Brook House Junior

E-Safeguarding Policy

To be reviewed annually. Next Review Date:
September 2016

Introduction

This policy should link to other relevant documents such as the Child Protection, Behaviour and Anti-Bullying policies.

The development and expansion of the use of ICT, and particularly of the internet, has transformed learning in schools in recent years. Children and young people will need to develop high level ICT skills, not only to maximise their potential use as a learning tool, but also to prepare themselves as lifelong learners and for future employment. Technology and the range of devices available in schools now offer pupils the opportunity develop their creativity, publish, share and collaborate online. However, schools must, through their e-safeguarding policy, ensure that they meet their statutory obligations to ensure that children and young people are safe and are protected from potential harm, both within and outside school.

Due to the ever changing nature of Information and Communication Technologies, it is best practice that the school reviews the E-Safeguarding Policy annually and, if necessary, more frequently in response to any significant new developments, new threats to e-safety or incidents that have taken place.

Because of the guidance notes, range of statements and supporting documents provided, this template document is much longer than the resulting school policy will be. It is intended that, while covering a complicated and ever changing aspect of the work of the school, the resulting policy should be concise and easily understood, if it is to be effective and adopted by all.

Background / Rationale

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

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

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. A school e-safeguarding policy should help to ensure safe and appropriate use by all users. The development and implementation of such a strategy should involve all the stakeholders from the Head teacher and Governors to the senior leaders, classroom teachers, non-teaching staff, and parents, members of the community and the students / pupils themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil / student achievement. However, the use of these new technologies can put users at risk. The breadth of issues within e-safeguarding is considerable, but they can be categorised into three areas of risk:-

Content: being exposed to illegal, inappropriate or harmful material

Contact: being subjected to harmful online interaction with other users

Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

Many of these risks reflect situations in the off-line world and it is essential that this e-Safeguarding policy is used in conjunction with other policies (e.g. safeguarding and child protection policies / anti-bullying / behaviour etc.).

As with all other risks, it is impossible to eliminate them completely. By providing good examples / role models and by raising awareness, it is possible to build the resilience of children and young people, so that they have the confidence and skills to deal with these risks.

The school must demonstrate that it has provided the necessary safeguards to help ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks. The e-safeguarding policy that follows explains how we intend to do this, while also addressing wider educational issues in order to help young people, their parents / carers and all staff to be responsible users and stay safe while using the internet and other communications technologies for educational and personal use.

Development / Monitoring / Review of this Policy

This policy has been developed by a working group made up of: *Miss Y Bielby, Mr S Johnson Mr Hinchliff*

Consultation with the whole school community will take place through the following:

- Staff meetings
- Governors meeting / sub committee meeting
- School website / newsletters
- Parent e-safeguarding workshop

Schedule for Development / Monitoring / Review

Title	**E-Safeguarding Policy**
Version	2
Date	*April 2015*
Author	E-safety Team
	Miss Bielby overseen by Mr Hinchliff
This e-safeguarding policy was approved by the Governing Body on*:*	
Monitoring will take place at regular intervals (at least annually):	Annually from Spring Term 2014
The Governing Body will receive a report on the implementation of the policy including anonymous details of any e-safeguarding incidents at regular intervals:	Annually from Spring Term 2014
The Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	April 2016
Should serious e-safeguarding incidents take place, the following external persons / agencies should be informed:	LA ICT Manager, LA Safeguarding Officer, Police Commissioner's Office Blue Box, YGfL

• The school will monitor the impact of the policy using: (April 2014)
- Logs of reported incidents
- Internal monitoring data for network activity from Blue Box (technical support)
- Surveys / questionnaires of
    - students / pupils (including Every Child Matters Survey)
    - parents / carers
    - staff

All staff and members of the School community must be informed of any relevant amendments to the policy.

Scope of the Policy

This policy applies to all members of the school community (including staff, students / pupils, volunteers, parents / carers, work placement students, visitors, community users) who have access to and are users of school ICT systems, both in and out of school.

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is relevant to incidents of cyber-bullying, or other e-safeguarding incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safeguarding behaviour that take place out of school.

Communication of the Policy

- A central paper copy of the policy will be stored in the SLT/Head's Office which all members of staff and Governors must sign. A paper copy for parents and visitors in reception.
- All policies are stored on the school intranet in the workspace folder –School Policies. All policies can be viewed by staff and they can choose as individuals to access them on paper.
- All changes to policy will be highlighted in staff and Governor meetings and the revised policy will be added and the out of date policy deleted. Staff will dispose of their old paper copies in accordance to the latest version.
- The Brook House's senior leadership team will be responsible for ensuring all members of school staff and pupils are aware of the existence and contents of the school e-Safeguarding policy and the use of any new technology within school.
- The e-Safeguarding policy will be provided to and discussed with all members of staff formally.
- All amendments will be published and awareness sessions will be held for all members of the school community.
- An e-Safety module will be included in the PSHE, Citizenship and ICT curricula covering and detailing amendments to the e-Safeguarding policy. (see e-Safety Curriculum Framework in appendix)
- E-Safeguarding training will be disseminated to all staff by the e-Safety Team to include a regular review of the e-Safeguarding policy.
- Pertinent points from the school e-Safeguarding policy will be reinforced across the curriculum and across all subject areas when using ICT equipment within school.
- The key messages contained within the e-Safeguarding policy will be reflected and consistent within all acceptable use policies in place within school.

- We endeavour to embed e-Safeguarding messages across the curriculum whenever the internet or related technologies are used
- Safeguarding posters will be prominently displayed around the school

Roles and Responsibilities

We believe that e-Safeguarding is the responsibility of the whole school community, and everyone has a responsibility to ensure that all members of the community are able to benefit from the opportunities that technology provides for learning and teaching. The following responsibilities demonstrate how each member of the community will contribute.

