City of London Freemans School

E-Safety Policy

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Introduction

This School E-Safety Policy Template is intended to help school leaders produce a suitable E-Safety policy document which will consider all current and relevant issues, in a whole school context, linking with other relevant policies, such as the Child Protection, Behaviour and Anti-Bullying policies.

National guidance suggests that it is essential for schools to take a leading role in e-safety. Becta in its "Safeguarding Children in a Digital World" suggested:

> *"That schools support parents in understanding the issues and risks associated with children's use of digital technologies. Furthermore, it is recommended that all schools have acceptable use policies, and ensure that parents are aware of the procedures for e-safety within the school. Recognising the growing trend for home-school links and extended school activities, furthermore schools should take an active role in providing information and guidance for parents on promoting e-safety messages in home use of ICT, too."*

The Byron Review "Safer Children in a Digital World" stressed the role of schools:

> *"One of the strongest messages I have received during my Review was about the role that schools and other services for children and families have to play in equipping children and their parents to stay safe online. To empower children and raise the skills of parents, I make recommendations to Government in the following areas: delivering e-safety through the curriculum, providing teachers and the wider children's workforce with the skills and knowledge they need, reaching children and families through Extended Schools and taking steps to ensure that Ofsted holds the system to account on the quality of delivery in this area."*

The development and expansion of the use of ICT, and particularly of the internet, has transformed learning in schools in recent years. Children and young people will need to develop high level ICT skills, not only to maximise their potential use as a learning tool, but also to prepare themselves as lifelong learners and for future employment. There is a large body of evidence that recognises the benefits that ICT can bring to teaching and learning. Schools have made a significant investment both financially and physically to ensure these technologies are available to all learners. The benefits are perceived to "outweigh the risks." However, schools must, through their e-safety policy, ensure that they meet their statutory obligations to ensure that children and

young people are safe and are protected from potential harm, both within and outside school. The policy will also form part of the school's protection from legal challenge, relating to the use of ICT.

Schools are expected to evaluate their level of e-safety in the Ofsted Self Evaluation Form (SEF) and will be subject to an increased level of scrutiny by Ofsted Inspectors during school inspections. Many schools are opting to gain recognition for the quality of their ICT provision through ICT Mark accreditation. The ICT Mark Self Review Framework (SRF) contains a number of aspects regarding the school's e-safety policies and provision.

The template suggests policy statements which, in the view of COLFS, would be essential in any school E-Safety Policy, based on good practice and the experience of incidents at schools across the region. In addition there are a range of alternative statements that schools should consider and choose those that are most suitable, given their particular circumstances. The template reflects the view that safe internet access is an entitlement for all learners.

An effective School E-Safety Policy must be tailored to the needs of each school and an important part of the process will be the discussion and consultation which takes place during the writing or review of the policy. This will help ensure that the policy is owned and accepted by the whole school community.

It is suggested that consultation in the production of this policy should involve:

- Governors / Non-Executive Directors
- Teaching Staff and Support Staff
- Students / pupils
- Parents
- Community users and any other relevant groups.

Due to the ever changing nature of Information and Communication Technologies, it is best practice that the school reviews the E-Safety Policy at least annually and, if necessary, more frequently in response to any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place.

Given the range of optional statements offered and the guidance notes provided, this template document is much longer than the resulting school policy is likely to be. It is intended that, while covering a complicated and ever changing aspect of the work of the school, the resulting policy should be concise and easily understood, if it is to be effective and adopted by all.

The template uses the term students / pupils to refer to the children and young people at the institution. Schools will need to choose which term to use and delete the other accordingly.

Within this template sections which include information or guidance are shown in RED. It is anticipated that schools would remove these sections from their completed policy document, though this will be a decision for the group that produces the policy.

Where sections in the template are written in ITALICS it is anticipated that schools would wish to consider whether or not to include that section or statement in their completed policy.

Where sections are highlighted in BOLD text, it is the view E-Safety Experts that these would be an essential part of a school e-safety policy.

Groups or individuals responsible for producing the e-safety policy may wish to carry out further reading / research by using the "Links to other Organisations" and "Resources" sections in the appendix to this document or refer to the CEOP website:
http://www.thinkuknow.co.uk/Teachers/

Background / Rationale

New 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 and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and students / pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. A school e-safety policy should help to ensure safe and appropriate use. The development and implementation of such a strategy should involve all the stakeholders in a child's education from the Head Teacher and governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the students / pupils themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil / student achievement. However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge (sexting, sextortion)
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this e-safety policy is used in conjunction with other school policies (eg behaviour, anti-bullying and child protection policies).

