



Woodside School

E - SAFETY POLICY

Author	Donna Lockett
Date of Draft Updated	February 2015 March 2017 By D. Lockett
Date Approved by Governing Body	July 2017
Review Cycle	Annually
Review Date	July 2018
Updated to Website	July 2017

Woodside School ICT and E-Safety policy

Teaching and learning.

At Woodside School, we believe that the use of the internet is an essential teaching tool and will allow the students a wider curriculum. The students are taught how to use the internet to research information, locate appropriate websites, and to send and receive information. They are shown how to publish information in a secure setting.

Our internet access is designed to support learning but to also protect the students. We use a filtering system that is appropriate to their needs. The students are taught how to access the internet in a safe way and this is re-enforced every year and throughout the year. As is, how to keep your personal details private through internet use or emails.

Managing internet access.

Each student has a personalised username/password, this allows us to monitor their access to websites and any research they may be carrying out. The filtering of the school internet is covered by our use of the Securus internet security system. If any staff or pupils come across unsuitable on-line materials, the site is reported to ATS (the School's IT support) logged and appropriate action taken. All staff work together to ensure that the filtering system is effective but does not limit learning. In addition, the school has installed LanSchool software, which allows teachers to monitor, limit, and if necessary block where students browse on the Internet via its web limiting options. The software also monitors student keystrokes and raises alerts when a student types banned word(s).

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law. Software must only be used with appropriate licences.

Students are only allowed to use e-mail accounts provided by the school, which, for younger students are locked to 'in school' use only. These emails are primarily for use as part of lessons and can be used for handing in work, contact with college etc. If a student were to receive an offensive or inappropriate email/message, they are taught to tell an adult immediately.

Students work, photos or names will not be published in such a way that they can be identified by people outside of the school or misused in any way. Parental permission is gained before publishing any photos or names. If a photograph is used there must not be the pupil's name and if a name is given the pupil's photograph must not be used. Any items that are published do not have a reference to the student through the file names. Parents are clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories

Social networking and personal publishing

Every care is taken to make sure that students are not able to access any social networking sites at school. If a site is found to be accessible, it is reported to the ICT technician who will rectify the problem.

Each term, students are reminded of how to keep safe online and this will be incorporated into the new ICT curriculum. This includes the use of social networking sites and the importance of keeping their personal details private.

Pupils and parents are advised that the use of social network spaces outside school brings a range of dangers for students. Pupils are advised to use nicknames and avatars when using social networking sites.

Managing emerging technologies

Emerging technologies are examined for educational benefit before use in school is allowed. The recent edition of a learning platform in the school is being piloted and will be rolled out across the school.

Mobile phones are not allowed to be used during school time except for KS5 pupils. Students hand them in to their teacher before school and they are returned to the students before they leave at the end of the day.

ICT System Security

The security of our ICT systems is reviewed and the virus protection is updated regularly.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. Staff refer to the 'Procedures for handling confidential information policy.'

Policy Decisions

Authorising Internet access

All pupils will have internet safety rules explained to them Appendix A for KS1&2 pupils and Appendix B which must be signed by KS3, 4 & 5 pupils.

Parents will have the internet safety explained and will be asked to sign to give their permission for pupil use; Appendix C for KS1&2 pupils and Appendix D for KS3, 4 & 5 pupils.

All staff must read a copy of this policy and sign the 'Acceptable use of ICT: staff Agreement form' Appendix E 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. Opt out with list on T drive of anyone who isn't allowed access.

With some of KS2, access to the Internet is by adult demonstration with directly supervised access to specific, approved on-line materials.

Any person not directly employed by the school will be asked to sign an acceptable use of school ICT resources before being allowed to access the internet from the school site.

Assessing risks

At Woodside, we take every precaution to prevent students from accessing inappropriate materials. However, due to the complexity of the internet, it is not possible to guarantee that unsuitable material will never be seen on a school PC.

Handling e-safety complaints

Complaints of Internet misuse are dealt with by a senior member of staff. Any complaint about staff misuse is referred to the head teacher. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures. Pupils and parents will be informed of consequences for pupils misusing the Internet.

Communications Policy

Introducing the e-safety policy to pupils

All users (pupils or staff) will have the e-safety guidelines presented each time they log on and they must accept the guidelines before they are allowed to proceed. The ICT scheme of work includes a session on E-safety every half term in KS3.

Staff and the e-Safety policy

All staff have access to the School e-Safety Policy and will sign a copy of the acceptable use staff agreement Appendix E as part of their induction. Staff are informed that network and Internet traffic are monitored and traced to the individual user. Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.

Enlisting parents' and carers' support

Parents and carers attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site. The school asks all new parents to sign the e-safety policy.

Cyberbullying

Cyber-bullying is unfortunately another area which is growing rapidly. It is different from more traditional forms of bullying. Some pupils have 24 hour access to the internet or a mobile phone and so it can be hard to escape. The audience for the bullying can be potentially huge and comments and pictures are likely to stay online forever. We use assemblies, PSHCE and our links with the safer neighbourhood team to educate our pupils about the dangers of cyber bullying.