Responsibilities of the Senior Leadership Team:

- Mr Hinchliff has overall responsibility for e-safeguarding all members of the school community, though the day to day responsibility for e-safeguarding will be delegated to the E-Safeguarding Co-ordinator-Miss Y Bielby.
- The Headteacher and senior leadership team are responsible for ensuring that the e-Safeguarding Coordinator and other relevant staff receive suitable training to enable them to carry out their e-Safeguarding roles and to train other colleagues when necessary.
- The senior leadership team will receive monitoring reports from the e-Safeguarding Coordinator.
- The Headteacher and senior leadership team should ensure that they are aware of procedures to be followed in the event of a serious e-Safeguarding incident. (see flow chart on dealing with e-safety incidents included in a later section and relevant Local Authority HR / disciplinary procedures)

Responsibilities of the e-Safeguarding Team

- To ensure that the school e-Safeguarding policy is current and pertinent.
- To ensure that the school e-Safeguarding policy is systematically reviewed at agreed time intervals.
- To ensure that school Acceptable Use Policies are appropriate for the intended audience.
- To promote to all members of the school community the safe use of the internet and any technologies deployed within school.

Responsibilities of the e-Safeguarding Coordinator: Miss Y Bielby

- To promote an awareness and commitment to e-Safeguarding throughout the school.
- To take day-to-day responsibility for e-Safeguarding within school and to have a leading role in establishing and reviewing the school e-Safeguarding policies and procedures.
- To lead the school e-Safeguarding Team.
- To communicate regularly with school technical staff.
- To communicate regularly with the designated e-Safeguarding governor.
- To communicate regularly with the senior leadership team.
- To create and maintain e-Safeguarding policies and procedures.
- To develop an understanding of current e-Safeguarding issues, guidance and appropriate legislation.
- To ensure that all members of staff receive an appropriate level of training in e-Safeguarding issues.
- To ensure that e-Safeguarding education is embedded across the curriculum.
- To ensure that e-Safeguarding is promoted to parents and carers.

- To liaise with the local authority, the Local Safeguarding Children Board and other relevant agencies as appropriate.
- To ensure that all staff are aware of the procedures that need to be followed in the event of an e-Safeguarding incident.
- To ensure that an e-Safeguarding incident log is kept up to date.

Responsibilities of the Teaching and Support Staff

- To read, understand and help promote the school's e-Safeguarding policies and guidance.
- To read, understand and adhere to the school staff Acceptable Use Policy.
- To report any suspected misuse or problem to the e-Safeguarding Team.
- To develop and maintain an awareness of current e-Safeguarding issues and guidance.
- To model safe and responsible behaviours in their own use of technology.
- To ensure that any digital communications with pupils should be on a professional level and only through school based systems, **NEVER** through personal mechanisms, e.g. email, text, mobile phones etc.
- To embed e-Safeguarding messages in learning activities across all areas of the curriculum.
- To supervise and guide pupils carefully when engaged in learning activities involving technology.
- To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws.
- To be aware of e-Safeguarding issues related to the use of mobile phones, cameras and handheld devices.
- To understand and be aware of incident-reporting mechanisms that exist within the school.
- To maintain a professional level of conduct in personal use of technology at all times.
- Ensure that sensitive and personal data is kept secure at all times by using encrypted data storage and by transferring data through secure communication systems.

Responsibilities of Technical Staff : (Blue Box)

The school has a managed ICT service provided by an outside contractor, it is the responsibility of the school to ensure that the managed service provider carries out all the e-safeguarding measures that would otherwise be the responsibility of the school's technical staff, as suggested below. The managed service provider will be fully aware of and adhere to the e-Safeguarding policy and the acceptable use policies.

- To read, understand, contribute to and help promote the school's e-Safeguarding policies and guidance.
- To read, understand and adhere to the school staff Acceptable Use Policy.
- To report any e-Safeguarding related issues that come to your attention to the e-Safeguarding Team.
- To develop and maintain an awareness of current e-Safeguarding issues, legislation and guidance relevant to their work.
- To maintain a professional level of conduct in your personal use of technology at all times.
- To support the school in providing a safe technical infrastructure to support learning and teaching.
- To ensure that access to the school network is only through an authorised, restricted mechanism.
- To ensure that provision exists for misuse detection and malicious attack.

- To take responsibility for the security of the school ICT system.
- To liaise with the local authority and other appropriate people and organisations on technical issues.
- To document all technical procedures and review them for accuracy at appropriate intervals.
- To restrict all administrator level accounts appropriately.
- To ensure that access controls exist to protect personal and sensitive information held on school-owned devices.
- To ensure that appropriate physical access controls exist to control access to information systems and telecommunications equipment situated within school.
- To ensure that appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster.
- To ensure that controls and procedures exist so that access to school-owned software assets is restricted.

Protecting the professional identity of all staff, work placement students and volunteers

Communication between adults and between children / young people and adults, by whatever method, should be transparent and take place within clear and explicit boundaries. This includes the wider use of technology such as mobile phones, text messaging, social networks, e-mails, digital cameras, videos, web-cams, websites, forums and blogs.

When using digital communications, staff and volunteers should:

- only make contact with children and young people for professional reasons and in accordance with the policies and professional guidance of the school.
- not share any personal information with a child or young person e.g. should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers.
- not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role, or if the child is at immediate risk of harm.
- Not send or accept a friend request from the child/young person on social networks.
- be aware of and use the appropriate reporting routes available to them if they suspect any of their personal details have been compromised.
- ensure that all communications are transparent and open to scrutiny.
- be careful in their communications with children so as to avoid any possible misinterpretation.
- ensure that if they have a personal social networking profile, details are not shared with children and young people in their care (making every effort to keep personal and professional online lives separate).
- not post information online that could bring the school into disrepute.
- be aware of the sanctions that may be applied for breaches of policy related to professional conduct.

Responsibilities of the Child Protection Officer

- To understand the issues surrounding the sharing of personal or sensitive information.
- To understand the dangers regarding access to inappropriate online contact with adults and strangers.
- To be aware of potential or actual incidents involving grooming of young children.
- To be aware of and understand cyber bullying and the use of social media for this purpose.

