

# St Joseph's Catholic Primary School, Wallasey



## E Safety Policy

### Mission Statement:

*"Love one another as I have loved you"*

### School Values:

<i>Service</i>
<i>Justice</i>
<i>Love</i>

### School Vision:

We seek to build a welcoming, caring community of faith, where we love and serve our children to support them to gain all the necessary spiritual, academic, personal and social skills to succeed in our local and global community.

Adopted by Governors: March 2023

To be reviewed: March 2024

## Contents

Introduction

### **School E-Safety Policy**

Development, monitoring and review of the Policy

Schedule for development, monitoring and review

Scope of the Policy

### **Roles and Responsibilities**

- Governors
- Headteacher and Senior Leaders
- E-Safety Coordinator / Officer
- Hi-Impact Technical Staff
- Teaching and Support Staff
- Child Protection / Safeguarding Designated Person / Officer
- Pupils
- Parents / Carers
- Community Users

### **Policy Statements**

- Education – Pupils
- Education – Parents / Carers
- Education – The Wider Community
- Education and training – Staff / Volunteers
- Technical – infrastructure / equipment, filtering and monitoring
- Use of digital and video images
- Data protection
- Communications
- Social Media - Protecting Professional Identity
- User Actions - unsuitable / inappropriate activities
- Responding to incidents of misuse

### **Appendices:**

- Pupil Acceptable Use Policy Agreement Template – older children
- Pupil Acceptable Use Policy Agreement Template – younger children
- Parents / Carers Acceptable Use Policy Agreement Template
- Staff and Volunteers Acceptable Use Policy Agreement Template
- FS/KS1 E-Safety Rules
- KS2 E-Safety Rules
- School Technical Security Policy template (includes password security and filtering)
- School Privacy Notice
- Legislation
- Links to other organisations and documents

- Glossary of Terms

### **Development / Monitoring / Review of this Policy**

This E-Safety policy has been developed in consultation with

- Headteacher / Senior Leaders
- E-Safety Lead and Subject Leaders
- Staff – including Teachers, Support Staff, Technical Staff
- Governors
- Parents and Carers

### **Schedule for Development / Monitoring / Review**

This E-Safety policy was approved by the Governing Body / Governors Sub Committee on:	March 8 <sup>th</sup> 2023
The implementation of this E-Safety policy will be monitored by the:	Safeguarding Governor – Headteacher – Mrs Hollis Senior Leadership Team – Mrs Boekweit-Hughes Computer Lead – Mr Clare
Monitoring will take place at regular intervals:	Monthly Hi – Impact technician will raise any concerns on the weekly visit
The E-Safety Policy will be reviewed annually by staff and Governors, 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 review date will be :	March 2024
Should serious E-Safety incidents take place, the following external persons / agencies should be informed:	CADT. CEOP

### **Scope of the Policy**

This policy applies to all members of the school (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). In the case of both acts, action may 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 Standards 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 – Mr B Sharp

. The role of the E-Safety Governor will include:

- regular meetings with the member(s) of SLT responsible for E-Safety
- regular monitoring of E-Safety incident logs
- regular monitoring of filtering / change control logs
- reporting to relevant Governors meetings

#### Headteacher and Senior Leaders:

- The Headteacher has a duty of care for ensuring the safety (including E-Safety) of members of the school community; the day to day responsibility for E-Safety will be delegated to all SLT.
- The Headteacher and the other members 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. (see flowchart on dealing with E-Safety incidents – included in a later section – “Responding to incidents of misuse” and relevant Local Authority HR).
- The Headteacher / Senior Leaders are responsible for ensuring that Year Leaders 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 / 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.

#### E-Safety Lead:

- 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 if necessary
- liaises with technical support 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 control logs.
- attends relevant training and committee of Governors meetings
- reports regularly to other members of the Senior Leadership Team

### Hi-Impact Technical staff:

Technical Staff for Computing are 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 statutory guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are changed where and when appropriate.
- the filtering policy, is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person.
- 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 / Virtual Learning Environment / Twitter/remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Headteacher / Senior Leader; E-Safety Lead for investigation / action / sanction. The approach needs to be evaluated regularly in light of new developments and methods.

### Teaching & 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 Headteacher / Senior Leader ; E-Safety Lead 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 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

#### 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.
- will experience E-Safety training as part of their curriculum each year.

#### 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, letters, website / VLE and information about national / Twitter/ local E-Safety campaigns / 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 website / VLE and on-line / pupil records
- their children's personal devices in the school(where this is allowed)

#### Students/Work Experience/Volunteers/Community Users:

Students/Work Experience/Volunteers/Community Users who access school systems / website / VLE as part of the wider school provision will be expected to sign a Community User AUA (Acceptable Use Agreement) before being provided with access to school systems.

