

# DOVE FEDERATION

## POLICY ON E-SAFETY

---

### Teaching and Learning

#### **Why Internet and digital communications are important**

- The Internet is an essential element in 21<sup>st</sup> Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Information and communication technology (ICT) covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and vast paced evolution of ICT within our society as a whole. Currently the Internet technology children and young people are using both inside and outside of the classroom include :-
  - Website
  - Email
  - Instant messaging and chat rooms
  - Social media, including Facebook, Twitter and Instagram
  - Mobile/Smart phones with text, video and/or web functionality
  - Other mobile devices with web functionality
  - Gaming, especially on-line
  - Learning Platforms Virtual Learning Environment
  - Blogs and Wikis
  - Podcasting
  - Video broadcasting
  - Music downloading
- Whilst exciting and beneficial, both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the risks associated with the use of Internet technology and some have minimum age requirements, usually 13 years.
- Internet use is a part of the curriculum and a necessary tool for staff and pupils
- The school Internet access is provided by ICT Solutions and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet
- Pupils will be shown how to publish and present information appropriately to a wider audience.

## **Pupils will be taught how to evaluate Internet content**

- The school will seek to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content e.g. using the CEOP Report Abuse icon or Hector Protector.

## **Managing Internet Access**

### **Information system security**

- School ICT systems security will be reviewed regularly
- Virus protection will be updated regularly
- Security strategies will be discussed with the Local Authority.
- Section 2.6 of the Counter Terrorism and Security 2015 “the Act” places a duty on certain bodies “specified Authorities” listed in Schedule 6 to the Act, (in the exercise of their function), to have “due regard to the need to prevent people from being drawn into terrorism” (Prevent Duty Guidance *HM Government* 2015). All members of staff must have regard to this guidance when carrying out that duty.
- The Dove Federation ensure that children are safe from terrorist and extremism material when accessing the Internet in school. As with other on-line risks of harm, every teacher is aware of the risks posed by the on-line activity of extremists and terrorist groups. All staff undergo Prevent training.

ICT solutions provide the Dove Federation with web filtering to keep our children safe.

### **E-mail**

- Pupils and staff may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

- Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will consider how e-mail from pupils to external bodies is presented and controlled.
- The forwarding of chain letters is not permitted.

### **Published content and the school web site**

- The contact details on the web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **Publishing photographs, images and work**

- Pupils' full names will be avoided on the website or learning platform, as appropriate, including blogs, forums or wikis, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs or images of pupils are published.
- Permission from adults will be obtained before their names, photographs or images of themselves are published.
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.
- Staff will not keep images of children on personal devices e.g. memory sticks, or use them for any use other than in school.

### **Social networking and personal publishing on the school learning platform**

- The school will control access to social networking sites, and consider how to educate pupils in their safe use e.g use of passwords.
- Newsgroups will be blocked unless a specific use is approved.

- All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.
- Pupils must not place personal photos on any social network space provided in the school learning platform without permission.
- Pupils, parents and staff will be advised on the safe use of social network spaces.
- Pupils will be advised to use nicknames and avatars when using social networking sites.

### **Managing filtering**

- The school will work in partnership with Norfolk Children's Services to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the nominated member of staff.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **Managing videoconferencing**

- Videoconferencing will use the educational broadband network to ensure quality of service and security rather than the internet.
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

### **Managing emerging technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

### **Other devices**

- Mobile phones and associated cameras will not be used during lessons or formal school time. Taking photographs at any time without the subject's consent is prohibited (Appendix 4).
- The sending of abusive, offensive or inappropriate material is forbidden.

- Staff should not share personal telephone numbers with pupils and parents. (A school phone will be provided for staff where contact with pupils is required).

### **Protecting personal data**

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **Policy Decisions**

### **Authorising Internet access**

- All Staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- Parents will be asked to sign and return a consent form.
- Pupils must agree to comply with the Responsible Internet Use statement before being granted Internet access.
- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' form before being allowed to access the Internet on the school site.

### **Assessing risks**

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Norfolk Children's Services can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and effective.

### **Handling E-safety complaints**

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Head Teacher.

- Complaints of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

### **Community use of the Internet**

- All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.

## **Communications Policy**

### **Introducing the E-safety policy to pupils**

- Appropriate elements of the E-safety policy will be shared with pupils.
- E-safety rules will be posted in all networked rooms.
- Pupils will be informed that network and Internet use will be monitored.
- Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them will be provided for pupils.

### **Staff and the E-safety policy**

- All staff will be given the School E-safety Policy and its importance explained.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

### **Enlisting parents' support**

- Parents' and carers attention will be drawn to the School E-safety Policy in newsletters, the school brochure and on the school website.
- Parents and carers will from time to time be provided with additional information on E-safety.

- The school will ask all new parents to sign the parent/pupil agreement when they register their child with the school.
- Parents and carers will be reminded that they must not publish any images or comments of performances and other community events on social network sites before and after each event.

### **Incident reporting, E-safety incident log and infringement**

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must immediately be reported to the Head Teacher or subject leader. Additionally, all securing breaches, lost/stolen equipment or data, virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to the subject leader or the Head Teacher.