Responsibilities of pupils

- To read, understand and adhere to the school pupil Acceptable Use Policy.
- To help and support the school in the creation of e-Safeguarding policies and practices and to adhere to any policies and practices the school creates.
- To know and understand school policies on the use of mobile phones, digital cameras and handheld devices.
- To know and understand school policies on the taking and use of mobile phones.
- To know and understand school policies regarding cyber bullying.
- To take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in school and at home.
- To be fully aware of research skills and of legal issues relating to electronic content such as copyright laws.
- To take responsibility for each other's safe and responsible use of technology in school and at home, including judging the risks posed by the personal technology owned and used outside school.
- To ensure they respect the feelings, rights, values and intellectual property of others in their use of technology in school and at home.
- To understand what action they should take if they feel worried, uncomfortable, vulnerable or at risk while using technology in school and at home, or if they know of someone who this is happening to.
- To understand the importance of reporting abuse, misuse or access to inappropriate materials and to be fully aware of the incident-reporting mechanisms that exists within school.
- To discuss e-Safeguarding issues with family and friends in an open and honest way.

Responsibilities of Parents / Carers

- To help and support the school in promoting e-Safeguarding.
- To read, understand and promote the school pupil Acceptable Use Policy with their children.
- To take responsibility for learning about the benefits and risks of using the internet and other technologies that their children use in school and at home.
- To take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- To discuss e-Safeguarding concerns with their children, show an interest in how they are using technology and encourage them to behave safely and responsibly when using technology.
- To model safe and responsible behaviours in their own use of technology
- To consult with the school if they have any concerns about their children's use of technology.
- To agree to and sign the home-school agreement which clearly sets out the use of photographic and video images outside of school.

To sign a home-school agreement containing the following statements:

We will support the school approach to online safety and not deliberately upload or add any images, sounds or text that could upset or offend any member of the school community

- We will support the school's stance on the use of ICT and ICT equipment
- Images taken of pupils at school events will be for personal use only and not uploaded or shared via the internet
- Parents may take photographs at school events: however, they must ensure that any images or videos taken involving children other than their own are for personal use and will not be published on the internet including social networking sites.

- Parents and carers are asked to read through and sign acceptable use agreements on behalf of their children on admission to school
- Parents and carers are required to give written consent for the use of any images of their children in a variety of different circumstances. (See parental consent letter- appendix)

Responsibilities of the Governing Body

- To read, understand, contribute to and help promote the school's e-Safeguarding policies and guidance.
- To develop an overview of the benefits and risks of the internet and common technologies used by pupils.
- To develop an overview of how the school ICT infrastructure provides safe access to the internet.
- To develop an overview of how the school encourages pupils to adopt safe and responsible behaviours in their use of technology in and out of school.
- To support the work of the e-Safeguarding team in promoting and ensuring safe and responsible use of technology in and out of school, including encouraging parents to become engaged in e-Safeguarding activities.
- To ensure appropriate funding and resources are available for the school to implement its e-Safeguarding strategy.

The role of the E-Safety Governor includes:

- Regular meetings with the e-Safety Co-ordinator
- Regular monitoring of e-safety incident logs
- Reporting to Governors meeting

Responsibilities of Other Community/ External Users

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

- The school will liaise with local organisations to establish a common approach to e-Safeguarding and the safe use of technologies.
- The school will be sensitive and show empathy to internet-related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice where appropriate.
- Any external organisations will sign an Acceptable Use Policy prior to using any equipment or the internet within school.
- The school will provide an Acceptable Use Policy for any guest who needs to access the school computer system or internet on school grounds.
- The school will ensure that appropriate levels of supervision exist when external organisations make use of the internet and ICT equipment within school.

Education

Pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of students / pupils in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-Safety education will be provided in the following ways:

- We will provide a series of specific e-Safeguarding-related lessons in every year group/specific year groups as part of the ICT curriculum / PSHE curriculum / other lessons.
- We will celebrate and promote e-Safeguarding through a planned programme of assemblies and whole-school activities, including promoting Safer Internet Day each year.
- We will discuss, remind or raise relevant e-Safeguarding messages with pupils routinely wherever suitable opportunities arise during all lessons; including the need to protect personal information, consider the consequences their actions may have on others, the need to check the accuracy and validity of information they use and the need to respect and acknowledge ownership of digital materials.
- Any internet use will be carefully planned to ensure that it is age appropriate and supports the learning objectives for specific curriculum areas.
- Pupils will be taught how to use a range of age-appropriate online tools in a safe and effective way.
- Staff will model safe and responsible behaviour in their own use of technology during lessons.
- We will teach pupils how to search for information and to evaluate the content of websites for accuracy when using them in any curriculum area.
- When searching the internet for information, pupils will be guided to use age-appropriate search engines. All use will be monitored and pupils will be reminded of what to do if they come across unsuitable content.
- All pupils will be taught in an age-appropriate way about copyright in relation to online resources and will be taught to understand about ownership and the importance of respecting and acknowledging copyright of materials found on the internet.
- Pupils will be taught about the impact of cyberbullying and know how to seek help if they are affected by any form of online bullying.
- Pupils will be made aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent or carer, teacher or trusted staff member, or an organisation such as Childline or the CEOP report abuse button

All Staff (including Governors)

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

- A programme of e-safety training will be made available to staff.
- All new staff must fully understand the school e-safety policy and Acceptable Use Policies.
- This E-Safeguarding policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.
- The E-Safety Team will provide advice / guidance / training as required to individuals as required.

Parents/Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way and in promoting the positive use of the internet and social media. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through

- parents' evenings
- newsletters
- letters
- website
- information about national / local e-safety campaigns / literature

Managing ICT systems and access

- The school will be responsible for ensuring that access to the ICT systems is as safe and secure as reasonably possible.
- Servers and other key hardware or infrastructure will be located securely with only appropriate staff permitted access.
- Servers, workstations and other hardware and software will be kept updated as appropriate.
- Virus protection is installed on all appropriate hardware, and will be kept active and up to date.
- The school will agree which users should and should not have internet access and the appropriate level of access and supervision they should receive. At Upper Key Stage 2, pupils will have an individual user account with an appropriate password which will be kept secure, in line with the pupil Acceptable Use Policy. They will ensure they log out after each session.
- Members of staff will access the internet using an individual id and password, which they will keep secure. They will ensure that they log out after each session and not allow pupils to access the internet through their id and password. They will abide by the school AUP at all times. They will lock their keyboards if called away from their computers for any length of time.

Filtering internet access

- The school uses a filtered internet service. The filtering system is provided by YGfL.
- The school's internet provision will include filtering appropriate to the age and maturity of pupils.
- The school will always be proactive regarding the nature of content which can be viewed through the school's internet provision.
- The school will have a clearly defined procedure for reporting breaches of filtering. All staff and pupils will be aware of this procedure by reading and signing the Acceptable Use Policy and by attending the appropriate awareness training.
- If users discover a website with inappropriate content, this should be reported to a member of staff who will inform the e-Safeguarding team. All incidents should be documented.
- If users discover a website with potentially illegal content, this should be reported immediately to the e-Safeguarding team. The school will report such incidents to appropriate agencies including the filtering provider, the local authority, CEOP or the IWF.
- The school will regularly review the filtering product for its effectiveness.
- The school filtering system will block all sites on the Internet Watch Foundation list and this will be updated daily.
- Any amendments to the school filtering policy or block-and-allow lists will be checked and assessed prior to being released or blocked.
- Pupils will be taught to assess content as their internet usage skills develop.
- Pupils will use age-appropriate tools to research internet content.

Management of assets

All schools will have both software and hardware assets for both teaching and learning and administrative purposes. All equipment and software comes at a cost to the school and should therefore be controlled and documented appropriately.

All ICT-related assets should be recorded in an inventory (this could be on a spreadsheet), including any software licenses held by the setting as this will give an audit trail. It is important that there are no breaches to the licensing terms and conditions of the software used as this could result in prosecution.

Settings should also be aware that any old hardware such as laptops, PCs, servers and removable media (memory sticks) needs to be formatted prior to disposal to ensure no sensitive or personal data remains on old hardware.

- Details of all school-owned hardware will be recorded in a hardware inventory.
- Details of all school-owned software will be recorded in a software inventory.
- All redundant ICT equipment will be disposed of through an authorised agency. This will include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data.
- All redundant ICT equipment that may have held personal data will have the storage media overwritten multiple times to ensure the data is irretrievably destroyed. Alternatively, if the storage media has failed, it will be physically destroyed. The school will only use authorised companies who will supply a written guarantee that this will happen.
- Disposal of any ICT equipment will conform to The Waste Electrical and Electronic Equipment Regulations 2006 and/or The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007. Further information can be found on the Environment Agency website.

Use of digital and video images - Photographic, Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupils' instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students / pupils need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate students / pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.

- Staff are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.

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

- Students / pupils must not take, use, share, publish or distribute images of others without their permission.

- Photographs published on the website, or elsewhere that include students / pupils will be selected carefully and will comply with good practice guidance on the use of such images.

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

- Written permission from parents or carers will be obtained before photographs of students / pupils are published on the school website.

Mobile phone usage in schools

General issues

- Mobile phones and personally-owned devices will not be used in any way during lessons or formal school time. They are handed into the school office at the start of the school day and collected at the end of the school day.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as classrooms and toilets.
- The Bluetooth function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.
- No images or videos should be taken on mobile phones or personally-owned mobile devices without the prior consent of the person or people concerned.

Pupils' use of personal devices

- If a pupil needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Pupils should protect their phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.
- No pupils should bring his or her mobile phone or personally-owned device into school without handing it into the School Manager's Office. Any device brought into school will be confiscated. Mobile phones and devices will be released to parents or carers in accordance with the school policy.

Data Protection

The Data Protection Act 1998 requires every organisation processing personal data to notify with the Information Commissioner's Office, unless they are exempt.

Settings that work with children and young people are likely to be under greater scrutiny in their care and use of personal data, following high profile incidents. In April 2010 the Information Commissioners Office introduced a new maximum £500K fine for breaches of information security for both public and private sector organisations.

All schools must understand the implications of not securing the information assets they hold and should look to appoint a Senior Information Risk Officer (SIRO) This role may well be combined with the schools Data Protection Officer.

This school's SIRO and Data Protection Officer is the School Manager Mrs Maddock.

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

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

Personal Data

The school may have access to a wide range of personal information and data, 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 children / young people, members of staff / volunteers / students and mothers and fathers / carers e.g. names, addresses, contact details, legal guardianship / contact details, health records, disciplinary records
- Professional records e.g. employment history, taxation and national insurance records, appraisal records and references
- Any other information that might be disclosed by mothers and fathers / carers or by other agencies working with families

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse. Use their encrypted memory sticks for personal data regarding pupils.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data or their computer is locked. (ctrl+alt+del)
- Transfer data using encryption and secure password protected devices.

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

- the data must be encrypted and password protected
- the device must be password protected
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy once it has been transferred or its use is complete

The school has established an information-handling procedure and assessed the risks involved with handling and controlling access to all levels of information within school.

- The school has deployed appropriate technical controls to minimise the risk of data loss or breaches.
- All access to personal or sensitive information owned by the school will be controlled appropriately through technical and non-technical access controls.
- Users should be vigilant when accessing sensitive or personal information on screen to ensure that no one else, who may be unauthorised, can read the information.
- All access to information systems should be controlled via a suitably complex password.
- All access to the school information management system will be on a need-to-know or least privilege basis. All access should be granted through the SIRO.
- All information on school servers shall be accessed through a controlled mechanism, with file permissions allocated and assessed on a need to know/ least privilege basis. All access should be granted through the SIRO.
- Staff and pupils will not leave personal and sensitive printed documents on printers within public areas of the school.
- All physical information will be stored in controlled access areas.
- Fax machines will be situated within controlled areas of the school.
- All communications involving personal or sensitive information (email, fax or post) should be appropriately secured.
- All devices taken off site, e.g. laptops, tablets, removable media or phones, will be secured in accordance with the school's information-handling procedures and, for example, not left in cars or insecure locations.

Secure Transfer Process

If you are transmitting sensitive information or personal data e.g. by email or fax it must be transferred by a secure method so it is protected from unauthorised access.

Encryption makes a file non readable to anyone who does not have the password to open it, therefore, it reduces the risk of unauthorised people having access to the information and protects staff from breaching the law.