As with all forms of bullying, the School will deal with this in accordance with the Anti-bullying and Safeguarding policies, even if the cyber-bullying is happening outside of School hours. A referral to the Police and /or Anti-bullying Project will be made as appropriate.

If parents / guardians have any concerns that their child is being cyber-bullied, they should please print off any available evidence and report it to the School as soon as possible.

Photographic images

Photographic images (which includes photographs from camera, digital cameras or video) can be valuable in a number of ways; to record evidence of pupil's work, to demonstrate a pupil's involvement in the life of the school, to promote the school such as in our prospectus and to show pupil's engagement in activities for displays. We follow Government guidance for the use of photographs by using group photos in preference to individual photos, by either using a pupil's name or their photo but not both and by not keeping photos when a child is no longer in school. We will seek specific permission from parents for use under the following circumstances;

- For photographs to be used in school publications which may also be used on the school website.
- For photographs to be used for external publications (pupils named) including newspaper articles.
- School productions/school journey (DVD&Photos) to be shared with the families of those taking part.

School staff must only use school equipment, not personal e.g. their mobile phones, for taking photographs.

Appendix A To be explained to KS1& KS2 pupils

Keeping safe: stop, think, before you click! 12 rules for responsible ICT use

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.

Appendix B To be explained to and signed by all KS3, 4 & 5 pupils

12 rules for responsible New Technology use – KS3, KS4 & 5 Pupils

1. I will only use the school's computers for schoolwork, homework and as directed.
2. I will not bring files into school (on removable media or online) without permission or upload inappropriate material to my workspace.
I will only edit or delete my own files and not view, or change, other people's files without their permission.
3. I will keep my logins, IDs and passwords secret.
4. I will use the Internet responsibly and will not visit web sites I know to be banned by the school. I am also aware that during lessons I should visit web sites that are appropriate for my studies.
5. I will only e-mail people I know, or those approved by my teachers.
6. The messages I send, or information I upload, will always be polite and sensible.
7. I will not open attachments, or download a file, unless I have permission or I know and trust the person that has sent them.
8. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
9. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
10. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and talk to a teacher / trusted adult.
11. I am aware that some websites and social networks have age restrictions and I should respect this.
12. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.

I agree to these rules

.....
Signed

.....
Name

.....
Date

Appendix C

E-Safety Agreement Form: KS1 & 2 Parents/ Carers

Parent/Guardian Name:

Pupil Name:

As the parent or legal guardian of the above pupil(s) I grant permission for my daughter or son to have access to use the Internet, e-mail and other ICT facilities at school.

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 an educationally filtered service, restricted access e-mail employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that in school, staff can check my child's computer files, and the internet sites they visit, and that if they have concerns about their e-safety or e-behaviour that they will contact me.

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 safety. I will monitor my child's use of the internet to ensure that only age appropriate is accessible and used.

Parent/Guardian Signature:

Date: ___/___/___

Appendix D

E-Safety Agreement Form: KS3, 4 & KS5 Parents/Carers

Parent/Guardian Name:

Pupil Name:

As the parent or legal guardian of the above pupil(s) I grant permission for my daughter or son to have access to use the Internet, e-mail and other ICT facilities at school.

I know that my daughter or son has received and signed a copy of the 12 rules for responsible ICT use.

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 an educationally filtered service, restricted access e-mail employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that in school, staff can check my child's computer files, and the internet sites they visit and that if they have concerns about their e-safety or e-behaviour that they will contact me.

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 safety.

Parent/Guardian Signature:

Date: __/__/__

ICT Acceptable Use: Staff Agreement Form

- I will only use the school's E-mail/Internet/Intranet for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to inappropriate materials to the appropriate line manager.
- I will not download any software or resources from the Internet that can compromise the network, or is not adequately licensed.
- I will ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols.
- I will not connect a computer or laptop to the network/Internet that does not have up-to-date version of anti-virus software.
- I will not use personal digital cameras or camera phones for transferring images of pupils or colleagues without permission.
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice.
- I will not allow unauthorised individuals to access E-mail/Internet/Intranet.
- I understand that all Internet usage will be logged and this information could be made available to my manager on request.
- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities and that I will notify the school of any 'significant personal use' as defined by HM Revenue & Customs.
- I will only use LA systems in accordance with any corporate policies.
- I understand that failure to comply with the Usage Policy could lead to disciplinary action.

Outside of school

- I will not give out my personal details such as home/mobile phone number; home or e-mail address to pupils unless the need to do so is agreed with senior management.
- I will not seek to establish social contact with pupils on social networking sites for the purpose of securing a friendship or to pursue or strengthen a relationship.
- I will not name the school or people within it on a social media site, or bring it into disrepute by my comments..

I have read the Acceptable Usage Rules.

User Signature

I agree to abide by the above Acceptable Usage Rules.

Signature..... Date:

Full Name:(printed)

Job Title: