E - Safety Policy

Academic Year 2018 – 20

Roles and Responsibilities

Head of School and Senior Leaders:

The Head of School is responsible for ensuring the safety (including E-Safety) of members of the school community and is the school"s Senior Information Risk Owner (SIRO).The schools SIRO is responsible for reporting security incidents as outlined in the schools Information Security Policy. The day to day responsibility for E-Safety will be delegated to the E-Safety Co-ordinator who has this responsibility

- The Head of School is responsible for ensuring that the E-Safety Coordinator and other relevant staff, receive suitable CPD to enable them to carry out their E-Safety roles and to train other colleagues, as relevant. They are also responsible for ensuring that pupils and students are taught how to use ICT tools such as the internet, email and social networking sites, safely and appropriately
- The Head of School will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal E-Safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles-
- The SLT will receive monitoring reports from the E-Safety Co-ordinator
- The Head of School and another member of the SLT should be aware of the procedures to be followed in the event of a serious E-Safety allegation being made against a member of staff-
- The Head of School is responsible for ensuring that parents and carers, when given access to data and information relating to their child/children via the learning platform, have adequate information and guidance relating to the safe and appropriate use of this on line facility

E-Safety Coordinator / Officer:

The school has a named person with the day to day responsibilities for E-Safety. Responsibilities include:

- Leading the E-Safety committee
- Taking day to day responsibility for E-Safety issues and having a leading role in establishing and reviewing the school E-Safety policies / documents
- Providing training and advice for staff
- Liaising with the Local Authority
- Liaising with the schools SIRO to ensure all school data and information is kept safe and secure
- Liaising with school ICT technical staff and/or school contact from the managed service provider- RM
- Receiving reports of E-Safety incidents and creating a log of incidents to inform future E-Safety developments
- Meeting regularly with the E-Safety Governor to discuss current issues, review incident logs and filtering
- Attending relevant meetings / Governor committee meetings
- Reporting regularly to Senior Leadership Team

Managed service provider:

The managed service provider is responsible for helping the school to ensure that it meets the E-Safety technical requirements outlined by DGfL. The managed service provides a number of tools to schools including, Smartcache servers, Securus, SafetyNet Universal, which are designed to help schools keep users safe when on-line in school-*(see appendix* 2).
Schools are able to configure many of these locally or can choose to keep standard settings.

Members of the DGfL team will support schools to improve their E-Safety strategy
The managed service provider maintains backups of email traffic for 90 days. If access to this information is required, the school should contact the DGfL team.

- They have an up to date awareness of E-Safety matters and of the current school E- Safety policy and practices
- They encourage pupils to develop good habits when using ICT to keep themselves safe
- They have read, understood and signed the school Staff Acceptable Use Policy (AUP)
- They report any suspected misuse or problem to the E-Safety Co-ordinator /Head of
- School/ Assistant Head of School for investigation / action / sanction
- Digital communications with students / pupils (email / Virtual Learning Environment (VLE) / voice) should be on a professional level and only carried out using official school systems
- E-Safety issues are embedded in all aspects of the curriculum and other school activities
- Students / pupils understand and follow the school E-Safety and acceptable use policy
- Students / pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- They monitor ICT activity in lessons, extra-curricular and extended school activities They are aware of E-Safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices
- In lessons where internet use is pre-planned, students / pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing
- with any unsuitable material that is found in internet searches. They include the teaching of E-Safety in their lessons

Designated person for Child Protection / Child Protection Officer:

The named person is trained in E-Safety issues and is aware of the potential for serious child protection issues to arise from:

- Sharing of personal data
- Access to illegal / inappropriate materials
- Inappropriate on-line contact with adults / strangers
- Potential or actual incidents of grooming
- Cyber-bullying

Governors:

- Governors are responsible for the approval of the E-Safety Policy

Students / pupils:

- Students/pupils have access to the school network and technologies that enable them to communicate with others beyond the school environment. The network is a secure and safe system provided through DGfL. Students/pupils:
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- Are responsible for using the school ICT systems in accordance with the Student / Pupil Acceptable Use Policy *(see appendix 3*), which they will be expected to sign before being given access to school systems
- Need to have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and
- understand school policies on the taking / use of images, use of social networking
- sites and on cyber-bullying
- Should understand the importance of adopting good E-Safety practice when using digital technologies out of school and realise that the school‟s E-Safety policy covers their actions out of school, if related to the use of an externally available web based system, provided by the school

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. The school will therefore take every opportunity to help parents understand these issues through parents‟ evenings, newsletters, letters, website and information about national/local E-Safety campaigns /literature

Parents and carers will be responsible for:

- Endorsing (by signature) the Student / Pupil Acceptable Use Policy
- Accessing the school website/ Learning Platform/ in accordance with the relevant school Acceptable Use Policy.

Community Users/ ‘Guest Access’:

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-see appendix 3.

Policy Statement

Education – students / pupils

There is a planned and progressive E-Safety curriculum. Learning opportunities are embedded into the curriculum throughout the school and are taught in all year groups. E-Safety education is provided in the following ways:

- A planned E-Safety/E-literacy programme is provided as part of ICT/PHSE and is regularly revisited – this include the use of ICT and new technologies in school and outside school
- Students / pupils are taught in all lessons to be critically aware of the materials/
- content they access on-line and be guided to validate the accuracy of information
- Students/pupils are aware of the Student AUP and are encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside
- school
- Students/pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Students and pupils are taught the importance of information security and the need to keep information such as their password safe and secure
- Staff act as good role models in their use of ICT, the internet and mobile devices

Education – parents / carers

The school provides information and awareness to parents and carers through:

- Letters, newsletters, web site
- Parents evenings

Education & Training – Staff

All staff receive regular E-Safety training and understand their responsibilities, as outlined in this policy. Training is offered as follows:

- A planned programme of formal E-Safety training is made available to staff. An audit of the E-Safety training needs of all staff is carried out regularly. It is expected that some staff will identify E-Safety as a training need within the performance management process
- All new staff receive E-Safety training as part of their induction programme, ensuring that they fully understand the school E-Safety Policy and Acceptable Use Policies
- The E-Safety Coordinator (or other nominated person) receives regular updates through attendance at training sessions and by reviewing guidance documents released by DfE/DGfL/LA and others.
- This E-Safety policy and its updates are presented to and discussed by staff in staff /team meetings / INSET days
- The E-Safety Coordinator provides advice / guidance / training as required to individuals

All staff are familiar with the schools" Policy including:

- Safe use of e-mail
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network
- Safe use of school network, equipment and data
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras
- Publication of pupil information/photographs and use of website
- Cyberbullying procedures
- Their role in providing E-Safety education for pupils

- The need to keep personal information secure

Technical – infrastructure / equipment, filtering and monitoring

The managed service provider is responsible for ensuring that the school infrastructure/network is as safe and secure as is reasonably possible. The school is responsible for ensuring that policies and procedures approved within this policy are implemented.

School ICT systems will be managed in ways that ensure that the school meets the E-Safety technical requirements outlined in the Acceptable Use Policies

- There will be regular reviews and audits of the safety and security of school ICT systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school ICT systems
- All users will be provided with a username and password
- Users will be made responsible for the security of their username and password. They must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security
- The school maintains and supports the managed filtering service provided by DGfL The school can provide enhanced user-level filtering through the use of the SmartCache/SafetyNet Universal
- The school manages and updates filtering issues through the RM helpdesk
- Requests from staff for sites to be removed from the filtered list will be considered by the Network Manager/ICT Coordinator. If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the E-Safety Committee
- Remote management tools are used by staff to control workstations and view users activity
- An appropriate system is in place for users to report any actual / potential E-Safety incident to the relevant person
- The managed service provider ensures that appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc from accidental or malicious attempts which might threaten the security of the school systems and data
- An agreed procedure is in place for the provision of temporary access to “guests” (eg trainee teachers, visitors) onto the school system
- An agreed procedure is in place regarding the downloading of executable files by users
- The school infrastructure and individual workstations are protected by up to date virus software
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured

Curriculum

E-Safety is a focus in all areas of the curriculum and staff re-enforce E-Safety messages in the use of ICT across the curriculum.

- In lessons, where internet use is pre-planned, students / pupils are guided to sites checked as suitable for their use and there are processes in place for dealing with any unsuitable material that is found in internet searches- using the search engine

ICE. Children‟s use of other unfiltered search engines such as Google/Bing etc is not permitted.
- Where students / pupils are allowed to freely search the internet, eg using search engines, staff should monitor the content of the websites the young people visit
- The school provides opportunities within a range of curriculum areas to teach about E-Safety
- It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Network Manager or managed service provider temporarily remove those sites from the filtered list for the period of study. Any requests to do so are auditable and should be logged
- Students/pupils are taught in all lessons to be critically aware of the materials/content they access on-line and are guided to validate the accuracy of information
- Students/pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet. Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline or CEOP report abuse button.

Use of digital and video images

When using digital images, staff inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. They 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, and follow school policies concerning the sharing, distribution and publication of those images. Those images are only taken on school equipment, the personal equipment of staff (e.g. mobile phones, personally owned iPads) are not used for such purposes
- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of the others, this includes when on field trips.
- Care is taken when capturing digital/video images, ensuring students/pupils are appropriately dressed and that they 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 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 if a parent has informed the school in writing they do not give their permission for this

Data Protection

Personal data will is 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.

Staff are aware of the Dudley Information Security Policy. A breach of the Data Protection Act may result in the school or an individual fine of up to £500000

Staff ensure that they:

- Take care at all times, to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- Access personal data on secure password protected computers and other devices or via the Learning Platform ensuring that they are properly "logged-off" at the end of any session in which they are using personal data
- 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

Communications

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 from home
- 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. These communications may only take place on official (monitored) school systems.
- Personal email addresses, text messaging or public chat / social networking programmes must not be used for these communications
- Students / pupils are provided with individual school email addresses for educational use
- Students / pupils should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff

- Mobile phones may not be brought into school by pupils/students
- If pupils do bring personal mobile devices/phones to school they must not use them for personal purposes within school time. At the beginning of the day the device should be labelled and stored in the school safe until it is collected by an adult/pupil at the end of the day. At all times the device must be switched off or onto silent
- The school allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances should a member of staff contact a pupil or parent/ carer using their personal device unless authorised to do so by the school.
- The school is not responsible for the loss, damage or theft of any personal mobile device
- The sending of inappropriate text messages between any member of the school community is not allowed
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device
- The school provides a safe and secure way of using chat rooms, blogs and other „social networking technologies" via the Learning Platform. No other „social networking" sites are permitted to be used in school time.

Unsuitable / inappropriate activities

All monitoring, surveillance or investigative activities are conducted by ICT authorised staff and comply with the Data Protection Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 (RIPA) and the Lawful Business Practice Regulations 2000.

The school will take all reasonable precautions to ensure E-Safety.

However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- Interview/counselling by teacher/Assistant Head Teacher/E-Safety Coordinator/Head teacher/Head of School
- Informing parents or carers.
- Removal of Internet or computer access for a period, (which could ultimately prevent access to files held on the system, including examination coursework).
- Referral to LA/Police.