Please note, that you can only encrypt document attachments and not the actual e-mail itself, therefore, you must not put non-public information in the body of the e-mail.

- All sensitive information or personal data sent by email or fax will be transferred using a secure method.
- personal or sensitive information must be within the email itself as the information may be insecure. This can be done by creating a document (e.g. Word document) and then encrypting the document and sending it as an attachment with the email.

Communication Technologies

A wide range of rapidly developing communications technologies has the potential to enhance learning.

	Staff & other adults				Students / Pupils			
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school		x				x		
Use of mobile phones in lessons				x				x
Use of mobile phones in social time	x							x
Taking photos on mobile phones or other camera devices				x				x
Use of hand held devices eg PDAs, PSPs				x				x
Use of personal email addresses in school, or on school network (not confidential data)	x							x
Use of school email for personal emails			x					x
Use of chat rooms / facilities				x				x
Use of instant messaging				x				x
Use of social networking sites				x				x
Use of blogs				x				x

When using communication technologies the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Staff and students / pupils should therefore use only the school email service to communicate with others when in school, or on school systems (eg by remote access).
- Users need to be aware that email communications may be monitored
- Users must immediately report, to the nominated person, in accordance with the school policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.

- Any digital communication between staff and students / pupils or parents / carers (email, chat, VLE etc) must be professional in tone and content.

Unsuitable / inappropriate activities

Some internet activity eg accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other ICT systems. Other activities eg Cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts certain internet usage as follows:

User Actions

		Acceptable	Acceptable at certain times	Acceptable for certain users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	**child sexual abuse images**					☐
	promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation					☐
	adult material that potentially breaches the Obscene Publications Act in the UK					☐
	criminally racist material in UK					☐
	pornography				☐	
	promotion of any kind of discrimination				☐	
	promotion of racial or religious hatred				☐	
	threatening behaviour, including promotion of physical violence or mental harm				☐	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				☐	
Using school systems to run a private business					☐	
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by SWGfL and / or the school					☐	
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions					☐	
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)					☐	
Creating or propagating computer viruses or other harmful files					☐	
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet					☐	
On-line gaming (educational)				X		
On-line gaming (non educational)					X	
On-line gambling					X	
On-line shopping / commerce				X		
File sharing			X			
Use of social networking sites					x	
Use of video broadcasting e.g. Youtube			x			

Responding to incidents of misuse

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:

If any apparent or actual misuse appears to involve illegal activity, e.g.

- child sexual abuse images
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials

The SSCB flow chart (see Appendices) should be consulted and actions followed in line with the flow chart.

If members of staff suspect that misuse might have taken place, but that the misuse is not illegal it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

Students / Pupils Actions / Sanctions

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

Staff

Actions / Sanctions

Incidents:	Refer to line manager	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc.	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		☐	☐	☐				
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email	X	X	X		X	X		
Unauthorised downloading or uploading of files	X	X	X		X	X		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	X	X	X		X	X		X
Careless use of personal data e.g. holding or transferring data in an insecure manner	X	X				X		X
Deliberate actions to breach data protection or network security rules	X	X	X			X	X	X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	X	X	X	X	X	X	X	X
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	X	X	X	X		X	X	X
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils	X	X	X			X	X	X
Actions which could compromise the staff member's professional standing	X	X	X			X	X	X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	X	X	X	X		X	X	X
Using proxy sites or other means to subvert the school's filtering system	X	X	X	X		X	X	X
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X				X		
Deliberately accessing or trying to access offensive or pornographic material	X	X	X	X	X	X	X	X
Breaching copyright or licensing regulations	X	X				X		
Continued infringements of the above, following previous warnings or sanctions	X	X	X	X		X	X	X

Appendices

-
- Staff and Volunteers Acceptable Usage Policy template
- Parents / Carers Acceptable Usage Policy Agreement template
- Use of Digital Images
- School Personal Data Policy template
- Flowchart for Response to an incident of Concern
- Ideas for schools to consider
- Links to other organisations, documents and resources
- Legislation

Brook House Junior - Acceptable Use Policy for Young Children Y3/4

This is how we stay safe when we use computers:

I will ask *a teacher / an adult* if I want to use the computer

I will only use activities that *the teacher /an adult* has told or allowed me to use.

I will take care of the computer and other equipment

I will ask for help from *the teacher / an adult* if I am not sure what to do or if I think I have done something wrong.

I will tell *the teacher / an adult* if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer.

Signed (child):……

Signed (parent): ……..

Older Children Template to be made

Think before you click

S 	I will only use the Internet and email with an adult
A 	I will only click on icons and links when I know they are safe
F 	I will only send friendly and polite messages
E 	If I see something I don't like on a screen, I will always tell an adult

My Name:

My Signature:

Further Information

- Sheffield Schools and settings can consult with the e-Safety Manager via: julia.codman@sheffield.gov.uk or telephone 0114 2736945.

- Training is available via Safeguarding Training Service on 0114 Telephone: 0114 2735430 or email safeguardingchildrentraining@sheffield.gov.uk

- The UK Safer Internet Centre's Professional Online Safety Helpline offers advice and guidance around e-Safety for professionals who work with children and young people in the UK. The helpline provides support with all aspects of digital and online issues such as social networking sites, cyber-bullying, sexting, online gaming and child protection online. Staff can contact the helpline via 0844 381 4772, helpline@saferinternet.org.uk or can visit www.saferinternet.org.uk/helpline for more information.

- "Safer Use of New Technology" is a Kent Safeguarding Children Board (KSCB) document which discusses ideas and FAQs for professionals on how to use technology safely when working with young people. The document can be downloaded from www.kenttrustweb.org.uk?esafety

- "Supporting School Staff" is an essential document to help staff understand how to protect themselves online created by Childnet International and DfE: http://www.digizen.org/resources/school-staff.aspx

- Teach Today is a useful website which provides useful advice and guidance for staff from industry: http://en.teachtoday.eu

- 360 Degree Safe tool is an online audit tool for schools to review current practice: http://360safe.org.uk/

- "Guidance for Safer Working Practice for Adults who Work with Children and Young People" (2009) contains useful guidance around professional use of technology. www.childrenengland.org.uk/upload/Guidance%20.pdf

Staff ICT Acceptable Use Policy 2015

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.