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build students / pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

Schools / Colleges must demonstrate that they provide the necessary safeguards to help ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks. The e-safety policy that follows explains how to achieve this, while also addressing wider educational issues in order to help young people (and their parents / carers) to be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

Development / Monitoring / Review of this Policy

This e-safety policy has been developed by a CoLFS working group

- School E-Safety Coordinator / Officer
- Senior Leaders
- Teachers
- Support Staff
- ICT Technical staff
- Non Executive Directors
- Parents and Carers
- Independent Internet Safety Consultant

Consultation with the whole school community has taken place through the following:

- Staff meetings
- School / Student / Pupil Council
- INSET Day
- Governors meeting / Executive committee meeting
- Parents evening
- CoLFS website / newsletters
- CPD Training

Schedule for Development / Monitoring / Review

This e-safety policy was approved by the Governing Body / Governors Sub Committee on:	Insert date
The implementation of this e-safety policy will be monitored by the:	Insert name of group / individual (suggested groups – E-Safety Coordinator / Committee, Senior Leadership Team, other relevant group)
Monitoring will take place at regular intervals:	Insert time period (suggested to be at least once a year
The Governing Body / Governors Sub Committee will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) at regular intervals:	Insert time period (suggested to be at least once a year
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	Insert date
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	Insert names / titles of relevant persons / agencies eg: LA ICT Manager, LA Safeguarding Officer, Police Commissioner's Office

The school/ college will monitor the impact of the policy using:

- *Logs of reported incidents*
- *COLFS monitoring logs of internet activity (including sites visited)*
- *Internal monitoring data for network activity*
- *Surveys / questionnaires of*
  - *students / pupils (eg Ofsted "Tell-us" survey / CEOP ThinkUknow survey)*
  - parents / carers
  - staff

Scope of the Policy

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

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

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 roles and responsibilities for e-safety of individuals and groups within the school: (In a small school some of the roles described below may be combined, though schools will need to ensure that there is sufficient "separation of responsibility" should this be the case).

Governors:/ Non Executive Directors

Governors / Non Executive Directors 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 /* Non Executive Directors receiving regular information about e-safety incidents and monitoring reports. A member of the Governing Body (Non Executive Director) has taken on the role of *E-Safety Governor* (it is suggested that schools consider this being a separate appointment to the ICT Link Governor). The role of the E-Safety Governor/ Non Executive Directors will include:

- *regular meetings with the E-Safety Officers*
- *regular monitoring of e-safety incident logs*
- *regular monitoring of filtering / change control logs*
- *reporting to relevant Governors committee / meeting*

Headteacher and Senior Leaders:

- **The Headteacher is responsible for ensuring the safety (including e-safety) of members of the school community**, though the day to day responsibility for e-safety will be delegated to the *E-Safety Co-ordinator / Officer*.
- *The Headteacher / Senior Leaders are responsible for ensuring that the E-Safety Officer and other relevant staff receive suitable CPD 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..* (The school will need to describe this and may wish to involve the Local Authority in this process)
- *The Senior Management Team will receive regular monitoring reports from the E-Safety Officer.*
- **The Headteacher and another member of the Senior Management 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 COLFS flow chart on dealing with e-safety incidents – included in a later section – "Responding to incidents of misuse" and relevant Local Authority HR / disciplinary procedures)

E-Safety Officer:

(It is strongly recommended that each school/college have a named member of staff with a day to day responsibility for e-safety, some schools may choose to combine this with the Child Protection Officer role. Schools may choose to appoint a person with a child welfare background, preferably with good knowledge and understanding of the new technologies, rather than a technical member of staff – but this will be the choice of the school)

- leads the e-safety committee
- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority
- liaises with school ICT technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments, (Examples of suitable log sheets may be found in the COLFS Safety and Security Booklet, along with the Internet Safety Protocol)
- meets regularly with E-Safety Governor/Non Executive Director to discuss current issues, review incident logs and filtering / change control logs
- attends relevant meeting / committee of Executive Directors
- reports regularly to Senior Management Team

(The school/college will need to decide how these incidents will be dealt with and whether the investigation / action / sanctions will be the responsibility of the E-Safety Officer or another member of staff eg Headteacher / Senior Leader / Class teacher / Head of Year etc.)

Network Manager / Technical staff:

(nb. if 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 would otherwise be the responsibility of the school's technical staff, as suggested below. It is also important that the managed service provider is fully aware of the COLFS Security Policy and Acceptable Usage Policy.)

