E-SAFETY POLICY

ST. JOSEPH'S MISSION STATEMENT

Through our loving God we follow in the footsteps of St. Joseph
who helps us to be gentle, caring and hardworking.
As we learn together, we love value and welcome everyone.

ST. FRANCIS MISSION STATEMENT

Jesus said, '"love one another as I have loved you"!
Our aim is to make St. Francis School a loving community, respecting every child and every adult, caring for God's world and helping each other to do our best as we grow together in Christ.

Autumn 2018

St Francis Catholic Primary School,
London Road, Maldon,
Essex, CM9 6HN
Telephone: 01621 856698
Email: admin@st-francisrc.essex.sch.uk

St Joseph's Catholic Primary School,
Trinity Square, South Woodham Ferrers,
Chelmsford, Essex, CM3 5JX
Telephone: 01245 321828
Email: admin@st-josephspri.essex.sch.uk

Version	Date Updated	Updated by	Amendments
Draft	Nov 14	Anita Howard	
1	Oct 15	Anita Howard Andrew Denny Hazel Page C White M McGonagle Year 6 Pupils	
2	Nov 15	Anita Howard Hazel Page	
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5	July 16	Anita Howard – staff meeting All teaching staff	Amendments to AUA's
6	May 17	Anita Howard Teaching staff meeting	Policy additions
7	September 17	Anita Howard	Completion of policy and appendices
8	December 18	Natasha Mowbray Anita Howard	Review of Federation Policy

Contents

Appendices:

Development / Monitoring / Review of this Policy

This e-safety policy has been developed by a working group made up of:

- *Senior Leaders*
- *Staff – including Teachers, Support Staff, Technical Staff*
- *Governors*
- *Pupils*
- *Parents and Carers*
- *Community users*

Consultation with the whole school community has taken place through a range of formal and informal meetings.

Schedule for Development / Monitoring / Review

This e-safety policy was approved by the *Governing Body*	
The implementation of this e-safety policy will be monitored by the:	*E-Safety Working group*
Monitoring will take place at regular intervals:	*Annually – Autumn Term*
Governing Body will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) at regular intervals:	*Annually – Autumn Term*
The E-Safety 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:	*Annually – Autumn Term 2017*
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	*Essex County Council, DUCL, Police, Computer Talk*

The school will monitor the impact of the policy using:

- *Logs of reported incidents*
- *Monitoring logs of internet activity*
- *Internal monitoring data for network activity*
- *Surveys and questionnaires of*
  - *pupils*
  - parents / carers
  - *staff*

Acknowledgments

This template was provided by the South West Grid for Learning Trust Limited and the UK Safer Internet Centre

Scope of the Policy

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

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the *school* site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix 11 for template policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

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-safety behaviour that take place out of school.

Roles and Responsibilities

The following section outlines the e-safety roles and responsibilities of individuals and groups within the *school*.

Governors:

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the *Governors/Sub Committee* receiving regular information about e-safety incidents and monitoring reports. A member of the *Governing Body* has taken on the role of *E-Safety Governor.* The role of the E-Safety *Governor* will include:

- *regular meetings with the E-Safety Co-ordinator*
- *regular monitoring of e-safety incident logs*
- *regular monitoring of filtering logs requested from Computertalk*
- *reporting to relevant Governors/committee/meeting*

Headteacher and Senior Leaders:

- The Headteacher has a duty of care for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the E-Safety Co-ordinator.
- The Headteacher and (at least) another member of the Senior Leadership Team 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. (*Appendix 6 "Responding to incidents of misuse" and relevant Local Authority HR/other relevant body disciplinary procedures*).
- The Headteacher is responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The Headteacher and Senior Leaders 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 Senior Leadership Team will receive regular monitoring reports from the E-Safety Co-ordinator.

E-Safety Coordinator:

- leads the e-safety committee

- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies/documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority/relevant body
- liaises with school technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments,
- meets regularly with E-Safety *Governor* to discuss current issues, review incident logs and filtering logs.
- attends relevant meeting/committee of Governors. Meetings to be noted and kept as evidence.
- reports regularly to Senior Leadership Team

Network Manager / Technical staff (Delegated to Computertalk)

The Network Manager / Technical Staff / Co-ordinator for Computing is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets required e-safety technical requirements and any Local Authority/other relevant body E-Safety Policy/Guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed *(see appendix 9 for password protocol).*
- the filtering policy, as provided by ECC/DUCL, is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person (*see appendix 9 - Technical Security Policy for good practice)*
- that they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- that the use of the network/internet/remote access/email is regularly monitored in order that any misuse/attempted misuse can be reported to the Headteacher or E-Safety Coordinator for investigation/action/ sanction
- that monitoring software/systems are implemented and updated as agreed in school policies.

Teaching and Support Staff:

Are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy / Agreement (AUP)
- they report any suspected misuse or problem to the E-Safety Coordinator/Headteacher/Senior Leader for investigation/action/sanction
- all digital communications with pupils/parents/carers 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 activities
- pupils understand and follow the e-safety and acceptable use policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc, in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned 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

Child Protection/Safeguarding Designated Person/Officer:

Should be trained in e-safety issues and be aware of the potential for serious child protection/safeguarding 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

E-Safety Group

The E-Safety Working Party provides a consultative group that has wide representation from the school community, with responsibility for issues regarding e-safety and the monitoring of the e-safety policy including the impact of initiatives. The group will also be responsible for regular reporting to the Governing Body.

Members of the E-safety Group will assist the E-Safety Coordinator in:

- the production/review/monitoring of the school e-safety policy/documents.
- the production/review/monitoring of the school filtering policy (this is managed by DUCL) and requests for filtering changes *(see appendix 9 –School Technical Security Policy).*
- mapping and reviewing the e-safety curricular provision – ensuring relevance, breadth and progression.
- monitoring network/internet/incident logs.
- consulting stakeholders – including parents/carers and the pupils about the e-safety provision.
- monitoring improvement actions identified through use of the 360 degree safe self review tool.

For E-Safety Group Terms of Reference see – Appendix 13

Pupils:

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Policy.
- 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 policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking/use of images 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 their membership of the school.

A pupil Users Acceptable Use Agreement can be found in the appendices – Appendix 1 (KS2), Appendix 2 (EYFS/KS1)

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 take every opportunity to help parents understand these issues through parents' evenings, newsletters, school website, signposting links to support websites, information about national e-safety week, local e-safety campaigns and literature. Parents and carers will be encouraged to support the school in promoting good e- safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the school website
- their children's personal devices in the school (where this is allowed)

(A parent/carers Users Acceptable Use Agreement can be found in the appendices – appendix 3)

Community Users

Community Users who access school systems/website as part of the wider school provision will be expected to sign a Community User AUA before being provided with access to school systems.

(A Community Users Acceptable Use Agreement can be found in the appendices – appendix 5)

Policy Statements

Education – students / 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 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 should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned e-safety curriculum is provided as part of Computing/PHSE/other lessons and is regularly revisited
- Key e-safety messages will be reinforced as part of a planned programme of assemblies, workshops and class activities, including displays
- Pupils will be 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
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils will be helped to understand the need for the Pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff will act as good role models in their use of digital technologies the internet and mobile devices
- In lessons where internet use is pre-planned, pupils will 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.
- If pupils are allowed to freely search the internet, staff are to be vigilant in monitoring the content of the websites the pupils visit.

Education – parents/carers

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring/regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site
- Parents/Carers evenings/sessions
- High profile events/campaigns eg Safer Internet Day
- Reference to the relevant web sites and publications are available through links on the school website,

e.g. www.swgfl.org.uk www.saferinternet.org.uk/ http://www.childnet.com/parents-and-carers

Education – The Wider Community

The school will provide opportunities for local community groups/members of the community to gain from the school's e-safety knowledge and experience. This may be offered through the following:

- Providing family learning courses in use of new digital technologies, digital literacy and e-safety
- E-Safety messages targeted towards grandparents and other relatives as well as parents.
- The school website will provide e-safety information for the wider community

Education & Training – Staff/Volunteers

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 planned programme of formal e-safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the e-safety training needs of all staff will be carried out regularly.

    - All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements.
    - The E-Safety Coordinator will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.
    - This E-Safety policy and its updates will be presented to and discussed by staff in staff meetings/INSET days.
    - The E-Safety Coordinator will provide advice/guidance/training to individuals as required.

A Staff/Volunteers Users Acceptable Use Agreement can be found in the appendices – Appendix 4

Training – Governors

Governors should take part in e-safety training/awareness sessions. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority/National Governors Association/or other relevant organisation
- Participation in school training/information sessions for staff or parents

Technical – infrastructure/equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure/network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

(A more detailed Technical Security Policy can be found in the appendix – appendix 9).

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school technical systems – devolved to Computertalk
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school technical systems and devices.
- All users from Year 2 and above will be provided with a username and secure password by the E-Safety coordinator who will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password and will be required to change their password annually. Year 1 and reception will have individual user names with no password. (See appendix 9)
- The "master/administrator" passwords for the school ICT system must also be available to the Headteacher or other nominated senior leader and kept in a secure place.
- The Computing coordinator is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations .
- Internet access is filtered for all users. This is maintained by ECC/DUCL
- The school has provided differentiated user-level filtering for staff/pupils using the protocols provided by ECC/DUCL.

- School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement.
- An appropriate system is in place for users to report any actual/potential technical incident/security breach to the relevant person, as agreed.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software – devolved to Computertalk.
- An agreed policy is in place for the provision of temporary access of "guests" (eg trainee teachers, supply teachers, visitors) onto the school systems. (Appendix 9)
- An agreed policy is in place regarding the extent of personal use that users (staff/pupils/community users) and their family members are allowed on school devices that may be used out of school. (See Acceptable User Agreements – appendices 1-5)
- An agreed policy is in place that forbids staff from downloading executable files and installing programmes on school devices.
- An agreed policy is in place regarding the use of removable media (eg memory sticks / CDs / DVDs) by users on school devices. Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured. (see School Personal Data Policy - appendix 10). It is recommended that small files are to be emailed securely.

Bring Your Own Device (BYOD)

The educational opportunities offered by mobile technologies are being expanded as a wide range of devices, software and online services become available for teaching and learning, within and beyond the classroom. This has led to the exploration by schools of users bringing their own technologies in order to provide a greater freedom of choice and usability. However, there are a number of e-safety considerations for BYOD that need to be reviewed prior to implementing such a policy. Use of BYOD should not introduce vulnerabilities into existing secure environments. Considerations will need to include; levels of secure access, filtering, data protection, storage and transfer of data, mobile device management systems, training, support, acceptable use, auditing and monitoring. (See appendix 14 BYOD agreement)

- The school has a set of clear expectations and responsibilities for all users
- The school adheres to the Data Protection Act principles
- All users are provided with and accept the Acceptable Use Agreement
- All network systems are secure and access for users is differentiated
- Where possible these devices will be covered by the school's normal ECC filtering systems, while being used on the premises
- All users will use their username and password and keep this safe
- Mandatory training is undertaken for all staff
- Regular audits and monitoring of usage will take place to ensure compliance
- Any device loss, theft, change of ownership of the device will be reported as in the BYOD policy
- Any user leaving the school will follow the process outlined within the BYOD policy

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/ carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry 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 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.
- In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.
- Staff and volunteers 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 pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the school website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- 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 pupils are published on the school website.
- Pupil's work can only be published with the permission of the pupil and parents or carers.

(See Parents/Carers Acceptable Use Agreement - appendix 3)

Data Protection

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.

The school must ensure that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.

- All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing". (See Privacy Notice in the appendix)

- It has a Data Protection Policy
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)
- Responsible persons are appointed/identified - Senior Information Risk Officer (SIRO) and Information Asset Owners (IAOs)
- Risk assessments are carried out
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties
- There are clear policies about the use of cloud storage/cloud computing which ensure that such data storage meets the requirements laid down by the Information Commissioner's Office.

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 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.
- Transfer data using encryption and password protected devices or through secure files.

When personal data is stored on any portable computer system, memory 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 (below) once it has been transferred or its use is complete

The Personal Data Handling Policy - appendix 10 provides more detailed guidance on the schools responsibilities and on good practice.

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks/disadvantages:

	Staff and Other Adults				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 personal mobile phones / cameras				X				X
Use of other mobile devices (e.g. tablets, gaming devices)		X						X
Use of personal email addresses in school, or on school network				X				X
Use of school email for personal emails				X				X
Use of messaging apps		X						X
Use of social media		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. Users should be aware that email communications can be monitored. Staff should therefore use only the school email service to communicate on school matters.

- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

- Any digital communication between staff and pupils or parents/carers (email 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 social media must not be used for these communications.

- Whole class/group email addresses may be used at KS1 and KS2 for educational use.

- Pupils should be taught about e-safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.

- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

All schools and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- No reference should be made in social media to pupils, parents/carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

(See Staff Acceptable User Agreement – appendix 4)

If introduced, the school's use of social media for professional purposes will be checked regularly by the senior risk officer and e-safety committee to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

User Actions

Unsuitable / inappropriate 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 usage as follows:

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated 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 –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	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				X	
Using school systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)					X	
On-line gaming (educational)			X			

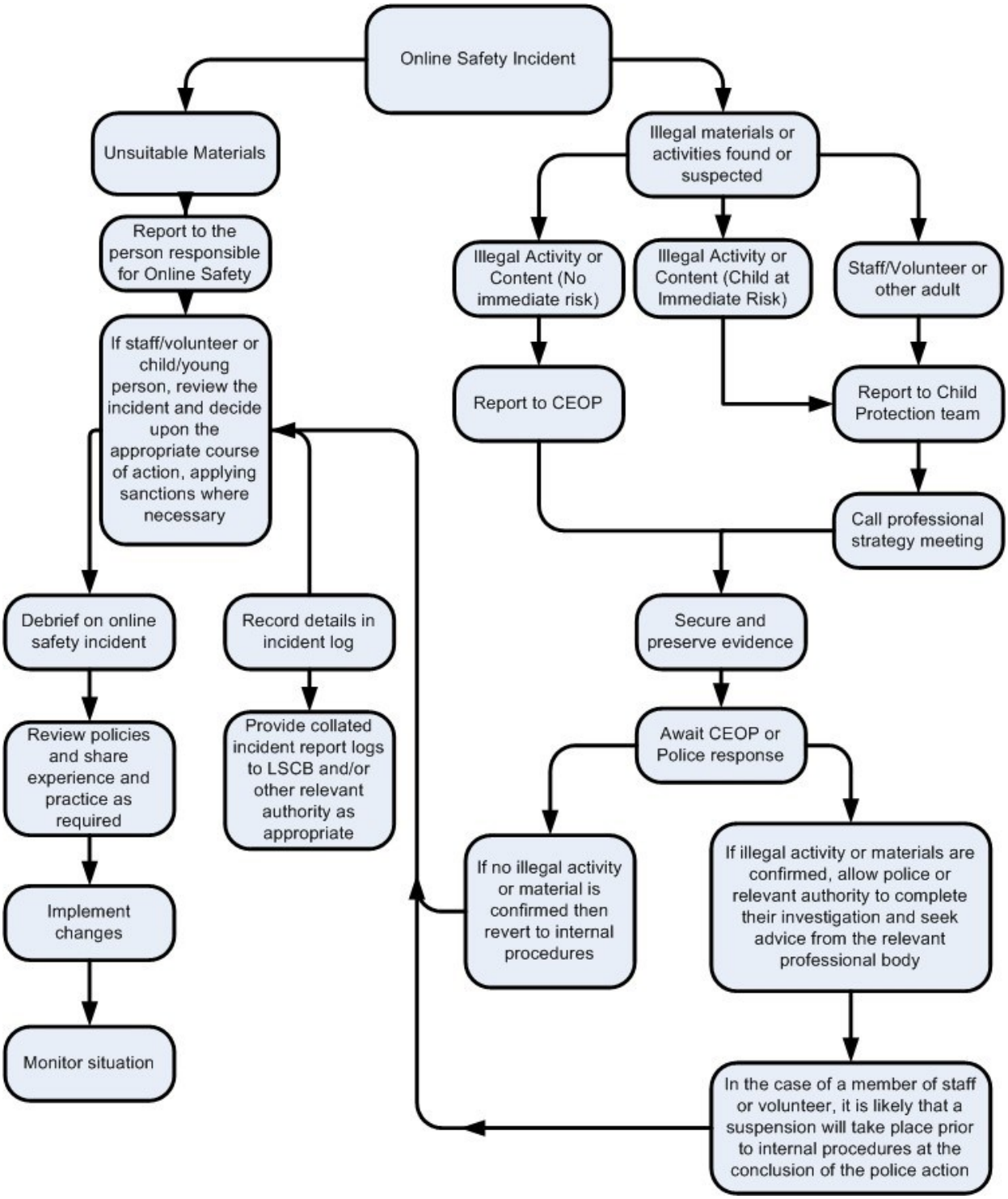
On-line gaming (non educational)				X	
On-line gambling				x	
On-line shopping / commerce			x		
File sharing	x				
Use of social media				x	
Use of messaging apps			x		
Use of video broadcasting eg Youtube			x		