### Policy Statements

#### Education – pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of 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 should be provided as part of Computing / PHSE / other lessons and should be regularly revisited
- Key E-Safety messages should be reinforced as part of a planned programme of assemblies and class council and pastoral activities
- Pupils should 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 should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should 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 should act as good role models in their use of digital technologies the internet and mobile devices in lessons where internet use is pre-planned, it is best practice that 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.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit and insist in the use of safe search engines.
- It is accepted that from time to time, for good educational reasons, pupils may need to research topics that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

### 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, website, Twitter
- Parents / Carers evenings / sessions
- High profile events / campaigns eg E-Safety workshops for parents and children
- Reference to the relevant web sites / publications eg [www.saferinternet.org.uk/](http://www.saferinternet.org.uk/)  
<http://www.childnet.com/parentsand-carers> (see school website and appendix for further links / resources)

### Education – The Wider Community

The school will provide opportunities for local community groups / members of the community to gain from the school's ESafety 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
- Where and when appropriate supporting community groups eg Early Years Settings, Child-minders, youth / sports /voluntary groups to enhance their E-Safety provision. ([www.onlinecompass.org.uk](http://www.onlinecompass.org.uk)).



### 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. It is expected that some staff will identify E-Safety as a training need within the performance management process.
- 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 Lead will receive regular updates through attendance at external training events (eg from LA / other relevant organisations) 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 Lead will provide advice / guidance / training to individuals as required.

### 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 previous sections will be effective in carrying out their E-Safety 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.
- Servers, wireless systems and cabling must be securely located and physical access restricted (Server Room).
- All users will have clearly defined access rights to school technical systems and devices.
- All users will be provided with a username and secure password by in house technical support who will keep an up to date record of users and their usernames. Staff users are responsible for the security of their username and password and will be required to change their password where and when appropriate.
- The “master / administrator” passwords for the school ICT system, used by the Network Manager must also be available to the Headteacher or other nominated senior leader and kept in a sealed envelope in a secure place. (School safe)
- The School Business Manager in liaison with the technician 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. Illegal content is filtered by the broadband/filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored by Wirral LA
- 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. (see appendix)
- 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.
- An agreed policy is in place for the provision of temporary access of “guests” (eg trainee teachers, supply teachers, visitors) onto the school systems.



- 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.
- An agreed policy is in place that allows staff to / 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 Template in the appendix for further detail).

### 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 Cyber Bullying 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 e.g. 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 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 (covered as part of the AUA signed by parents or carers at the start of Foundation Stage or when the child joins the school - see Parents / Carers Acceptable Use Agreement in the appendix)
- Pupil's work can only be published with the permission of the / pupil and parents or carers.

### 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 section in the appendix)
- It has a Data Protection Policy (see appendix for template policy)
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)
- 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 secure password protected devices.

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 (many memory sticks / cards and other mobile devices cannot be password protected)
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete.

## Communications

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

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems (eg by remote access).
- Users 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, chat, VLE etc) must be professional in tone and content. These communications may only take place on official (monitored) school systems.

**Personal email addresses, text messaging or social media must not be used for these communications.**

- Whole class / group email addresses may be used at KS1, while pupils at KS2 may be provided with individual school email addresses 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, cyber bully, 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.

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.

### **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 encourage 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, materials, 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					X

	to the Criminal Justice and Immigration Act 2008					
	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	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				X	

	school into disrepute					
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					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)						
Online Gaming					X	
Online Gambling					X	
Online shopping/comm erce			X			
File sharing				X		
Use of social media			X			

Use of messaging apps			X			
Use of video recording, ie You Tube			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” on previous page).

### 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) 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.
- 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.

### **School Actions & 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

- Pupil Acceptable Use Agreement template (older children)
- Pupil Acceptable Use Agreement template (younger children)
- Parents / Carers Acceptable Use Agreement template
- Staff and Volunteers Acceptable Use Agreement Policy template
- FS and KS1 E-Safety Rules
- KS2 E-Safety Rules
- School Technical Security Policy template including Filtering
- School Privacy Notice
- Legislation
- Links to other organisations and documents
- Glossary of terms

## **Pupil Acceptable Use Agreement for Key Stage 2 Pupils**

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:**

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, 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 be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal use unless I have permission.

- 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 use the school systems or devices for on-line gaming, file sharing, or video broadcasting (eg You Tube), unless I have permission of a member of staff to do so.

### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

### **I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I 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 damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person /organisation who sent the email.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

### **When using the internet for research or recreation, I recognise that:**

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

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, internal exclusion, fixed term exclusion, contact with parents and in the event of illegal activities involvement of the police.

***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.***

Signed (child):.....

Signed (parent): .....

**Pupil Acceptable Use Policy Agreement – for  
younger pupils (Foundation / 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.

Signed (child):.....

Signed (parent): .....



## **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

..... Pupil's name  
.....

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

Either: (KS2 and above)

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.

Or: (KS1)

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 ..... Dated.....



## **Staff (and Volunteer) Acceptable Use Policy Agreement**

### **School Policy**

New and constantly changing technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. 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 / VLE) 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.
- 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, unless this is allowed in school policies.
- 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 / Directors 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 name .....