The Network Manager / Systems Manager / ICT Technician / ICT Co-ordinator is responsible for ensuring:

- **that the school/college's ICT infrastructure is secure and is not open to misuse or malicious attack**
- **that the school/college meets the e-safety technical requirements outlined in the LA Security Policy and Acceptable Usage Policy and any relevant Local Authority E-Safety Policy and guidance**
- **that users may only access the school's networks through a properly enforced password protection policy, in which passwords are regularly changed**

- *the school's filtering policy (if it has one), is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person* (see appendix "Filtering Policy Template" for good practice document)
- that he / she keeps 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 / Virtual Learning Environment (VLE) / remote access / email* is regularly monitored in order that any misuse / attempted misuse can be reported to the *E-Safety Officer / Headteacher/ Executive Director / Senior Leader / Head of ICT / ICT Co-ordinator / Class teacher / Head of Year (as in the section above) for investigation / action / sanction*
- *that monitoring software / systems are implemented and updated as agreed in school policies*

Teaching and Support Staff

are responsible for ensuring that:

- **they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices**
- **they have read, understood and signed the school Staff Acceptable Use Policy / Agreement (AUP)**
- **they report any suspected misuse or problem to the E-Safety Officer / Headteacher /Executive Director/ Senior Leader / Head of ICT / ICT Co-ordinator / Class teacher / Head of Year (as in the section above) for investigation / action / sanction**
- **digital communications with students / pupils (email / Virtual Learning Environment (VLE) / voice) should be on a professional level** *and only carried out using official school systems*
- e-safety issues are embedded in all aspects of the curriculum and other school activities
- students / pupils understand and follow the school e-safety and acceptable use policy
- students / pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor ICT activity in lessons, extracurricular and extended school activities
- they are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices
- *in lessons where internet use is pre-planned students / pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches*

Designated person for child protection / Child Protection Officer

should be trained in e-safety issues and be aware of the potential for serious child protection issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming

- cyber-bullying

  (nb. it is important to emphasise that these are child protection issues, not technical issues, simply that the technology provides additional means for child protection issues to develop. Some schools may choose to combine the role of Child Protection Officer and E-Safety Officer)

E-Safety Committee (If implemented)

Members of the *E-safety committee* (or other relevant group) will assist the *E-Safety Officer* with:

- the production / review / monitoring of the school e-safety policy / documents.
- *the production / review / monitoring of the school filtering policy (if the school chooses to have one)*

  (Schools will need to decide the membership of the e-safety committee. It is recommended that the committee should include representation from students / pupils and parents / carers.)

Students / pupils:

- **are responsible for using the school ICT systems in accordance with the Student / Pupil Acceptable Use Policy, which they will be expected to sign before being given access to school systems**
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images 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/college's E-Safety Policy covers their actions out of school, if related to their membership of the school/college.

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. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school/college will therefore take every opportunity to help parents understand these issues through *parents' evenings, newsletters, letters, website / VLE and information about national / local e-safety campaigns / literature.* Parents and carers will be responsible for:

- **endorsing (by signature) the Student / Pupil Acceptable Use Policy**
- accessing the school website / VLE / on-line student / pupil records in accordance with the relevant school Acceptable Use Policy.

  (Schools should be aware of the need to consider how parental access will be covered in the e-safety policy in preparation for the introduction of online reporting to parents / carers in the coming years.)

Community Users

Community Users who access school ICT systems / website / VLE as part of the Extended School provision will be expected to sign a Community User AUP before being provided with access to school systems.

Policy Statements

Education – students / pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating *students / pupils* to take a responsible approach. The education of *students / 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 education will be provided in the following ways: (statements will need to be adapted, depending on the age of the students / pupils and the school's structure)

- **A planned e-safety programme should be provided as part of ICT / PHSE / other lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school**
- **Key e-safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities**
- **Students / 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**
- *Students / pupils should be helped to understand the need for the student / pupil AUP and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school*
- *Students / pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet*
- *Rules for use of ICT systems / internet will be posted in all rooms and displayed on log-on screens*
- *Staff should act as good role models in their use of ICT, the internet and mobile devices*

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 experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide". (Byron Report).

COLFS will therefore seek to provide information and awareness to parents and carers through: (select / delete as appropriate)

- *Letters, newsletters, COLFS web site, VLE*

- *Parents evenings*
- *Reference to the COLFS Safe website (nb the COLFS "Golden Rules" for parents)*

Education - Extended Schools

COLFS *should offer family learning courses in ICT, media literacy and e-safety so that parents and children can together gain a better understanding of these issues. Messages to the public around e safety should also be targeted towards grandparents and other relatives as well as parents. Everyone has a role to play in empowering children to stay safe while they enjoy these new technologies, just as it is everyone's responsibility to keep children safe in the non-digital world.*

Education & Training – Staff

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: (select / delete as appropriate)

- **A planned programme of formal e-safety training will be made available to staff. 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 Policies**
- *The E-Safety Officer (or other nominated person) will receive regular updates through attendance at LA / other information / training sessions and by reviewing guidance documents released by LA and others.*
- *This E-Safety policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.*
- *The E-Safety Officer (or other nominated person) will provide advice / guidance / training as required to individuals as required*

Training – Governors / Non Executive Directors

Governors / Non Executive Directors should take part in e-safety training / awareness sessions, with particular importance for those who are members of any sub committee / group involved in ICT / e-safety / health and safety / child protection. This may be offered in a number of ways:

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

Technical – infrastructure / equipment, filtering and monitoring

(nb. if the school/college 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 would otherwise be the responsibility of the school, as suggested below. It is also important that the managed service provider is fully aware of the COLFS Security Policy and Acceptable Usage Policy.)

(nb the school/college should also check their Local Authority policies on these technical issues)

The school/college will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities: (school/colleges will have very different ICT infrastructures and differing views as to how these technical issues will be handled – it is therefore essential that this section is fully discussed by a wide range of staff – technical, educational and administrative staff before these statements are agreed and added to the policy:)

- **School ICT systems will be managed in ways that ensure that the school meets the e-safety technical requirements outlined in the LA/Ofsted Security Policy and Acceptable Usage Policy and any relevant Local Authority E-Safety Policy and guidance**
- **There will be regular reviews and audits of the safety and security of school ICT systems**
- **Servers, wireless systems and cabling must be securely located and physical access restricted**

- **All users will have clearly defined access rights to school ICT systems.** *Details of the access rights available to groups of users will be recorded by the Network Manager (or other person) and will be reviewed, at least annually, by the E-Safety Committee (or other group).*
- **All users will be provided with a username and password** by *(insert name or title) who will keep an up to date record of users and their usernames. Users will be required to change their password every (insert period).* (School/colleges may choose to use group or class log-ons and passwords, but need to be aware of the risks associated with not being able to identify any individual who may have infringed the rules set out in the policy and the AUP. Use by pupils in this way should always be supervised and members of staff should never use a class log on for their own network access. Schools should also consider the implications of the development of Learning Platforms and home access on whole class log-ons and passwords. A school password policy template is provided in the appendix to this document)
- **The "master / administrator" passwords for the school ICT system, used by the Network Manager (or other person) must also be available to the Headteacher/Executive Director or other nominated senior leader and kept in a secure place (eg school safe)**

  (Alternatively, where the system allows more than one "master / administrator" log-on, the Headteacher / Executive Director or other nominated senior leader should be allocated those master / administrator rights. A school should never allow one user to have sole administrator access)
- *Users will be made responsible for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.*
- *The schoo/collegel maintains and supports a managed filtering service provided by SIMS* (nb. in the unusual event that the school has decided to remove the filtering and replace it with another filtering system, this should be clearly explained in the policy and evidence provided that the Headteacher would be able to show, in the event of any legal issue that the school was able to meet its statutory requirements to ensure the safety of staff / students / pupils)

- (possible statement) *The school/college has provided enhanced user-level filtering through the use of the* (insert name) *filtering programme.*
- *In the event of the Network Manager (or other person) needing to switch off the filtering for any reason, or for any user, this must be logged and carried out by a process that is agreed by the Headteacher (or other nominated senior leader).*
- *Any filtering issues should be reported immediately to ESO.*
- *Requests from staff for sites to be removed from the filtered list will be considered by the Network Manager and* (insert name or title) (nb an additional person should be nominated – to ensure protection for the Network Manager or any other member of staff, should any issues arise re unfiltered access)*. If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the E-Safety Officer*
- *School ICT technical staff regularly monitor and record the activity of users on the school ICT systems and users are made aware of this in the Acceptable Use Policy.* (Schools may wish to add details of the monitoring programmes that are used).
- (possible statement) *Remote management tools are used by staff to control workstations and view users activity*
- *An appropriate system is in place* (to be described) *for users to report any actual / potential e-safety incident to the Network Manager/ESO (or other relevant person).*
- *Appropriate security measures are in place* (school/colleges may wish to provide more detail) *to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc from accidental or malicious attempts which might threaten the security of the school systems and data.*
- *An agreed policy is in place* (to be described) *for the provision of temporary access of "guests" (eg trainee teachers, visitors) onto the school system.*
- *An agreed policy is in place* (to be described) *regarding the downloading of executable files by users*
- *An agreed policy is in place* (to be described) *regarding the extent of personal use that users (staff / students / pupils / community users) and their family members are allowed on laptops and other portable devices that may be used out of school.* (see School Personal Data Policy Template in the appendix for further detail)
- *An agreed policy is in place* (to be described) *that allows staff to / forbids staff from installing programmes on school workstations / portable devices.*
- *An agreed policy is in place* (to be described) *regarding the use of removable media (eg memory sticks / CDs / DVDs) by users on school workstations / portable 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 virus software.*
- *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)

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of ICT across the curriculum.

