the potential for ICT to enhance development in all areas of the curriculum and school administration. It is also recognised by the Governing Body that along with these benefits there are also responsibilities, especially for ensuring that children are protected from contact with inappropriate materials.

In addition to their normal access to the school's ICT systems for work-related purposes, the Governing Body permits staff limited reasonable personal use of ICT equipment and e-mail and internet facilities during their own time subject to such use:

1. *not depriving pupils of the use of the equipment*

   and/or

2. *not interfering with the proper performance of the staff member's duties*

Whilst the school's ICT systems may be used for both work-related and for personal reasons the Governing Body expects use of this equipment for any purpose to be appropriate, courteous and consistent with the expectations of the Governing Body at all times and must never compromise the high standards of Safeguarding expected by all members of the staff.

The use of computer equipment, including laptop computers, which is on loan to staff by the school for their personal use at home is covered under this policy. Staff who have equipment on loan are responsible for its safekeeping and for ensuring that it is used in compliance with this policy.

GUIDANCE ON THE USE OF SCHOOL ICT FACILITIES

Whilst it is not possible to cover all eventualities, the following information is published as guidance for staff on the expectations of the Governing Body. Any non-conformance to this policy or operation outside statutory legal compliance may be grounds for disciplinary action being taken up to and including disciplinary action

Further guidance on the responsible use of ICT facilities are contained in the Council document *"Internet Access Policy for Schools"*.

E-mail and Internet usage

The following uses of the school's ICT system are prohibited and may in certain circumstances amount to gross misconduct and could result in dismissal:

1. *to gain access to, and/or for the publication and distribution of inappropriate s----al material, including text and/or images, or other material that would tend to deprave or corrupt those likely to read or see it*

2. *to gain access to, and/or for the publication and distribution of material promoting racial hatred*

3. *for the purpose of bullying or harassment, or for or in connection with discrimination or denigration on the grounds of gender, race, disability or s----al orientation*

4. *for the publication and/or distribution of libellous statements or material which defames or degrades others*

5. *for the publication and distribution of personal data without either consent or justification*

6. *where the content of the e-mail correspondence is unlawful or in pursuance of an unlawful activity, including unlawful discrimination*

7. *to participate in on-line gambling*

8. *where the use infringes copyright law*

9. *to gain unauthorised access to internal or external computer systems (commonly known as hacking)*

10. *to enable or assist others to breach the Governors' expectations as set out in this policy*

Additionally, the following uses of school ICT facilities are not permitted and could lead to disciplinary action being taken:

1. *for participation in "chain" e-mail correspondence*

2. *in pursuance of personal business or financial interests, or political activities (excluding the legitimate activities of recognised trade union representatives)*

3. *to access ICT facilities using another person's password, or to post anonymous messages or forge e-mail messages using another person's identity.*

Use of School ICT Equipment

Users of school ICT equipment:

1. *must not share and must treat as confidential any passwords provided to allow access to ICT equipment and/or beyond firewall protection boundaries*

2. *must report any known breach of password confidentiality to the Headteacher or nominated ICT Co-ordinator as soon as possible*

3. *must report known breaches of this policy, including any inappropriate images or other material which may be discovered on the school's ICT systems*

4. *must not install software on the school's ICT systems, including freeware and shareware, unless authorised by the school's ICT Co-ordinator*

5. *must comply with any ICT security procedures governing the use of systems in the school, including anti-virus measures*

Regulation of Investigatory Powers Act 2000

Ancillary to their provision ICT facilities the Governing Body asserts the employer's right to monitor and inspect the use by staff of any computer or telephonic communications systems where there are grounds for suspecting that such facilities are being, or may have been, misused.