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see "User Actions" above).

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix 6) for responding to online safety incidents and report immediately to the police.



Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff/volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
  - Internal response or discipline procedures
  - Involvement by Local Authority or national/local organisation (as relevant).
  - Police involvement and/or action
- **If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:**
  - incidents of 'grooming' behaviour
  - the sending of obscene materials to a child
  - adult material which potentially breaches the Obscene Publications Act
  - criminally racist material
  - other criminal conduct, activity or materials
- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for the *school* and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

Pupils

Actions / Sanctions

Incidents:	Refer to class teacher	Refer to Senior Leader/e-safety Cor.	Refer to Head Teacher	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).	X	X	X	X	X	X	X	X	X
Unauthorised use of non-educational sites during lessons	X	X				X		X	
Unauthorised use of mobile phone / digital camera / other mobile device	X	X	X			X	X	X	
Unauthorised use of social media / messaging apps / personal email	X	X	X		X	X	X	X	
Unauthorised downloading or uploading of files	X	X	X		X	X	X	X	
Allowing others to access school network by sharing username and passwords	X	X	X		X	X		X	
Attempting to access or accessing the school network, using another pupil's account	X	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		X	
Corrupting or destroying the data of other users	X	X	X		X	X		X	
Sending an email, text or 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	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
Using proxy sites or other means to subvert the school's filtering system	X	X				X	X	X	X
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X	X		X	X	X	X	
Deliberately accessing or trying to access offensive or pornographic material	X	X	X	X	X	X	X	X	X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	X	X	X		X	X	X	X	

Staff

Actions / Sanctions

Incidents:	Refer to Line Manager	Refer to Head Teacher	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).		X	X	X				
Inappropriate personal use of the internet / social media / personal email	X	X				X		
Unauthorised downloading or uploading of files	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		
Careless use of personal data e.g. holding or transferring data in an insecure manner	X	X				X		
Deliberate actions to breach data protection or network security rules		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	
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	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
Actions which could compromise the staff member's professional standing	X	X				X	X	X
Actions which could bring the school / academy into disrepute or breach the integrity of the ethos of the school / academy		X				X	X	X
Using proxy sites or other means to subvert the school's / academy's filtering system	X	X			X	X	X	X
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X			X	X		
Deliberately accessing or trying to access offensive or pornographic material	X	X		X	X	X	X	X
Breaching copyright or licensing regulations	X	X			X	X		
Continued infringements of the above, following previous warnings or sanctions		X					X	X

School & Sanctions

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.

Appendices

Can be found on the following pages:

Appendix 1

Pupil Acceptable Use Agreement – Key Stage 2 pupils

School

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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 digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that *pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- The school will check what I do on the schools computers and digital devices.
- I will only use my own login and password, which I will keep secret. I will not share it, nor will I try to use any other person's username and password.
- I will ask permission of the class teacher before going on any website, unless my teacher has already approved it.
- I will only e-mail people I know, or my teacher has approved. I will ask an adult before opening an email attachment sent by someone not at the school.
- Any messages I send, or information I upload, will always be nice, polite and sensible. I will not use technology to upset, bully or treat someone as I would not want to be treated myself.
- I will be aware of "stranger danger", when I am on-line. I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- I will not use messaging or chat rooms except if it is a discussion room that has been set up by my teacher.
- I will not take or distribute images or videos of anyone without their permission.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher or responsible adult straight away.
- I will only edit or delete my own files and not look at or change other people's files without their permission.

Responsible Internet use:

- I know that my own personal devices are not allowed to be used in school.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate.
- I will not install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites at any time on school premises.
- I will immediately report any damage or faults involving equipment or software.
- I will not download and use information or copy and paste content which is copyright. My teacher will give me guidelines on how and when I should use information from the internet.
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me. (Yr 6)

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

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to he following sanctions:

- A ban, temporary or permanent, on the use of the Internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

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

Pupil Acceptable Use Agreement Form KS2

This form relates to the *Pupil* Acceptable Use Agreement, to which it is attached.

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

I have read and understand the above and agree to follow these guidelines when:

- I use the *school* systems and devices (both in and out of school)
- I will not use my own devices in the school, eg mobile phones, gaming devices USB devices, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this *school* eg communicating with other members of the school, accessing school email, website etc.

Name of Pupil	
Class	
Signed	
Date	

Parent / Carer Countersignature

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 technology and the internet – both in and out of school.

Name of Pupil	
Name of Parent	
Signed	
Date	

Appendix 2

Pupil Acceptable Use Policy Agreement – for younger pupils (EYFS / KS1)

This is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers.

I will only use activities that a teacher or suitable adult has told or allowed me to use. I

will take care of the computer and other equipment.

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or suitable 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.

Name of Child: ……..

Signed (child):……

Name of Parent: ……..

Signed (parent): ……..

Appendix 3 - Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They 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 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 *pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users. A copy of the 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 _____ 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.

(Key Stage 2)

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 technology and the internet – both in and out of school.

(Key Stage 1)

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – 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 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. 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.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyones privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other *pupils* in the digital / video images.

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents / carers to agree

Digital / Video Images Permission Form

Parent / Carers Name	
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.	Yes / No
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.	Yes / No
Signed	
Date	

Use of Cloud Systems Permission Form

If the school purchases and uses Google Apps for Education for pupils and staff, the school will be required to seek parental permission to set up an account for pupils. This permission form describes the tools and pupil responsibilities for using these services.

The following services are available to each pupil and hosted by Google as part of the school's online presence in Google Apps for Education:

Mail - an individual email account for school use managed by the school

Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments **Docs** -

a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office **Sites** - an

individual and collaborative website creation tool

Using these tools, pupils collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and members of staff. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

The school believes that use of the tools significantly adds to your child's educational experience.

As part of the Google terms and conditions we are required to seek your permission for your child to have a Google Apps for Education account:

Parent / Carers Name	
Pupil Name	

As the parent / carer of the above pupil, I agree to my child using the school Google Apps for Education. Yes / No

Signed	
Date	

Pupil Acceptable Use Agreement

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

It is suggested that a copy should be attached to the Parents/Carers AUP Agreement to provide information for parents and carers about the rules and behaviours that pupils have committed to by signing the form.

Pupil Acceptable Use Agreement – Key Stage 2 pupils

School

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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 digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that *pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- The school will check what I do on the schools computers and digital devices.
- I will only use my own login and password, which I will keep secret. I will not share it, nor will I try to use any other person's username and password.
- I will ask permission of the class teacher before going on any website, unless my teacher has already approved it.
- I will only e-mail people I know, or my teacher has approved. I will ask an adult before opening an email attachment sent by someone not at the school.
- Any messages I send, or information I upload, will always be nice, polite and sensible. I will not use technology to upset, bully or treat someone as I would not want to be treated myself.
- I will be aware of "stranger danger", when I am on-line. I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- I will not use messaging or chat rooms except if it is a discussion room that has been set up by my teacher.
- I will not take or distribute images or videos of anyone without their permission.

- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher or responsible adult straight away.

- I will only edit or delete my own files and not look at or change other people's files without their permission.

Responsible Internet use:

- I know that my own personal devices are not allowed to be used in school.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate.

- I will not install or store programmes of any type on any school device, nor will I try to alter computer settings.

- I will not use social media sites at any time on school premises.

- I will immediately report any damage or faults involving equipment or software.

- I will not download and use information or copy and paste content which is copyright. My teacher will give me guidelines on how and when I should use information from the internet.

- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me. (Yr 6)

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

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to he following sanctions:

- A ban, temporary or permanent, on the use of the Internet at school.

- A letter informing parents of the nature and breach of rules.

- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

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

Pupil Acceptable Use Agreement Form KS2

This form relates to the *Pupil* Acceptable Use Agreement, to which it is attached.

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

I have read and understand the above and agree to follow these guidelines when:

- I use the *school* systems and devices (both in and out of school)
- I will not use my own devices in the school, eg mobile phones, gaming devices USB devices, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this *school* eg communicating with other members of the school, accessing school email, website etc.

Name of Pupil	
Class	
Signed	
Date	

Parent / Carer Countersignature

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 technology and the internet – both in and out of school.

Name of Pupil	
Name of Parent	
Signed	
Date	

Pupil Acceptable Use Policy Agreement – for younger pupils (EYFS / KS1)

This is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers.

I will only use activities that a teacher or suitable adult has told or allowed me to use. I

will take care of the computer and other equipment.

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or suitable 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.

Name of Child: ……..

Signed (child):……

Name of Parent: ……..

Signed (parent): ……..

Staff (and Volunteer) Acceptable Use Policy Agreement - Appendix 4

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

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

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the *school* will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using *school* ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

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

- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using *school* equipment. I will also follow any additional rules set by the *school* about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not use personal email addresses on the school ICT systems.
  - I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
  - I will ensure that my data is regularly backed up, in accordance with relevant school policies, which means not storing data locally but on the server.
  - I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
  - I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
  - I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
  - I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School/ LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
  - I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

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

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the *school*:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date

Acceptable Use Agreement for Community Users – Appendix 5

This Acceptable Use Agreement is intended to ensure:

- that community users of school digital technologies will be responsible users and stay safe while using these systems and devices
- that school systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that users are protected from potential risk in their use of these systems and devices

Acceptable Use Agreement

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school.

- I understand that my use of school systems and devices and digital communications will be monitored
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and/or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a school device, nor will I try to alter computer settings, unless I have permission to do so.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that if I fail to comply with this Acceptable Use Agreement, the school has the right to remove my access to school systems/devices.

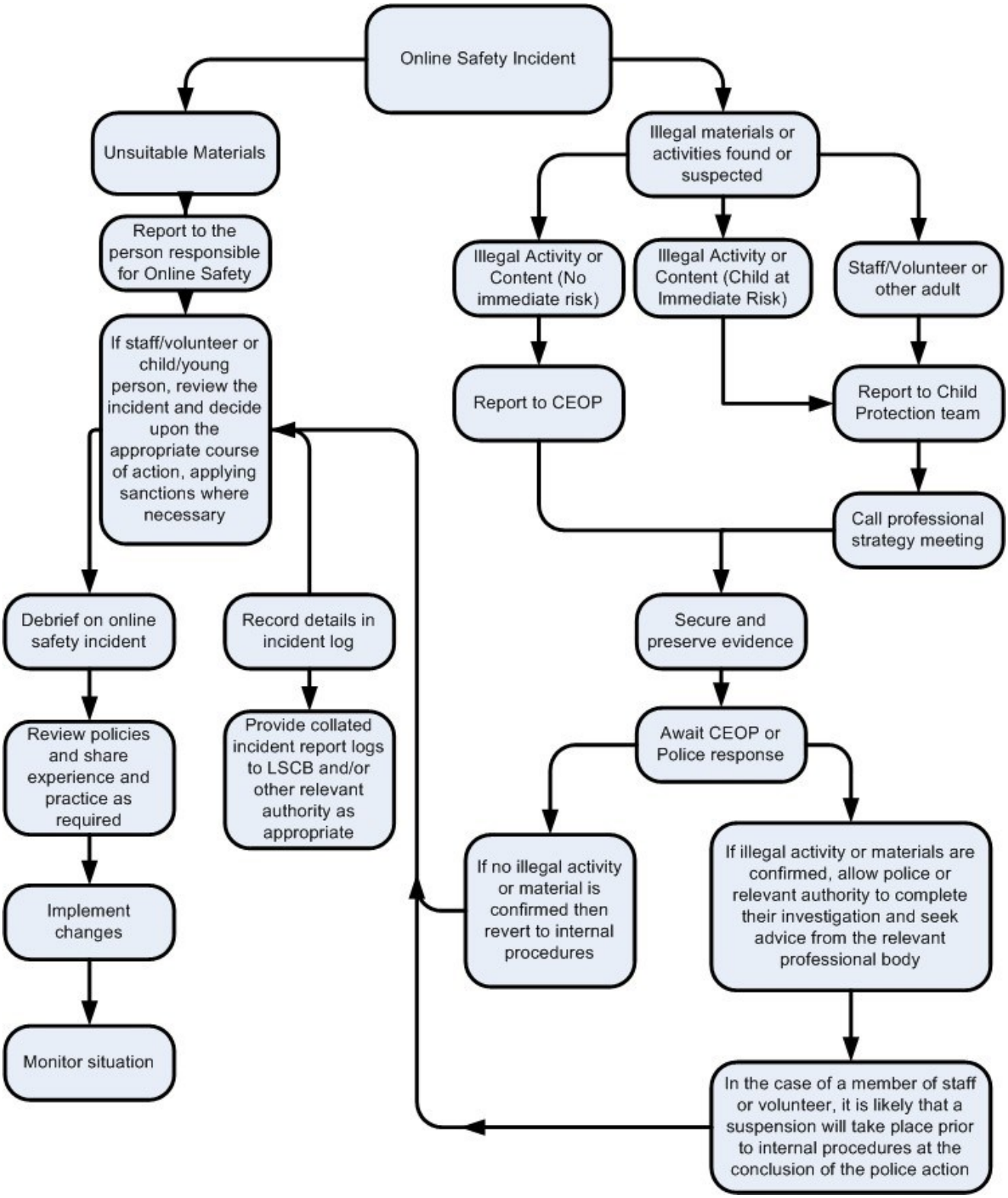
I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Name

Signed

Date

Responding to incidents of misuse – flow chart – Appendix 6



Appendix 7

Record of reviewing devices / internet sites (responding to incidents of misuse)

Group	
Date	
Reason for investigation	

Details of first reviewing person

Name	
Position	
Signature	

Details of second reviewing person

Name	
Position	
Signature	

Name and location of computer used for review (for web sites)

Web site(s) address / device	**Reason for concern**

Conclusion and Action proposed or taken

Appendix 8

E-Safety – Incident Reporting Log

Details of ALL e-Safety incidents to be recorded by the eSafety Coordinator. This incident log will be monitored termly by the Headteacher, Member of SLT or Chair of Governors. Any incidents involving Cyberbullying may also need to be recorded elsewhere.

Date & time	Name of pupil or staff member	Computer/ device number	Incident Reported by	Details of incident (including evidence)	Actions and reasons	Signature
					What? By whom?	

St. Joseph's Catholic Primary School, Trinity Square, South Woodham Ferrers, Essex CM3 5JX Tel. No. 01245 321828 **Email** admin@st-josephspri.essex.sch.uk
Website www.stjosephscatholicprimaryswf.org

Appendix 9 - Training Needs Audit

Training Needs Audit Log

Group ..... Date .....