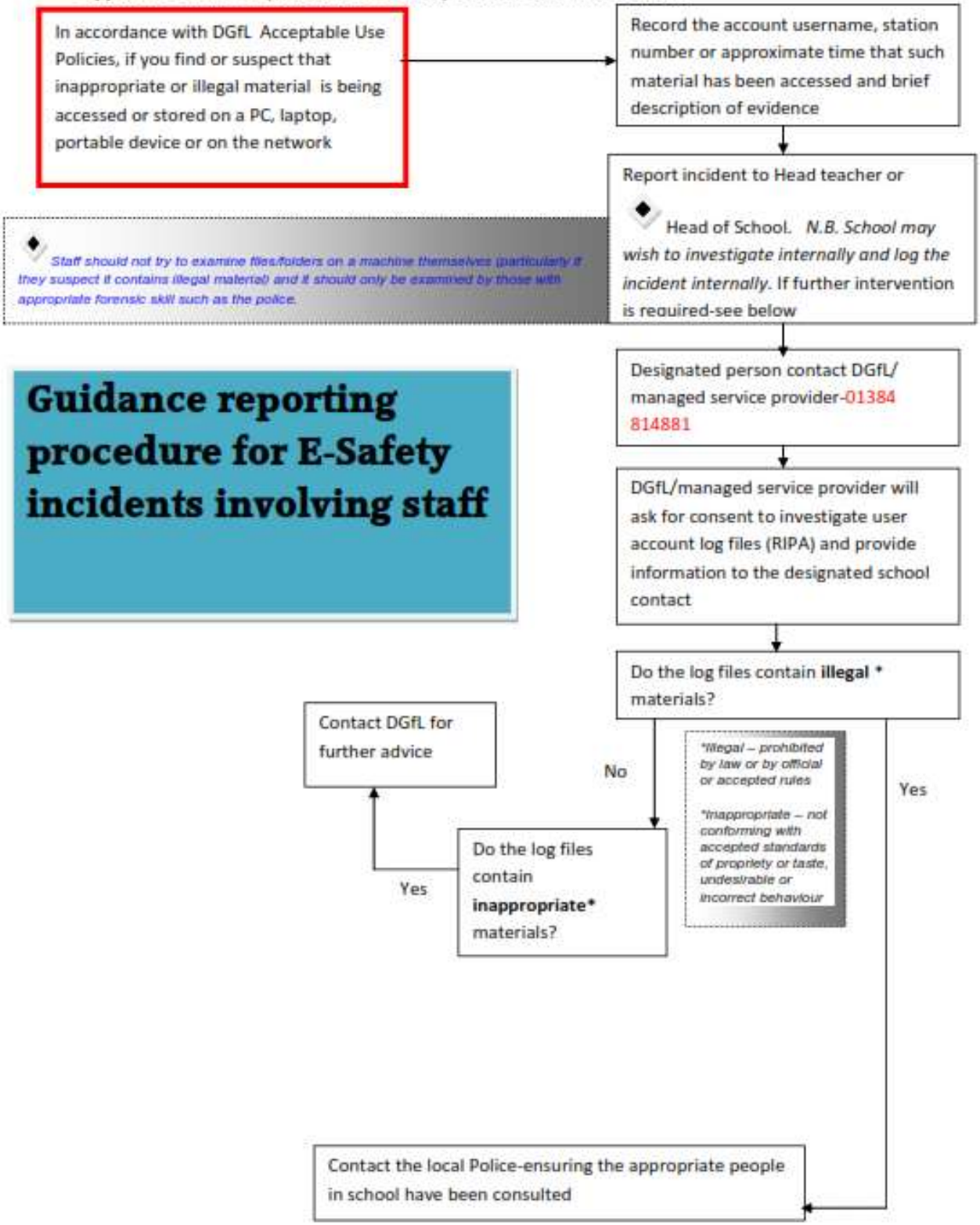
The LA has set out the reporting procedure for E-Safety incidents (see Appendix 1).

Our E-Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head of School.