- *in lessons where internet use is pre-planned, it is best practice that students / pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.*
- *Where students / pupils are allowed to freely search the internet, eg using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.*
- *It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Network Manager (and other relevant 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.*
- *Students / 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*
- *Students / pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.*

Use of digital and video images - Photographic, Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupil's instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students / pupils need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying 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: (select / delete as appropriate)

- **When using digital images, staff should inform and educate students / pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.**
- *Staff 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 students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.*
- *Students / pupils must not take, use, share, publish or distribute images of others without their permission*
- *Photographs published on the website, or elsewhere that include students / pupils will be selected carefully and will comply with good practice guidance on the use of such images.*

- *Students' / Pupils' full names should 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 students / pupils are published on the school website (may be covered as part of the AUP signed by parents or carers at the start of the year* see Parents / Carers AUP Agreement in the appendix)
- *Student's / Pupil's work can only be published with the permission of the student / 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.

Following a number of "high profile" losses of personal data by public organisations, school/collegs are likely to be subject to greater scrutiny in their care and use of personal data. A School Personal Data template is available in the appendices to this document. (Schools should review and amend this appendix, if they wish to adopt it. Schools should also ensure that they take account of relevant local authority policies and guidance).

Staff must ensure that they: (schools may wish to include more detail about their own data / password / encryption / secure transfer processes)

- **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, USB 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

(The school/college will need to set its own policy as to whether data storage on removal media is allowed, even if encrypted – some organisations do not allow storage of personal data on removable devices.)

Communications

This is an area of rapidly developing technologies and uses. School/colleges will need to discuss and agree how they intend to implement and use these technologies eg few school/colleges allow students / pupils to use mobile phones in lessons, while others recognise their educational potential and allow their use. This section may also be influenced by the age of the students / pupils. The table has been left blank for school to choose its own responses.

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

	Staff & other adults				Students / Pupils			
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school								
Use of mobile phones in lessons								
Use of mobile phones in social time								
Taking photos on mobile phones or other camera devices								
Use of hand held devices eg IPads, IPods, PDAs, PSPs etc								
Use of personal email addresses in school, or on school network								
Use of school email for personal emails								
Use of chat rooms / facilities								
Use of instant messaging								
Use of social networking sites								
Use of blogs								

The school may also wish to add some policy statements about the use of communications technologies, in place of, or in addition to the above table:

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

- **The official school/college email service may be regarded as safe and secure and is monitored.** *Staff and students / pupils should therefore use only the school email service to communicate with others when in school, or on school systems (eg by remote access).*
- **Users need to be aware that email communications may be monitored**
- **Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.**
- **Any digital communication between staff and students / pupils or parents / carers (email, chat, VLE etc) must be professional in tone and content.** *These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or public chat / social networking programmes must not be used for these communications.*
- *Whole class or group email addresses will be used at KS1, while students / pupils at KS2 and above will be provided with individual school email addresses for educational use.* (Schools may choose to use group or class email addresses for younger age groups eg. at KS1)
- *Students / pupils should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.*
- *Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.*

Unsuitable / inappropriate activities

Some internet activity eg accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other ICT systems. Other activities eg Cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and those users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts certain internet usage as follows:

(the school should agree its own responses and place the ticks in the relevant columns. They may also wish to add additional text to the column(s) on the left to clarify issues)

(The last section of the table has been left blank for schools to decide their own responses)

User Actions		Acceptable	Acceptable at certain times	Acceptable for Nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	**child sexual abuse images**					
	promotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation					
	adult material that potentially breaches the Obscene Publications Act in the UK					
	criminally racist material in UK					
	pornography					
	promotion of any kind of discrimination					
	promotion of racial or religious hatred					
	threatening behaviour, including promotion of physical violence or mental harm					
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute					
Using school systems to run a private business						
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by COLFS and / or the school						
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions						
Revealing or publicising confidential or proprietary information (eg						

financial / personal information, databases, computer / network access codes and passwords)					
Creating or propagating computer viruses or other harmful files					
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet					
On-line gaming (educational)					
On-line gaming (non educational)					
On-line gambling					
On-line shopping / commerce					
File sharing					
Use of social networking sites					
Use of video broadcasting eg Youtube					