### **Complaints**

Complaints and/or issues related to E-safety should be made to the subject leader or Head Teacher.

### **Inappropriate material**

- All users are aware of procedural reporting accident access to inappropriate material and it must be immediately reported to the subject leader or the Head Teacher.
- Deliberate access to inappropriate material by any user will lead to the incident being logged by the Head Teacher, dependent upon the seriousness of the offence; investigation by the Head Teacher/Local Authority immediate suspension, possibly leading to a dismissal and involvement of Police for very serious offences.

Reviewed: November 2018

Ratified: November 2018

Next Review Date: November 2020

Appendix 1:

## **Dove Federation School's Staff, Governor and Visitor Acceptable Use Agreement/ICT Code of Conduct**

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all adult users are aware of their responsibilities when using any form of ICT. All such users are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head teacher.

- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that it is an offence to use a school ICT system and equipment for any purpose not permitted by its owner.
- I will only use the school's email/Internet/Learning Platform and any related technologies for uses permitted by the Head Teacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activity carried out under my username.
- I will ensure that all school generated electronic communications are appropriate and compatible with my role.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that all data is kept secure and is used appropriately and as authorised by the Head Teacher or Governing Body. If in doubt I will seek clarification. This includes taking data off site.
- At school, I will not install any hardware or software without the permission of the Head Teacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images will only be taken, stored and used for purposes in line with school policy and with written consent of the parent, carer or adult subject. Images will not be distributed outside the school network/learning platform without the consent of the subject or of the parent/carers, and the permission of the Head Teacher.

I understand that my permitted use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head Teacher.



- I will respect copyright and intellectual property rights.
- I will not jeopardise the safety or wellbeing of any child or adult in the school through my use of ICT.
- I will report any incidents of concern regarding children’s safety to the Senior Designated professional or Executive Head Teacher [Mrs Disney and in her absence Mr Halmshaw, Head Teacher at Caston VA Primary School or Miss Cooper Head Teacher of Parker’s C of E Primary School]

**User Signature**

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

**Full Name:** ..... **(printed)**

**Role:** .....

**Signature:** ..... **Date** .....

Appendix 2:

## **Dove Federation School's E-safety Agreement form for parents and carers**

**Parent/guardian name:** .....

**Pupil name:** .....

**Pupil's class:** .....

As the parent or legal guardian of the above pupil(s), I grant permission for my child to have access to use the Internet, the Virtual Learning Environment, school Email and other ICT facilities at school.

I know that my son/daughter has signed a form to confirm that they will keep to the school's rules for responsible ICT use and understand that my son/daughter may be informed if the rules have to be changed during the year. I know that the latest copy of the E-Safety Policy is available from the school office or on the school website and that further advice about safe use of the Internet can be found on the school's website.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered Internet service, secure access to email, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

**Parent's signature:** ..... **Date:** .....

Appendix 3:

### **Dove Federation School's E-safety Rules**

These E-safety Rules help to protect students and the school by describing acceptable computer use.

- I understand the school owns the computer network and learning platform and can set rules for its use to keep me safe.
- I will only use ICT systems in school, including the Internet, email and digital pictures for school purposes.
- I will only log on with my own user name and password.
- I will not share my passwords with anyone.
- I will only use my school email address at school.
- I will make sure that all messages are responsible, respectful and sensible.
- I will be responsible for my behaviour when using the Internet/Learning Platform. This includes resources and the language I use.
- I will use the forums on the school's Learning Platform for sharing information sensibly.
- I will not give out any personal information about myself or anyone else when using the Internet.
- If I accidentally come across any material that makes me uncomfortable I will report it to a teacher.
- I will not download or install software.
- I will respect the privacy and ownership of others' work on-line at all times.
- I understand the school may watch my use of the school's computer systems and Learning Platform.
- I understand that I will only be allowed to use the school equipment and systems by following these rules.

**Pupil name:** .....

**Pupil's signature:** ..... **Date:** .....

Appendix 4:

## **Dove Federation**

### **Use of digital images – photography and video**

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your son/daughter.

We follow the following rules for any external use of digital images:

**If the pupil is named, we avoid using their photograph.**

**If their photograph is used, we avoid naming the pupil.**

- Where showcasing examples of pupils' work we only use their first names, rather than their full names.
- If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the video, and that pupils full names are not given in credits at the end of a film.
- Only images of pupils in suitable dress are used.
- Staff are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity;
- E.g photographing children at work and then sharing the pictures on the interactive whiteboard or the VLE in the classroom allowing the children to see their work and make improvements.
- Your child's image for presentation purposes around the school, e.g in school wall displays, presentations and the VLE to capture images around the school or in the local area as part of a project or lesson.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators, e.g. within a CDROM/DVD or a document sharing good practice; in our school prospectus, school website or the VLE. In rare events, your child's image could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

**Use of digital images – photography and video:**

I agree to the school using photographs of my child or including them in video material, as described in the document 'Use of digital and video images'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

**Name of Child:** .....

**Parent/guardian signature:** ..... **Date:** .....