Name/Position	Relevant training last 12 months	Identified training need	To be met by:	Cost	Review date

Appendix 10

School Technical Security Policy (including filtering and passwords) - July 2017

Introduction

Effective technical security depends not only on technical measures, but also on appropriate policies and procedures and on good user education and training. The school will be responsible for ensuring that the *school infrastructure / network* is as safe and secure as is reasonably possible and that:

- users can only access data to which they have right of access
- no user should be able to access another's files (other than that allowed for monitoring purposes within the school's policies).
- access to personal data is securely controlled in line with the school's personal data policy
- logs are maintained of access by users and of their actions while users of the system
- there is effective guidance and training for users
- there are regular reviews and audits of the safety and security of school computer systems
- there is oversight from senior leaders and these have impact on policy and practice.

Responsibilities

The management of technical security will be the responsibility of Computertalk, Technical Staff and Computing coordinator

Technical Security

Policy statements

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people will receive guidance and training and will be effective in carrying out their responsibilities

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements.
- There will be regular reviews and audits of the safety and security of school technical systems by Computertalk
- Servers, wireless systems and cabling must be securely located and physical access restricted – server room is to remain locked and key to be stored in the key safe.
- Appropriate security measures are in place to protect the servers, firewalls, switches, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. Devolved to Computertalk and the Local Authority.
- Responsibilities for the management of technical security are clearly assigned to appropriate and well trained staff.
- All users will have clearly defined access rights to school technical systems.
- Users will be made responsible for the security of their username and password, 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 Computing Coordinator is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Mobile device security and management procedures are in place. See BYOD.
- School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement. E-Safety Coordinator to liaise with Computertalk.
- 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 technical incident to the E-Safety Coordinator / Network Manager / Technician (or other relevant person, as agreed). Forms are kept in classes.
- An agreed policy is in place for the provision of temporary access of "guests" (eg trainee teachers, supply teachers, visitors) onto the school system.
- An agreed policy is in place (see AUA's) regarding the downloading of executable files and the installation of programmes on school devices by users
- An agreed policy is in place (see AUA's) regarding the extent of personal use that staff are allowed on school devices that may be used out of school.
- An agreed policy is in place (see AUA's) regarding the use of removable media (eg memory sticks / CDs / DVDs) by users on school devices.
- The school infrastructure and individual workstations are protected by up to date software to protect against malicious threats from viruses, worms, trojans etc.
- Personal data must not be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

Password Security

A safe and secure username/password system is essential if the above is to be established and will apply to all school technical systems, including networks, devices and email.

Policy Statements

- All school networks and systems will be protected by secure passwords that are regularly changed
- The administrator passwords for the school systems, used by the technical staff must also be available to the Headteacher or other nominated senior leader and kept in a secure place eg school safe.
- The school should never allow one user to have sole administrator access
- Passwords for new users, and replacement passwords for existing users will be allocated by the E-safety Coordinator in conjuction with Computertalk (IT tecnicians).
- All users (adults and pupils) will have responsibility for the security of their username and password, 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.
- Users will change their passwords at regular intervals – as described in the staff and pupil sections below
- The level of security required may vary for staff and pupil accounts and the sensitive nature of any data accessed through that account.
- Requests for password changes should be authenticated by the E-safety coordinator or Computertalk to ensure that the new password can only be passed to the genuine user.

Staff passwords:

- **All staff users will be provided with a username and password** by the E-safety Coordinator or Computertalk who will keep an up to date record of users and their usernames.
- the password should be a minimum of 8 characters long and must include three of – uppercase character, lowercase character and a number.
- must not include proper names or any other personal information about the user that might be known by others
- there is no locked out policy following successive incorrect log-on attempts
- temporary passwords e.g. used with new user accounts or when users have forgotten their passwords, shall be enforced to change immediately upon the next account log-on
- passwords shall not be displayed on screen, and shall be securely hashed
- passwords should be different for different accounts/systems, to ensure that other systems are not put at risk if one is compromised and should be different for systems used inside and outside of school
- should be changed at least every 183 days/6 months.
- should not be re-used for 6 months and must be significantly different from previous passwords created by the same user. The last four passwords cannot be re-used.

Pupil passwords

- All users from Year 2 and above will be provided with a username and password by the E-Safety Coordinator or Computertalk/IT Technician who will keep an up to date record of users and their usernames.
- Users will be required to change their password annually in September.
- Pupils will be taught the importance of password security
- The complexity will be set with regards to the cognitive ability of the children.

Training / Awareness

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

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

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

- in lessons
- through the Acceptable Use Agreement

Audit / Monitoring / Reporting / Review

The responsible person, IT Technician/E-safety Coordinator, will ensure that full records are kept of:

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

Filtering Introduction

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so, because the content on the web changes dynamically and new technologies are constantly being developed. It is

important, therefore, to understand that filtering is only one element in a larger strategy for e-safety and acceptable use. It is important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.

- Differentiated filtering for different groups – 8080, 8081, 8082, 8084 – see ECC/DUCL list of filtered ports.

Responsibilities

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

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

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

Policy Statements

Internet access is filtered for all users. Differentiated internet access is available for staff and customised filtering changes are managed by ECC. Illegal content is filtered by broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list and other illegal content lists . Filter content lists are regularly updated and internet use is logged and frequently monitored. The monitoring process alerts the school to breaches of the filtering policy, which are then acted upon. There is a clear route for reporting and managing changes to the filtering system. Where personal mobile devices are allowed internet access through the school network, filtering will be applied that is consistent with school practice.

- *The school maintains and supports the managed filtering service provided by the Internet Service Provider*
- *The school has provided enhanced/differentiated user-level filtering through the use of ECC filtering programme.*
- *In the event of the technical staff needing to switch off the filtering for any reason, or for any user, this must be logged and carried out by a process that is agreed by the Headteacher or other nominated senior leader.*
- *Mobile devices that access the school internet connection (whether school or personal devices) will be subject to the same filtering standards as other devices on the school systems*
- *Any filtering issues should be reported immediately to the IT Technician/E-Safety Coordinator and escalated to the filtering provider.*
- *Requests from staff for sites to be removed from the filtered list will be considered by the IT Technician/E- Safety Coordinator. If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the E-Safety Group.*

Education / Training / Awareness

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

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

- *the Acceptable Use Agreement*
- *induction training*
- *staff meetings, briefings, Inset.*

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

Changes to the Filtering System

No changes should be made to the filtering system without proper and valid requests being made to the E-Safety Coordinator and the IT Technical support (Computertalk).

- Any changes made are to be recorded in the appropriate log.

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

Monitoring

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment as indicated in the School E-Safety Policy and the Acceptable Use Agreement.

Audit / Reporting

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

- *HeadTeacher*
- *E-Safety Group*
- *E-Safety Governor / Governors committee*
- *External Filtering provider / Local Authority / Police on request*

The filtering policy will be reviewed in the response to the evidence provided by the audit logs of the suitability of the current provision.

Appendix 11

School Personal Data Handling Policy (amended July 2017)

School Personal Data Handling Policy

This document will place particular emphasis on data which is held or transferred digitally. The schools Data Protection Policy will have further detail.

Introduction

Schools and their employees 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 cannot be accessed by anyone who does not:

- have permission to access that data, and/or
- need to have access to that data.

Data breaches can have serious effects on individuals and/or institutions concerned, can bring the school into disrepute and may well result in disciplinary action, criminal prosecution and fines imposed by the Information Commissioners Office . for the school and the individuals involved. Particularly, 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 protection legislation and relevant regulations and guidance (where relevant from the Local Authority).

Policy Statements

The school will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.