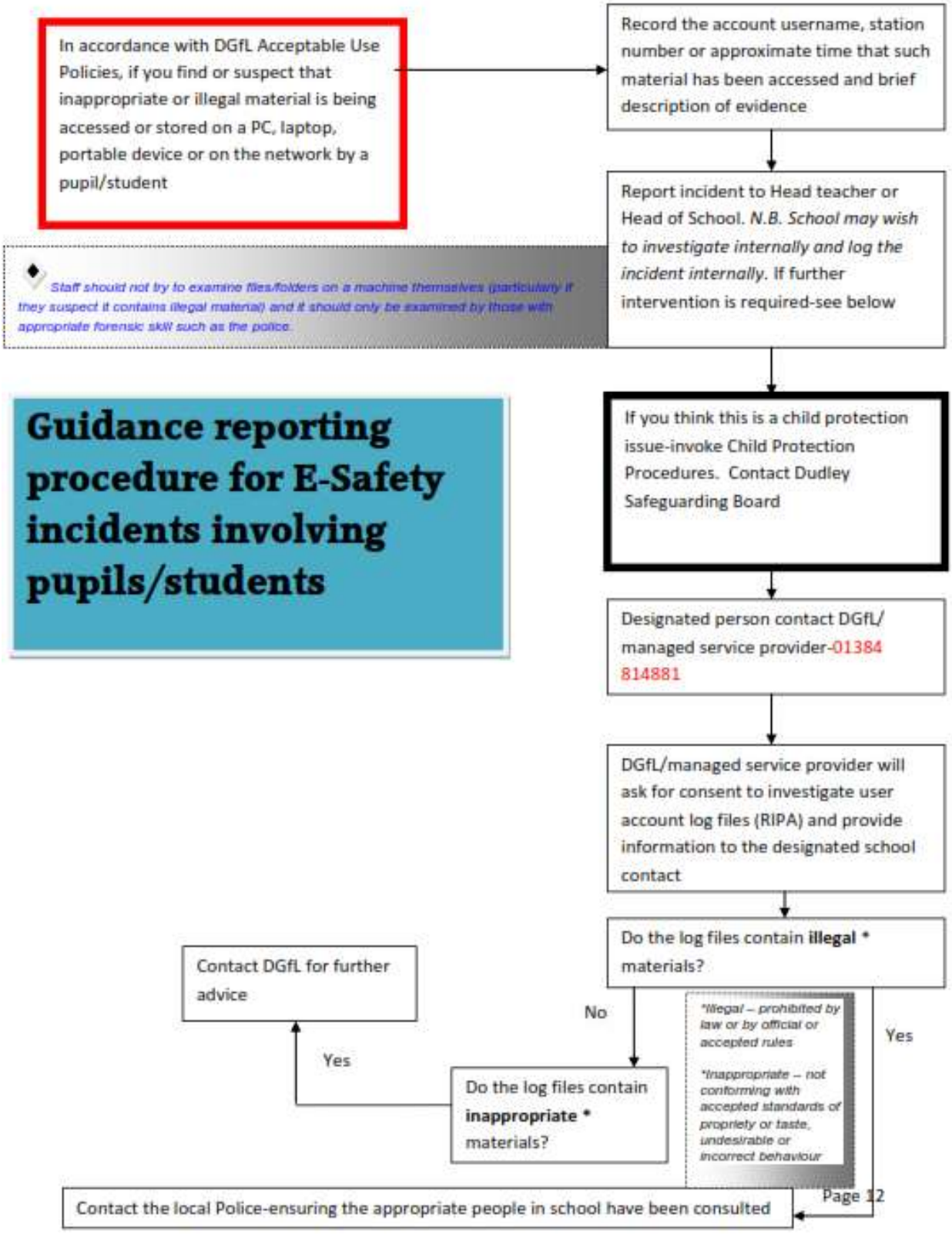
- Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy.
- Complaints related to child protection are dealt with in accordance with school/LA child protection procedures.

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.

Appendix 1- Guidance procedure for E-Safety incidents-Staff user incidents



Appendix 1 -Guidance procedure for E-Safety incidents-Pupil user incidents



Appendix 2-E-Safety tools available on the DGfL network

E-Safety tool	Type	Availability	Where	Details
Smoothwall	Web filtering	Provided as part of DGfL	All network connected devices within DGfL	Gives schools the ability to audit, filter and un-filter websites
AUP	Awareness raising	Available to all schools who sign an agreement	Desktop	users are given an acceptable use policy at log in
E-Safe (optional implementation)	Monitoring	Available to all schools who sign an agreement and attend training	All school desktops and networked laptops	Takes a snapshot of a screen when an event is triggered. A range of events can be monitored
Email	Filtering and list control	Provided as part of DGfL	Office 365	Allows schools to restrict where email is sent from/to