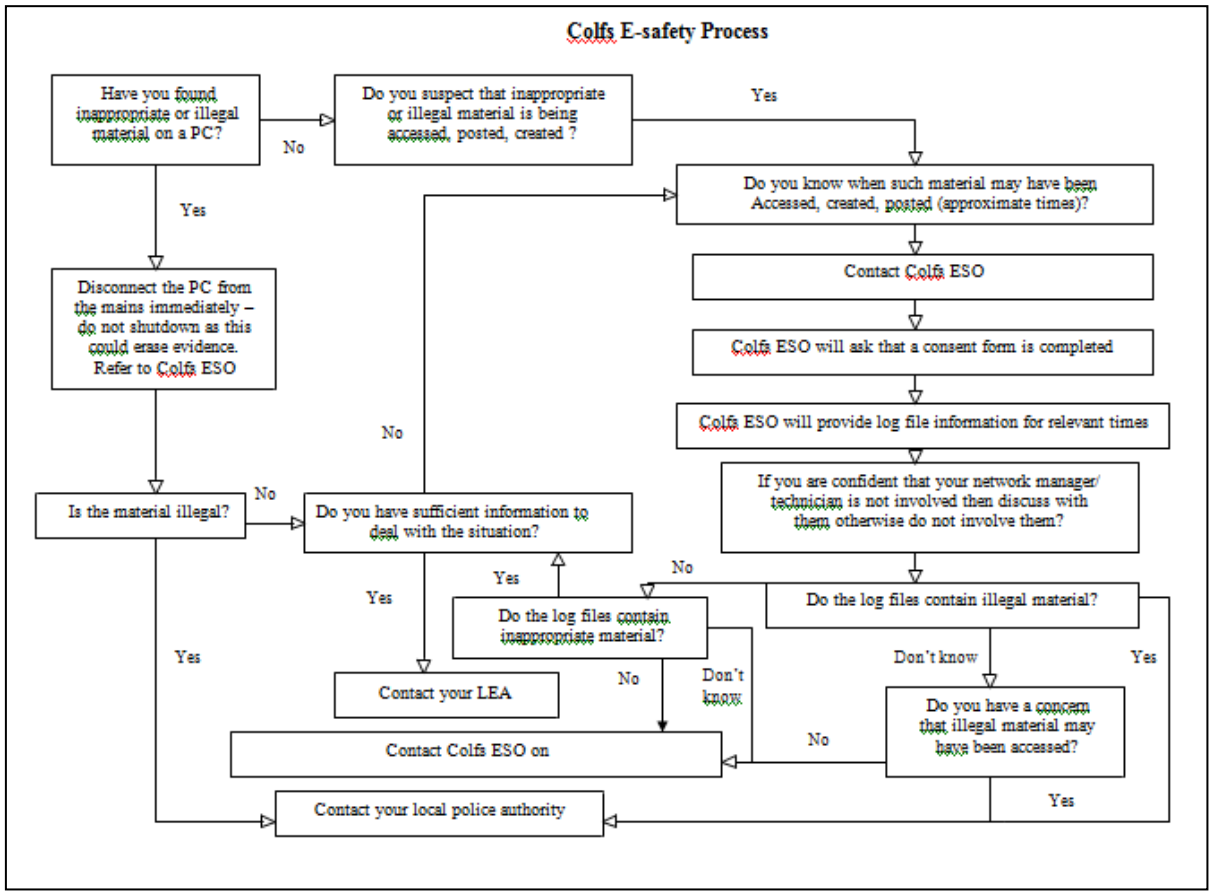
Responding to incidents of misuse

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:

If any apparent or actual misuse appears to involve illegal activity ie.

- **child sexual abuse images**
- **adult material which potentially breaches the Obscene Publications Act**
- **criminally racist material**
- **other criminal conduct, activity or materials**

the COLFS flow chart – below and http://www.COLFS.safety (TOBEADDED) should be consulted and actions followed in line with the flow chart, in particular the sections on reporting the incident to the police and the preservation of evidence.



If members of staff suspect that misuse might have taken place, but that the misuse is not illegal (as above) it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation. In such event the COLFS "Procedure for Reviewing Internet Sites for Suspected Harassment and Distress" should be followed. This can be found on the COLFS Safe website within the "Safety and Security booklet". This guidance recommends that more than one member of staff is involved in the investigation which should be carried out on a "clean" designated computer.