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

All personal data will be fairly obtained in accordance with the "Privacy Notice" 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 a 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*, members of staff and parents / carers eg names, addresses, contact details, legal guardianship contact details, health records, disciplinary records
- Curricular / academic data eg class lists, pupil 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 Information Risk Officer (SIRO) is **the Head Teacher**. This person 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) e.g. office staff

The IAOs will manage and address risks to the information and will understand :

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

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

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

Registration

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

Information to Parents / Carers – the "Privacy Notice"

In order to comply with the fair processing requirements of the DPA, the school will inform parents/carers of all pupils of the data they collect, process and hold on the pupils, the purposes for which the data is held and the third parties (eg LA, DfE, etc) to whom it may be passed. This privacy notice will be passed to parents / carers through the Prospectus, newsletters, reports or a specific letter / communication). Parents / carers of young people who are new to the school will be provided with the privacy notice through the schools prospectus.

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

Risk Assessments

Information risk assessments will be carried out by Information Asset Owners to establish the security measures already in place and whether they are the most appropriate and cost effective. The risk assessment will involve:

- Recognising the risks that are present;
- Judging the level of the risks (both the likelihood and consequences); and
- Prioritising the risks.

Risk assessments are an ongoing process and should result in the completion of an Information Risk Actions Form (example below):

Risk ID	Information Asset affected	Information Asset Owner	Protective Marking (Impact Level)	Likelihood	Overall risk level (low, medium, high)	Action(s) to minimise risk

Impact Levels and protective marking

Following incidents involving loss of data, the Government recommends that the Protective Marking Scheme should be used to indicate the sensitivity of data. The Protective Marking Scheme is mapped to Impact Levels as follows:

Government Protective Marking Scheme label	Impact Level (IL)	Applies to schools?
NOT PROTECTIVELY MARKED	0	Will apply in schools
PROTECT	1 or 2	
RESTRICTED	3	
CONFIDENTIAL	4	Will not apply in schools
HIGHLY CONFIDENTIAL	5	
TOP SECRET	6	

Most pupil or staff personal data that is used within educational institutions will come under the PROTECT classification. However some, eg the home address of a child (or vulnerable adult) at risk will be marked as RESTRICT.

The school will ensure that all school staff, independent 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. Unmarked material is considered 'unclassified'. The term 'UNCLASSIFIED' or 'NON' or 'NOT PROTECTIVELY MARKED' may be used to indicate positively that a protective marking is not needed.

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

Users must be aware that when data is aggregated the subsequent impact level may be higher than the individual impact levels of the original data. Combining more and more individual data elements together in a report or data view increases the impact of a breach. A breach that puts pupils at serious risk of harm will have a higher impact than a risk that puts them at low risk of harm. Long-term significant damage to anyone's reputation has a higher impact than damage that might cause short-term embarrassment.

Release and destruction markings should be shown in the footer eg. "Securely delete or shred this information when you have finished using it".

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. Access to

protected data will be controlled according to the role of the user. Members of staff will not, as a matter of course, be granted access to the whole management information system.

All users will use strong passwords, which must be changed regularly as outlined in the school's password security policy. User passwords must never be shared.

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

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

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

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 – including memory sticks, if used
- the device must offer approved virus and malware checking software

and

- 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. The *school* has clear policy and procedures for the use of "Cloud Based Storage Systems" (for example dropbox, google apps and google docs) and is aware that data held in remote and cloud storage is still required to be protected in line with the Data Protection Act. The school will ensure that it is satisfied with controls put in place by remote / cloud based data services providers to protect the data.

As a Data Controller, the *school* is responsible for the security of any data passed to a "third party". Data Protection clauses will be included in all contracts where data is likely to be passed to a third party.

All paper based Protected and Restricted (or higher) material must be held in lockable storage, whether on or off site.

The *school* recognises that under Section 7 of the DPA, http://www.legislation.gov.uk/ukpga/1998/29/section/7 data subjects have a number of rights in connection with their personal data, the main one being the right of access. Procedures are in place to deal with Subject Access Requests i.e. a written request to see all or a part of the personal data held by the data controller in connection with the data subject. Data subjects have the right to know: if the data controller holds personal data about them; a description of that data; the purpose for which the data is processed; the sources of that data; to whom the data may be disclosed; and a copy of all the personal data that is held about them. Under certain circumstances the data subject can also exercise rights in connection with the rectification; blocking; erasure and destruction of data.

Secure transfer of data and access out of school

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

- Users may not remove or copy sensitive or restricted or protected personal data from the school or authorised premises without permission and unless the media is encrypted and password protected and is transported securely for storage in a secure location (see earlier section – LA / school policies may forbid such transfer);
- Users must take particular care that computers or removable devices which contain personal data must not be accessed by other users (eg family members) when out of school
- When restricted or protected personal data is required by an authorised user from outside the organisation's premises (for example, by a member of staff to work from their home), they should preferably have secure remote access to the management information system or learning platform;

- If secure remote access is not possible, users must only remove or copy personal or sensitive data from the organisation or authorised premises if the storage media, portable or mobile device is encrypted and is transported securely for storage in a secure location;
- Users must protect all portable and mobile devices, including media, used to store and transmit personal information using approved encryption software; and
- Particular care should be taken if data is taken or transferred to another country, particularly outside Europe, and advice should be taken from the local authority (if relevant) in this event. (nb. to carry encrypted material is illegal in some countries)

Disposal of data

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

The disposal of personal 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 (see earlier section for reference to the Cabinet Office 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

It is good practice, as recommended in the "Data Handling Procedures in Government" document that the activities of data users, in respect of electronically held personal data, will be logged and these logs will be monitored by responsible individuals.

The audit logs will be kept to provide evidence of accidental or deliberate data security breaches – including loss of protected data or breaches of an acceptable use policy, for example.

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.

Use of technologies and Protective Marking

The following provides a useful guide:

	The information	**The technology**	**Notes on Protect Markings (Impact Level)**
School life and events	School terms, holidays, training days, the curriculum, extra-curricular activities, events, displays of pupils work, lunchtime menus, extended services, parent consultation events	Common practice is to use publically accessible technology such as school websites or portal, emailed newsletters, subscription text services	Most of this information will fall into the NOT PROTECTIVELY MARKED (Impact Level 0) category.

Learning and achievement	Individual pupil academic, social and behavioural achievements, progress with learning, learning behaviour, how parents can support their child's learning, assessments, attainment, attendance, individual and personalised curriculum and educational needs.	Typically schools will make information available by parents logging on to a system that provides them with appropriately secure access, such as a Learning Platform or portal, or by communication to a personal device or email account belonging to the parent.	Most of this information will fall into the PROTECT (Impact Level 2) category. There may be pupils whose personal data requires a RESTRICTED marking (Impact Level 3) or higher. For example, the home address of a child at risk. In this case, the school may decide not to make this pupil record available in this way.
Messages and alerts	Attendance, behavioural, achievement, sickness, school closure, transport arrangements, and other information that it may be important to inform or contact a parent about as soon as possible. This may be particularly important when it is necessary to contact a parent concerning information that may be considered too sensitive to make available using other online means.	Email and text messaging are commonly used by schools to contact and keep parents informed. Where parents are frequently accessing information online then systems e.g. Learning Platforms or portals, might be used to alert parents to issues via "dashboards" of information, or be used to provide further detail and context.	Most of this information will fall into the PROTECT (Impact Level 1) category. However, since it is not practical to encrypt email or text messages to parents, schools should not send detailed personally identifiable information. General, anonymous alerts about schools closures or transport arrangements would fall into the NOT PROTECTIVELY MARKED (Impact Level 0) category.

Appendices: Additional issues / documents related to Personal Data Handling in Schools:

Privacy and Electronic Communications

Schools should be aware that the Privacy and Electronic Communications Regulations have changed and that they are subject to these changes in the operation of their websites.

Freedom of Information Act

All schools (including Academies, which were previously exempt) must have a Freedom of Information Policy which sets out how it will deal with FOI requests. In this policy the school should:

- Delegate to the Headteacher day-to-day responsibility for FOIA policy and the provision of advice, guidance, publicity and interpretation of the school's policy.
- Consider designating an individual with responsibility for FOIA, to provide a single point of reference, coordinate FOIA and related policies and procedures, take a view on possibly sensitive areas and consider what information and training staff may need.
- Consider arrangements for overseeing access to information and delegation to the appropriate governing body.
- Proactively publish information with details of how it can be accessed through a Publication Scheme (see Model Publication Scheme below) and review this annually.
- Ensure that a well managed records management and information system exists in order to comply with requests.
- Ensure a record of refusals and reasons for refusals is kept, allowing the Academy Trust to review its access policy on an annual basis.

Appendix 12 - Privacy Notice

PRIVACY NOTICE TEMPLATE

for

Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, St. Joseph's Catholic Primary School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

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

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact the **School Administrator.**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[Insert LA website link] and

http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

[insert details and link to appropriate contact at the LA]

Public Communications Unit, Department for Education
Sanctuary Buildings, Great Smith Street, London
SW1P 3BT

Website: www.education.gov.uk

email: http://www.education.gov.uk/help/contactus
Telephone: 0370 000 2288

Appendix 13

School Policy: Electronic Devices - Searching & Deletion (amended JULY 2017)

Introduction

The changing face of information technologies and ever increasing pupil use of these technologies has meant that the Education Acts have had to change in an attempt to keep pace. Within Part 2 of the Education Act 2011 (Discipline) there have been changes to the powers afforded to schools by statute to search pupils in order to maintain discipline and ensure safety. Schools are required to ensure they have updated policies which take these changes into account. No such policy can on its own guarantee that the school will not face legal challenge, but having a robust policy which takes account of the Act and applying it in practice will however help to provide the school with justification for what it does.

The particular changes we deal with here are the added power to search for items 'banned under the school rules' and the power to 'delete data' stored on seized electronic devices.

Items banned under the school rules are determined and publicised by the Headteacher (section 89 Education and Inspections Act 1996).

An item banned by the school rules may only be searched for under these new powers if it has been identified in the school rules as an item that can be searched for. It is therefore important that there is a school policy which sets out clearly and unambiguously the items which:

- are banned under the school rules; and
- are banned AND can be searched for by authorised school staff

The act allows authorised persons to examine data on electronic devices if they think there is a good reason to do so. In determining a 'good reason' to examine or erase the data or files the authorised staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or could break the school rules.

Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.

The *Head Teacher* will publicise the school behaviour policy, in writing, to staff, parents/carers and pupils at least once a year. Clear links should be evident between the search etc. policy and the behaviour policy.

Relevant legislation:

- Education Act 1996
- Education and Inspections Act 2006
- Education Act 2011 Part 2 (Discipline)
- The School Behaviour (Determination and Publicising of Measures in Academies) Regulations 2012
- Health and Safety at Work etc. Act 1974
- Obscene Publications Act 1959

- Children Act 1989
- Human Rights Act 1998
- Computer Misuse Act 1990

Responsibilities

The *Headteacher* is responsible for ensuring that the school policies reflect the requirements contained within the relevant legislation. The formulation of these policies may be delegated to other individuals or groups. The policies will normally be taken to Governors for approval. The Headteacher will need to authorise those staff who are allowed to carry out searches.

This policy has been written by and will be reviewed by: E-Safety committee

The *Headteacher* has authorised the following members of staff to carry out searches for and of electronic devices and the deletion of data / files on those devices:

- Headteacher
- Senior Leadership Team
- E-Safety Coordinator

The *Headteacher* may authorise other staff members in writing in advance of any search they may undertake, subject to appropriate training.

Training / Awareness

Members of staff should be made aware of the school's policy on "Electronic devices – searching and deletion":

- at induction
- at regular updating sessions on the school's e-safety policy

Members of staff authorised by the Headteacher to carry out searches for and of electronic devices and to access and delete data / files from those devices should receive training that is specific and relevant to this role.

Specific training is required for those staff who may need to judge whether material that is accessed is inappropriate or illegal.

Policy Statements

Search:

The school Behaviour Policy refers to the policy regarding searches with and without consent for the wide range of items covered within the Education Act 2011 and lists those items. This policy refers only to the searching for and of electronic devices and the deletion of data / files on those devices.

Pupils are not allowed to bring mobile phones or other personal electronic devices to school or use them in the school unless authorised by the Headteacher.

If pupils breach these rules:

The sanctions for breaking these rules can be found in the pupils user agreement

Authorised staff (defined in the responsibilities section above) have the right to search for such electronic devices where they reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

- Searching with consent - Authorised staff may search with the pupil's consent for any item.
- Searching without consent - Authorised staff may only search without the pupil's consent for anything which is either 'prohibited' (as defined in Section 550AA of the Education Act 1996) or appears in the school rules as an item which is banned and may be searched for.

In carrying out the search:

The authorised member of staff must have reasonable grounds for suspecting that a *pupil* is in possession of a prohibited item i.e. an item banned by the school rules and which can be searched for.

The authorised member of staff should take reasonable steps to check the ownership of the mobile phone / personal electronic device before carrying out a search.

The authorised member of staff should take care that, where possible, searches should not take place in public places eg an occupied classroom, which might be considered as exploiting the pupil being searched.

The authorised member of staff carrying out the search must be the same gender as the *pupil* being searched; and there must be a witness (also a staff member) and, if at all possible, they too should be the same gender as the *pupil* being searched.

There is a limited exception to this rule: Authorised staff can carry out a search of a *pupil* of the opposite gender including without a witness present, but **only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.**

Extent of the search:

The person conducting the search may not require the *pupil* to remove any clothing other than outer clothing.

Outer clothing means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear (outer clothing includes hats; shoes; boots; coat; blazer; jacket; gloves and scarves).

'Possessions' means any goods over which the *pupil* has or appears to have control – this includes desks, lockers and bags.

A pupil's possessions can only be searched in the presence of the *pupil* and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

Use of Force – force cannot be used to search without consent for items banned under the school rules regardless of whether the rules say an item can be searched for.

Electronic devices

An authorised member of staff finding an electronic device may access and examine any data or files on the device if they think there is good reason to do so. The examination of the data/files on the device should go only as far as is reasonably necessary to establish the facts of the incident. Any further intrusive examination of personal data may leave the school open to legal challenge.

If inappropriate material is found on the device it is up to the authorised member of staff to decide whether they should delete that material, retain it as evidence (of a criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police. Examples of illegal activity would include:

- child sexual abuse images (including images of one child held by another child)
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials

Deletion of Data

Following an examination of an electronic device, if the authorised member of staff has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.

If inappropriate material is found on the device, it is up to the authorised member of staff to decide whether they should delete that material, retain it as evidence (of a possible criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police.

A record should be kept of the reasons for the deletion of data / files.

Care of Confiscated Devices

School staff are reminded of the need to ensure the safe keeping of confiscated devices, to avoid the risk of compensation claims for damage / loss of such devices.

Audit / Monitoring / Reporting / Review

The responsible person (E-Safety Coordinator) will ensure that full records are kept of incidents involving the searching for and of mobile phones and electronic devices and the deletion of data / files using the schools reporting incidents log.

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

This policy will be reviewed by the head teacher and governors annually and in response to changes in guidance and evidence gained from the records.

Appendix 14

School Bring Your Own Devices (BYOD) Policy

Bring Your Own Devices Policy Agreement

I understand that I have been allowed to use my own device on the Schools network and will have access to the schools systems as appropriate.

I further understand that I am bound by the schools policies regarding:

- Acceptable use
- Personal Data handling
- Electronic Devices – Search and Deletion
- Technical Security Policy

I have read and understood and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff/Volunteer Name:

Signed:

Date:

Appendix 15

School Policy - E-Safety Committee Terms of Reference

1. PURPOSE

To provide a consultative group that has wide representation from the school community, with responsibility for issues regarding e-safety and the monitoring the e-safety policy including the impact of initiatives.

2. MEMBERSHIP

2.1 The e-safety committee will seek to include representation from all stakeholders.

The composition of the group should include:

- SLT member/s
- Child Protection/Safeguarding officer
- Teaching staff member
- Support staff member
- E-safety coordinator
- Governor
- Parent / Carer
- ICT Technical Support staff (where possible)
- Community users (where appropriate)
- *Pupil representation*

2.2 Other people may be invited to attend the meetings at the request of the Chairperson on behalf of the committee to provide advice and assistance where necessary.