Staff signature .....


Dated .....

## St Joseph's Primary School's Foundation Stage and KS1 E-Safety Code

Think then click ...



These rules help us to stay safe on the internet



	We only use the internet when an adult is with us.
	We can click on the buttons or links when we know what they do.
	We can search the Internet with an adult.

	<p>We always ask if we get lost on the internet</p>
---	---

## St Joseph's Primary School's KS2 E-Safety Code

Think then click ...

	<p>We ask permission before using the internet.</p>
	<p>We only use websites our teacher has chosen.</p>
	<p>We tell an adult if we see anything we are uncomfortable with.</p>

	<p><b>We never give out personal information or passwords.</b></p>
	<p><b>We never arrange to meet anyone we don't know.</b></p>

## School Technical Security Policy (Including filtering and passwords)

### 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.

As the school has a managed ICT service provided by an outside contractor, it is the responsibility of the school to ensure that the managed service provider carries out all the E-Safety measures that might otherwise be carried out by the school itself (as suggested below). It is also important that the managed service provider is fully aware of the school E-Safety Policy /Acceptable Use Agreements). The school will also check the Local Authority / other relevant body policies / guidance on these technical issues.

### Responsibilities

The management of technical security will be the responsibility of Hi-Impact and their staff, and Ian Morton (IT Co-ordinator).

### 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.
- Servers, wireless systems and cabling must be securely located and physical access restricted.
- 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.
- 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. Details of the access rights available to groups of users will be recorded by the Network Manager / Technical Staff (or other person) and will be reviewed, at least annually.
- 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. (See Password section below).
- Hi-Impact and the school Finance Officer are 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 (Inadequate licencing could cause the school to breach the Copyright Act which could result in fines or unexpected licensing costs)
- Mobile device security and management procedures are in place.
- 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.
- 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 Co-ordinator/Headteacher or Finance Officer.
- 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 regarding the downloading of executable files and the installation of programmes on school devices by users.
- 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.
- An agreed policy is in place regarding the use of removable media (eg memory sticks / CDs / DVDs) by users on school devices. (see School Personal Data Policy Template in the appendix for further detail)
- 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 cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured. (see School Personal Data Policy Template in the appendix for further detail).



## 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, email and Virtual Learning Environment (VLE).

## Policy Statements

- All users will have clearly defined access rights to school technical systems and devices. Details of the access rights available to groups of users will be recorded by the Network Manager and will be reviewed, at least annually.
- All school networks and systems will be protected by secure passwords that are regularly changed.
- The “master / 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. Consideration should also be given to using two factor authentication for such accounts. (We should never allow one user to have sole administrator access).
- Passwords for new users, and replacement passwords for existing users will be allocated by High Impact any changes carried out must be notified to the manager of the password security policy (above).
- All users (adults and young people) 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 responsible person) to ensure that the new password can only be passed to the genuine user (the school will need to decide how this can be managed – possibly by requests being authorised by a line manager for a request by a member of staff or by a member of staff for a request by a pupil).

## Staff passwords:

- All staff users will be provided with a username and password by High Impact 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, number, special characters
- must not include proper names or any other personal information about the user that might be known by others
- the account should be “locked out” following six 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 (use of one-way encryption)
- passwords should be different for different accounts, 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 60 to 90 days.
- should not re-use for 6 months and be significantly different from previous password the last four passwords cannot be re-used passwords created by the same user.
- should be different for different accounts, to ensure that other systems are not put at risk if one is compromised
- should be different for systems used inside and outside of school.

### **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.

### **Audit / Monitoring / Reporting / Review**

The responsible person will ensure that full records are kept of:

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

St Joseph's Catholic Primary School  
Wheatland Lane  
Wallasey  
Merseyside  
CH44 7ED

Tel. 0151 638 3919



[schooloffice@stjosephs-wallasey.wirral.sch.uk](mailto:schooloffice@stjosephs-wallasey.wirral.sch.uk)

Dear Parents/Carers

## PRIVACY NOTICE – DATA PROTECTION ACT 1998

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact Mrs Vernon, Headteacher.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.wirral.gov.uk> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Yours sincerely

Mrs Hollis  
Headteacher

## Legislation

Schools should be aware of the legislative framework under which this E-Safety Policy 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 Harassment Act 1997**

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other. A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

#### **Protection of Children Act 1978**

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is 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 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. (see template policy in these appendices and for DfE guidance -

<http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screeening-searching-andconfiscation>

### **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/reducingbureaucracy/requirements/changestoschoolinformationregulations>



### 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 -  
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](http://www.education.gov.uk/ukccis)  
Netsmartz <http://www.netsmartz.org/index.aspx>

### Support for Schools

#### 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/](http://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)

E-Safety Policy

50 | Page

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

### Glossary of terms

AUP	Acceptable Use Policy – see templates earlier in this document
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
ICT Mark	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 Consorti)
to provide the	safe broadband provision to schools across Britain.

Ofcom	Office of Communications (Independent communications sector regulator)
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