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 as follows: (the school will need to agree upon its own responses and place the ticks in the relevant columns. They may also wish to add additional text to the column(s) on the left to clarify issues)

Students / Pupils Actions / Sanctions

Incidents:	Refer to class teacher / tutor	Refer to Head of Department / Head of Year / other	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).									
Unauthorised use of non-educational sites during lessons									
Unauthorised use of mobile phone / digital camera / other handheld device									
Unauthorised use of social networking / instant messaging / personal email									
Unauthorised downloading or uploading of files									
Allowing others to access school network by sharing username and passwords									
Attempting to access or accessing the school network, using another student's / pupil's account									
Attempting to access or accessing the school network, using the account of a member of staff									
Corrupting or destroying the data of other users									
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature									
Continued infringements of the above, following previous warnings or sanctions									
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school									
Using proxy sites or other means to subvert the school's filtering system									
Accidentally accessing offensive or pornographic material and failing to report the incident									
Deliberately accessing or trying to access offensive or pornographic material									
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act									

Staff

Actions / Sanctions

Incidents:	Refer to line managerr	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).								
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email								
Unauthorised downloading or uploading of files								
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account								
Careless use of personal data eg holding or transferring data in an insecure manner								
Deliberate actions to breach data protection or network security rules								
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software								
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature								
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils								
Actions which could compromise the staff member's professional standing								
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school								
Using proxy sites or other means to subvert the school's filtering system								
Accidentally accessing offensive or pornographic material and failing to report the incident								
Deliberately accessing or trying to access offensive or pornographic material								
Breaching copyright or licensing regulations								
Continued infringements of the above, following previous warnings or sanctions								

Appendices

- Student / Pupil Acceptable Usage Policy template
- Staff and Volunteers Acceptable Usage Policy template
- Parents / Carers Acceptable Usage Policy Agreement template
- School Filtering Policy template
- School Password Security Policy template
- School Personal Data Policy template
- School E-Safety Charter
- Ideas for schools to consider
- Legislation
- Links to other organisations and documents
- Resources
- Glossary of terms

Student / Pupil Acceptable Use Policy Agreement Template

Sections that include advice or guidance are written in RED. It is anticipated that schools will remove these sections from their final AUP document. Schools should review and amend the contents of this AUP to ensure that it is consistent with their E-Safety Policy and other relevant school policies. Due to the number of optional statements and the advice / guidance sections included in this template, it is anticipated that the final AUP Agreement will be more concise.

School Policy

New 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. 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 ICT 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 *students / pupils* will have good access to ICT to enhance their learning and will, in return, expect the *students / 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 ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- 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.
- 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 ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- 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 /college ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so. (schools should amend this section to take account of their policy on each of these issues)

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/college 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 personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission (schools/colleges should amend this section in the light of their mobile phone / hand held devices policies). I understand that, if I do use my own devices in school/college, 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 attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed (schools should amend this section to take account of their policy on access to social networking and similar sites)

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 I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

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 (schools should amend this section to provide relevant sanctions as per their behaviour policies) loss of access to the school network / internet, detentions, suspensions, 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 ICT systems.

Student / Pupil Acceptable Use Agreement Form

This form relates to the student / pupil Acceptable Use Policy (AUP), to which it is attached.
Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school/college ICT systems.

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

- I use the school/college ICT systems and equipment (both in and out of school/college)
- I use my own equipment in school/college (when allowed) eg mobile phones, iPads, iPhones, iTouches, PDAs, cameras etc
- I use my own equipment out of school/college in a way that is related to me being a member of this school/college eg communicating with other members of the school/college, accessing school/college email, VLE, website etc.

Name of Student / Pupil	
Group / Class	

Signed		Date	

Staff (and Volunteer) Acceptable Use Policy Agreement Template

Sections that include advice or guidance are written in RED. It is anticipated that school/colleges will remove these sections from their final AUP document. School/colleges should review and amend the contents of this AUP to ensure that it is consistent with their E-Safety Policy and other relevant school/college policies. Due to the number of optional statements and the advice / guidance sections included in this template, it is anticipated that the final AUP will be more concise.

School/college Policy

New technologies have become integral to the lives of children and young people in today's society, both within school/colleges and in their lives outside school/college. 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/college 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/college will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for *students / 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/college 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 students / 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/college 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/college ICT systems (eg laptops, email, VLE etc) out of school/college. (school/colleges should amend this section in the light of their policies which relate to the use of school/college systems and equipment out of school/college)
- I understand that the school/college 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/college. (school/colleges should amend this section in the light of their policies which relate to the personal use, by staff and volunteers, of school/college systems)

- 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 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/college 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/college'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/college 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/college in accordance with the school/college's policies. (school/colleges should amend this section to take account of their policy on access to social networking and similar sites)
- I will only communicate with students / pupils and parents / carers using official school/college systems. Any such communication will be professional in tone and manner. (school/colleges should amend this section to take account of their policy on communications with students / pupils and parents / carers. Staff should be made aware of the risks attached to using their personal email addresses / mobile phones / social networking sites for such communications)
- I will not engage in any on-line activity that may compromise my professional responsibilities.