2.3 Committee members must declare a conflict of interest if any incidents being discussed directly involve themselves or members of their families.

2.4 Committee members must be aware that many issues discussed by this group could be of a sensitive or confidential nature

2.5 When individual members feel uncomfortable about what is being discussed they should be allowed to leave the meeting with steps being made by the other members to allow for these sensitivities

3. CHAIRPERSON

The Committee should select a suitable Chairperson from within the group. Their responsibilities include:

- Scheduling meetings and notifying committee members;
- Inviting other people to attend meetings when required by the committee;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome;
- Making sure that notes are taken at the meetings and that these with any action points are distributed as necessary

4. DURATION OF MEETINGS

Meetings shall be held twice a year for a period of 1 – 2 hours. A special or extraordinary meeting may be called when and if deemed necessary.

5. FUNCTIONS

These are to assist the E-safety Co-ordinator (or other relevant person) with the following:

- To keep up to date with new developments in the area of e-safety
- To (at least) annually review and develop the e-safety policy in line with new technologies and incidents

- To monitor the delivery and impact of the e-safety policy
- To monitor the log of reported e-safety incidents (anonymous) to inform future areas of teaching / learning / training.
- To co-ordinate consultation with the whole school community to ensure stakeholders are up to date with information, training and/or developments in the area of e-safety.
- Staff meetings
- Pupil forums (for advice and feedback)
- Governors meetings
- Surveys/questionnaires for pupils, parents / carers and staff
- Parents evenings
- Website/Newsletters
- E-safety events
- Internet Safety Day (annually held on the second Tuesday in February)
- Other methods
- To ensure that monitoring is carried out of Internet sites used across the school
- To monitor filtering / change control logs (e.g. requests for blocking / unblocking sites).
- To monitor the safe use of data across the [school]
- To monitor incidents involving cyberbullying for staff and pupils

6. AMENDMENTS

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority.

The above Terms of Reference for St. Joseph's Catholic Primary School have been agreed.

Signed by (SLT):

Date:

Date for review:

Acknowledgement

This template terms of reference document is based on one provided to schools by Somerset County Council

Appendix 16

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.

Trade Marks Act 1994

This provides protection for Registered Trade Marks, which can be any symbol (words, shapes or images) that are associated with a particular set of goods or services. Registered Trade Marks must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

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 Harrassment 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 a 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.

The Education and Inspections Act 2011

Extended the powers included in the 2006 Act and gave permission for Headteachers (and nominated staff) to search for electronic devices. It also provides powers to search for data on those devices and to delete data.
http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screening-searching-and-confiscation

The Protection of Freedoms Act 2012

Requires schools to seek permission from a parent / carer to use Biometric systems

The School Information Regulations 2012

Requires schools to publish certain information on its website:
http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b0075738/reducing-bureaucracy/requirements/changestoschoolinformationregulations

Appendix 17

Links to other organisations or documents

The following links may help those who are developing or reviewing a school e-safety policy.

UK Safer Internet Centre
Safer Internet Centre -

South West Grid for Learning

Childnet

Professionals Online Safety Helpline

Internet Watch Foundation

CEOP
http://ceop.police.uk/ ThinkUKnow

Others:

INSAFE - http://www.saferinternet.org/ww/en/pub/insafe/index.htm

UK Council for Child Internet Safety (UKCCIS) www.education.gov.uk/ukccis

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

Support for Schools

Specialist help and support SWGfL BOOST

Cyberbullying
Scottish Anti-Bullying Service, Respectme - http://www.respectme.org.uk/

Scottish Government Better relationships, better learning, better behaviour

DCSF - Cyberbullying guidance

DfE – Preventing & Tackling Bullying – Advice to school leaders, staff and Governing Bodies

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

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

Social Networking
Digizen – Social Networking

SWGfL - Facebook - Managing risk for staff and volunteers working with children and young people

Connectsafely Parents Guide to Facebook

Facebook Guide for Educators

Curriculum
SWGfL Digital Literacy & Citizenship curriculum

Glow - http://www.educationscotland.gov.uk/usingglowandict/

Alberta, Canada - digital citizenship policy development guide.pdf

Teach Today – www.teachtoday.eu/

Insafe - Education Resources

Somerset - e-Sense materials for schools

Mobile Devices / BYOD
Cloudlearn Report Effective practice for schools moving to end locking and blocking

NEN - Guidance Note - BYOD

Data Protection
Information Commissioners Office:

Your rights to your information – Resources for Schools - ICO

ICO pages for young people

Guide to Data Protection Act - Information Commissioners Office

Guide to the Freedom of Information Act - Information Commissioners Office

ICO guidance on the Freedom of Information Model Publication Scheme

ICO Freedom of Information Model Publication Scheme Template for schools (England)

ICO - Guidance we gave to schools - September 2012 (England)

ICO Guidance on Bring Your Own Device

ICO Guidance on Cloud Hosted Services

Information Commissioners Office good practice note on taking photos in schools

ICO Guidance Data Protection Practical Guide to IT Security

ICO – Think Privacy Toolkit

ICO – Personal Information Online – Code of Practice

ICO – Access Aware Toolkit

ICO Subject Access Code of Practice

ICO – Guidance on Data Security Breach Management

SWGfL - Guidance for Schools on Cloud Hosted Services

LGfL - Data Handling Compliance Check List

Somerset - Flowchart on Storage of Personal Data

NEN - Guidance Note - Protecting School Data

Professional Standards / Staff Training
DfE - Safer Working Practice for Adults who Work with Children and Young People

Kent - Safer Practice with Technology

Childnet / TDA - Social Networking - a guide for trainee teachers & NQTs

Childnet / TDA - Teachers and Technology - a checklist for trainee teachers & NQTs

UK Safer Internet Centre Professionals Online Safety Helpline

Infrastructure / Technical Support
Somerset - Questions for Technical Support

NEN - Guidance Note - esecurity

Working with parents and carers
SWGfL / Common Sense Media Digital Literacy & Citizenship Curriculum

SWGfL BOOST Presentations - parents presentation

Connect Safely - a Parents Guide to Facebook

Vodafone Digital Parents Magazine

Childnet Webpages for Parents & Carers

DirectGov - Internet Safety for parents

Get Safe Online - resources for parents

Teach Today - resources for parents workshops / education

The Digital Universe of Your Children - animated videos for parents (Insafe)

Cerebra - Learning Disabilities, Autism and Internet Safety - a Parents' Guide

Insafe - A guide for parents - education and the new media

The Cybersmile Foundation (cyberbullying) - advice for parents

Research
EU Kids on Line Report - "Risks and Safety on the Internet" - January 2011

Futurelab - "Digital participation - its not chalk and talk any more!"

Appendix 18 Glossary

of terms

AUP	Acceptable Use Policy
CEOP	Child Exploitation and Online Protection Centre (part of UK Police, dedicated to protecting children from sexual abuse, providers of the Think U Know programmes.
CPC	Child Protection Committee
CPD	Continuous Professional Development
CYPS	Children and Young Peoples Services (in Local Authorities)
FOSI	Family Online Safety Institute
EA	Education Authority
ES	Education Scotland
HWB	Health and Wellbeing
ICO	Information Commissioners Office
ICT	Information and Communications Technology
ICTMark	Quality standard for schools provided by NAACE
INSET	In Service Education and Training
IP address	The label that identifies each computer to other computers using the IP (internet protocol)
ISP	Internet Service Provider
ISPA	Internet Service Providers' Association
IWF	Internet Watch Foundation
LA	Local Authority
LAN	Local Area Network
MIS	Management Information System
NEN	National Education Network – works with the Regional Broadband Consortia to provide the safe broadband provision to schools across Britain.
Ofcom	Office of Communications (Independent communications sector regulator)
SWGfL	South West Grid for Learning Trust
TUK	Think U Know – educational e-safety programmes for schools, young people and parents.
VLE	Virtual Learning Environment (a software system designed to support teaching and learning in an educational setting,
WAP	Wireless Application Protocol