- I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, digital cameras, email and social media sites**.**

- School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.

- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.

- I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system).

- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.

- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely. Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.

- I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are secured and encrypted. I will protect the devices in my care from unapproved access or theft.

- I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.

- I will respect copyright and intellectual property rights.

- I have read and understood the school e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.

- I will report all incidents of concern regarding children's online safety to the Designated Child Protection Coordinator (Mr Hinchliff) and/or the e-Safety Coordinator (Miss Bielby) as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to (Miss Bielby) the e-Safety Coordinator or Mr Spacey the designated teacher for filtering as soon as possible. (see flowchart).

- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the ICT Support Provider (Blue Box) as soon as possible. (Record problem on line through Blue Box reporting system under favourites.)

- My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships which may compromise this will be discussed with the Senior Leadership team.

- My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school AUP and the Law.

- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the City Council, into disrepute.

- I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

- If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the e-Safety Coordinator (Miss Bielby/Mr Spacey) or the Head Teacher.

- I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with the Staff ICT Acceptable Use Policy.

Signed: ……..... Print Name: …… Date: ……

Accepted by: …….. Print Name: ……..

Brook House Junior Parent / Carer Acceptable Use Policy Agreement

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

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- 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 parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that *students / pupils* will have good access to ICT to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent / Carers Name	
Student / Pupil Name	

As the parent / carer of the above *pupils*, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will promote positive, safe and responsible behaviour on the internet. I will inform the school if I have concerns over my child's e-safety.

Signed		Date	

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students / Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people can not be identified by the use of their names.

Parents are requested to sign the permission form below to allow the school to take and use images of their children.

Permission Form

Parent / Carers Name	
Student / Pupil Name	

As the parent / carer of the above *pupil*, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree that if I take digital or video images at, or of, – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Signed		Date	

Student / Pupil Acceptable Use Agreement

On the following pages we have copied, for the information of parents and carers, the Student / Pupil Acceptable Use Agreement.

The Student / Pupil AUP should be attached to the Parents / Carers AUP Agreement to provide information for parents and carers about the rules and behaviours that students / pupils have committed to by signing the form.

School Personal Data Handling Policy

Introduction

Schools should do everything within their power to ensure the safety and security of any material of a personal or sensitive nature.

It is the responsibility of all members of the school community to take care when handling, using or transferring personal data that it can not 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 eg names, addresses, contact details, legal guardianship / contact details, health records, disciplinary records
- Curricular / academic data eg class lists, pupil / student progress records, reports, references
- Professional records eg 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 *(Mrs Maddock who is also* Data Protection Officer). 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) (the school may wish to identify these staff by name or title in this section) for the various types of data being held (eg 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 as 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.

Training & 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 (or insert titles of relevant persons)

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.

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). 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 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.

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.
- Users must take particular care that computers or removable devices which contain personal data must not be accessed by other users (eg 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.

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.

A Destruction Log should be kept of all data that is disposed of. The log should include the document ID, classification, date of destruction, method and authorisation.

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. (Mrs Maddock)

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.

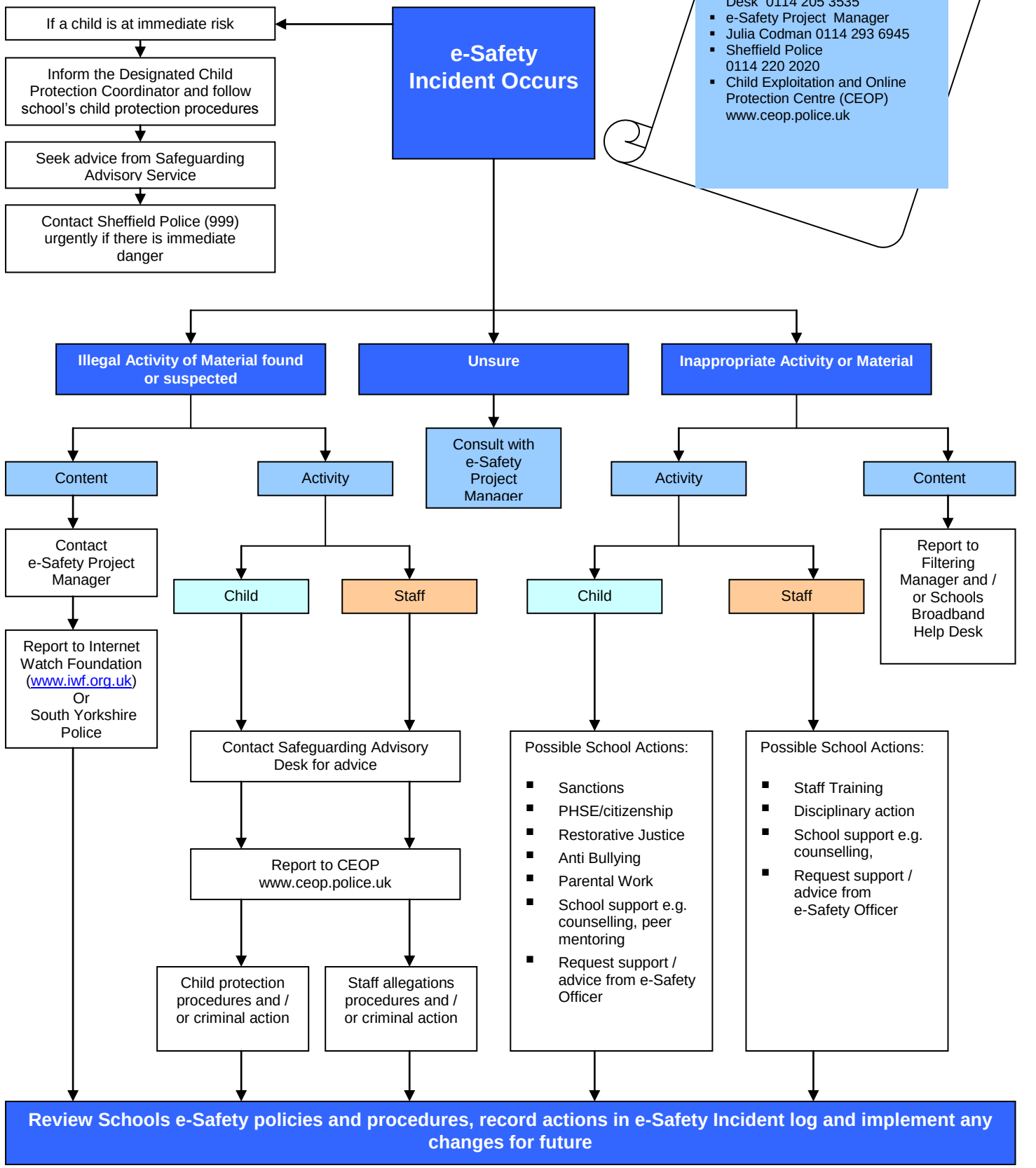
Further reading

Teachernet – Data processing and sharing -
http://www.teachernet.gov.uk/management/atoz/d/dataprocessing/

Office of the Information Commissioner website:
http://www.informationcommissioner.gov.uk

Office of the Information Commissioner – guidance notes: Access to pupil's information held by schools in England

Response to an Incident of Concern



Contact Details

Schools Designated Child Protection Officer:
School e-Safety Coordinator:
Safeguarding Children Board e-Safety Manager:

Ideas for schools to consider and monitor good practice

Discuss, monitor and review

- Do we hold discussions on e-safety and its definition, involving staff, children and young people, governors and parents?
- Do we keep a record of the incidence of e-safety incidents, according to our agreed definition, and analyse it for patterns – people, places, groups, technologies?
- Do we ask ourselves what makes an e-safe school?
- What is our school doing to ensure that our children and young people do not feel vulnerable and are safe to learn, when engaged in online activities?
- Do we celebrate our successes and draw these to the attention of parents/carers and the wider community?

Support everyone in the school community to identify and respond

- Do we work with staff and outside agencies to identify all potential forms of e-safety incidents?
- Do we actively provide systematic opportunities for developing pupils' skills to develop safe online behaviour?
- Have we considered all the opportunities where this can be addressed – through the curriculum; through corridor displays; through assemblies; through the School Council; through peer support; and through the website and parents' evenings and newsletters?
- Do we ensure that there is support for vulnerable children and young people?
- Do we train all staff to be aware of potential e-safety issues and follow school policy and procedures on e-safety?
- Do our staff feel adequately supported to be able to respond to and manage e-safety related incidents?

Ensure that children and young people are aware of how and to whom e-safety incidents should be reported and understand that all e-safety concerns will be dealt with sensitively and effectively

- Do we acknowledge and learn from the high level of skills and knowledge of children and young people in the use of new technologies? (often referred to as the "digital natives")
- Do we regularly canvass children and young people's views on the extent and nature of e-safety issues?
- Do we ensure that young people know how to express worries and anxieties about e-safety?
- Do we ensure that all children and young people are aware of the range of sanctions which may be applied against those involved in e-safety misuse?
- Do we involve children and young people in e-safety campaigns in school?
- Do we demonstrate that we are aware of the power of peer support? Have we created and publicised schemes of peer mentoring or counselling; buddying or mediation, for example?
- Do we include the phone numbers of help-lines in the school's student planners?
- Have we made children and young people aware of "how to report abuse"?
- Do we have an e-safety notice board?
- How else do we bring e-safety messages to children and young people's attention?
- What role does our School Council already play in our e-safety work? How might that involvement be enhanced?
- Do we offer sufficient support to children and young people who have been involved in e-safety incidents?
- Do we work with children and young people who have been involved, or may be seen as being at risk?

Ensure that parents/carers are aware of e-safety issues and that those expressing concerns have them taken seriously

- Do we work with parents and the local community to address issues beyond the school gates that give rise to e-safety issues? – particularly with regard to the possible lack of filtering and monitoring of internet access by children and young people out of school and with regard to cyber-bullying incidents
- Do parents know whom to contact if they are worried about e-safety issues?
- Do parents know about our complaints procedure and how to use it effectively?

Learn from effective e-safety work elsewhere and establish effective collaboration

- Have we invited colleagues from a school with effective e-safety policies and practice to talk to our staff?
- Have we involved the Sheffield Safeguarding Children Board staff or other local / regional experts in any way?
- Do we have an established link with the police?

Links to other organisations or documents

The following sites will be useful as general reference sites, many providing good links to other sites (to be included on updated school website):

Sheffield Safeguarding Children Board http://www.safeguardingsheffieldchildren.org.uk

Safer Internet Centre: http://www.saferinternet.org.uk/

UK Council for Child Internet Safety: http://www.education.gov.uk/ukccis

CEOP - Think U Know **-** http://www.thinkuknow.co.uk/

Childnet - http://www.childnet.com

Netsmartz http://www.netsmartz.org/index.aspx

Teach Today http://www.teachtoday.eu/

Internet Watch Foundation – report criminal content: http://www.iwf.org.uk/

Byron Review **(**"Safer Children in a Digital World")
http://webarchive.nationalarchives.gov.uk/tna/+/dcsf.gov.uk/byronreview/

Guidance for safer working practice for adults that work with children and young people -
http://webarchive.nationalarchives.gov.uk/20100202100434/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311/

Information Commissioners Office/education:
http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx

ICO guidance on use of photos in schools:
http://www.ico.gov.uk/youth/sitecore/content/Home/for_the_public/topic_specific_guides/schools/photos.aspx

Ofsted survey: http://www.ofsted.gov.uk/Ofsted-home/Publications-and-research/Browse-all-by/Documents-by-type/Thematic-reports/The-safe-use-of-new-technologies/(language)/eng-GB

Plymouth Early Years E-Safety Toolkit:
http://www.plymouth.gov.uk/early_years_toolkit.pdf

Protecting your personal information online:
http://www.ico.gov.uk/~/media/documents/library/data_protection/practical_application/protecting_your_personal_information_online.ashx

Getnetwise privacy guidance: http://privacy.getnetwise.org/

Children and Parents

Vodafone Parents Guide: http://parents.vodafone.com/

NSPCC: http://www.nspcc.org.uk/help-and-advice/for-parents-and-carers/internet-safety/internet-safety_wdh72864.html

Google guidance for parents: http://www.teachparentstech.org/

E-Parenting tutorials: http://media-awareness.ca/english/parents/internet/eparenting.cfm

Practical Participation – Tim Davies: http://www.practicalparticipation.co.uk/yes/

Digital Citizenship: http://www.digizen.org.uk/

Kent "Safer Practice with Technology":
http://kentrustweb.org.uk/CS/community/kent_teachers/archive/2009/07/07/safer-practice-with-technology-for-school-staff.aspx

Connect Safely Parents Guide to Facebook:
http://www.connectsafely.org/Safety-Advice-Articles/facebook-for-parents.html

Ofcom – Help your children to manage the media:
http://consumers.ofcom.org.uk/2010/10/parental-controls-help-your-children-manage-their-media/

Mobile broadband guidance: http://www.mobile-broadband.org.uk/guides/complete-resource-of-internet-safety-for-kids/

Orange Parents Guide to the Internet: http://www.orange.co.uk/communicate/safety/10948.htm

O2 Parents Guide: http://www.o2.co.uk/parents

FOSI – Family Online Internet Safety Contract: http://www.fosi.org/resources/257-fosi-safety-contract.html

Cybermentors (Beat Bullying): http://www.cybermentors.org.uk/

Teachernet Cyberbullying guidance:
http://www.digizen.org/resources/cyberbullying/overview

"Safe to Learn – embedding anti-bullying work in schools"
http://www.anti-bullyingalliance.org.uk/tackling_bullying_behaviour/in_schools/law,_policy_and_guidance/safe_to_learn.aspx

Anti-Bullying Network - http://www.antibullying.net/cyberbullying1.htm

Cyberbullying.org - http://www.cyberbullying.org/

CBBC – stay safe: http://www.bbc.co.uk/cbbc/help/home/

Technology

Kaspersky – advice on keeping children safe - http://www.kaspersky.co.uk/keeping_children_safe

Kaspersky - password advice: www.kaspersky.co.uk/passwords

CEOP Report abuse button: http://www.ceop.police.uk/Safer-By-Design/Report-abuse/

Which Parental control guidance: http://www.which.co.uk/baby-and-child/child-safety-at-home/guides/parental-control-software/

How to encrypt files: http://www.dummies.com/how-to/content/how-to-encrypt-important-files-or-folders-on-your-.html

Get safe on line – Beginners Guide - http://www.getsafeonline.org/ngcontent.cfm?a_name=beginners_1

Childnet Parents and Teachers on downloading / music, film, TV and the internet - http://www.childnet.com/downloading/

Microsoft Family safety software: http://windows.microsoft.com/en-US/windows-vista/Protecting-your-kids-with-Family-Safety

Norton Online Family: https://onlinefamily.norton.com/

Forensic Software http://www.forensicsoftware.co.uk/education/clients.aspx

Legislation

Schools should be aware of the legislative framework under which this E-Safety Policy template and guidance has been produced. It is important to note that in general terms an action that is illegal if committed offline is also illegal if committed online.

It is recommended that legal advice is sought in the advent of an e safety issue or situation.

Computer Misuse Act 1990

This Act makes it an offence to:

- Erase or amend data or programs without authority;
- Obtain unauthorised access to a computer;
- "Eavesdrop" on a computer;
- Make unauthorised use of computer time or facilities;
- Maliciously corrupt or erase data or programs;
- Deny access to authorised users.

Data Protection Act 1998

This protects the rights and privacy of individual's data. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The Act states that person data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Not kept longer than necessary.
- Processed in accordance with the data subject's rights.
- Secure.
- Not transferred to other countries without adequate protection.

Freedom of Information Act 2000

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they have to follow a number of set procedures.

Communications Act 2003

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.

Malicious Communications Act 1988

It is an offence to send an indecent, offensive, or threatening letter, electronic communication or other article to another person.

Regulation of Investigatory Powers Act 2000

It is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic communications is permitted, in order to:

- Establish the facts;
- Ascertain compliance with regulatory or self-regulatory practices or procedures;
- Demonstrate standards, which are or ought to be achieved by persons using the system;
- Investigate or detect unauthorised use of the communications system;
- Prevent or detect crime or in the interests of national security;
- Ensure the effective operation of the system.
- Monitoring but not recording is also permissible in order to:
- Ascertain whether the communication is business or personal;
- Protect or support help line staff.
- The school reserves the right to monitor its systems and communications in line with its rights under this act.

Copyright, Designs and Patents Act 1988

It is an offence to copy all, or a substantial part of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, and sounds, moving images, TV broadcasts and other media (e.g. YouTube).

Telecommunications Act 1984

It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

Criminal Justice & Public Order Act 1994

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they: -

- Use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- Display any writing, sign or other visible representation, which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

Racial and Religious Hatred Act 2006

This Act makes it 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.

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.

Protection of Children Act 1978

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

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. (Typically, teachers, social workers, health professionals, connexions staff fall in this category of trust). Any sexual intercourse with a child under the age of 13 commits the offence of rape.

Public Order Act 1986

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. Children, Families and Education Directorate page 38 April 2007.

Obscene Publications Act 1959 and 1964

Publishing an "obscene" article is a criminal offence. Publishing includes electronic transmission.

Human Rights Act 1998

This does not deal with any particular issue specifically or any discrete subject area within the law. It is a type of "higher law", affecting all other laws. In the school context, human rights to be aware of include:

- The right to a fair trial
- The right to respect for private and family life, home and correspondence
- Freedom of thought, conscience and religion
- Freedom of expression
- Freedom of assembly
- Prohibition of discrimination
- The right to education

These rights are not absolute. The school is obliged to respect these rights and freedoms, balancing them against those rights, duties and obligations, which arise from other relevant legislation.

The Education and Inspections Act 2006

Empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

SSCB would like to acknowledge SWGfL and Kent County Council for the use of their documentation.