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

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) in school/college, I will follow the rules set out in this agreement, in the same way as if I was using school/college equipment. I will also follow any additional rules set by the school/college about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses. (school/colleges should amend this section in the light of their policies which relate to the use of staff devices)
- I will not use personal email addresses on the school/college ICT systems. (school/colleges should amend this section in the light of their email policy – some school/colleges will choose to allow the use of staff personal email addresses in school/college)
- I will not open any attachments to emails, unless the source is known and trusted, 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/college 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/college policies. (school/colleges should amend this section in the light of their policies on installing programmes / altering settings)
- I will not disable or cause any damage to school/college 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/college / LA Personal Data Policy (or other relevant school/college policy). Where personal data is transferred outside the secure school/college network, it must be encrypted.
- I understand that data protection policy requires that any staff or student / 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/college 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/college 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 school/college:

- I understand that this Acceptable Use Policy applies not only to my work and use of school/college ICT equipment in school/college, but also applies to my use of school/college ICT systems and equipment out of school/college and my use of personal equipment in school/college or in situations related to my employment by the school/college.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include (school/colleges should amend this section to provide relevant sanctions as per their behaviour policies) a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

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

Staff / Volunteer Name	
Signed	
Date	

Parent / Carer Acceptable Use Policy Agreement Template

New technologies have become integral to the lives of children and young people in today's society, both within school/colleges and in their lives outside school/college. 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. 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/college ICT 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/college will try to ensure that *students / pupils* will have good access to ICT to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school/college expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school/college in this important aspect of the school/college's work.

Permission Form

Parent / Carers Name	
Student / Pupil Name	

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

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 ICT – both in and out of school/college.

I understand that the school/college 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/college 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/college 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/college if I have concerns over my child's e-safety.

Signed | Date

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students / Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school/college. These images may then be used in presentations in subsequent lessons.
Images may also be used to celebrate success through their publication in newsletters, on the school/college website and occasionally in the public media,
The school/college will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school/college. We will also ensure that when images are published that the young people can not be identified by the use of their names.
Parents are requested to sign the permission form below to allow the school/college to take and use images of their children.

Permission Form

Parent / Carers Name

Student / Pupil Name

As the parent / carer of the above *student / pupil*, I agree to the school/college taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school/college.

I agree that if I take digital or video images at, or of, – school/college events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Signed | Date

Student / Pupil Acceptable Use Agreement

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

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

School/college Filtering Policy Template

COLFS school/colleges automatically receive a filtered broadband service. Details of the COLFS Internet Filtering Service and Policy can be found at: **http://www.COLFS.org.uk/safety/default.asp**.

This service is intended to prevent users accessing material that would be regarded as illegal and or inappropriate in an educational environment, as defined in the Filtering Policy. Because the content on the web changes dynamically and new technologies are constantly being developed, it is not possible for any filtering service to 100% effective. It is important, therefore, to understand that filtering is only one element in be a larger strategy for e-safety and acceptable use.

The COLFS filtering service provides flexibility for school/colleges to decide on their own levels of filtering security. It is possible to add to or override some of the sites filtered by COLFS.

As the use of the internet becomes more widespread, access becomes available through a wider range of technologies and users become more sophisticated in their internet use, school/colleges need to continually review their filtering and monitoring policies.

Many users are not aware of the flexibility available at a local level for school/colleges, and other organisations, connected to a filtering service. School/colleges should use this flexibility to meet their learning needs and reduce some of the frustrations occasionally felt by users who wish to maximise the use of the new technologies.

The template document below provides a basis for a school/college filtering policy. School/colleges will however need to consider carefully the issues raised and decide:

- Whether they will adopt a Filtering Policy without change
- Whether to allow flexibility for sites to be added or removed from the filtering list for your organisation.
- Whether to remove filtering controls for some internet use (eg social networking sites) at certain times of the day or for certain users.

- Who has responsibility for such decisions and the checks and balances put in place
- What other system and user monitoring systems will be used to supplement the filtering system and how these will be used.

In the template below, sections of guidance will be written in RED, while sections shown in bold indicate those elements of the policy that are strongly recommended by COLFS. Sections in italics indicate those elements that the school/college will need to consider and decide whether to include or not.

Introduction

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so. It is therefore important that the school/college has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school/college.

Responsibilities

The responsibility for the management of the school/college's filtering policy will be held by (insert title – school/colleges may choose to consider – Network Manager / ICT Technician / Head of ICT etc). They will manage the school/college filtering, in line with this policy and will keep records / logs of changes and of breaches of the filtering systems.

To ensure that there is a system of checks and balances and to protect those responsible, changes to theschool/college filtering service must (school/colleges should choose their relevant response(s):

- **be logged in change control logs**
- **be reported to a second responsible person (insert title):**
- *either... be reported to and authorised by a second responsible person prior to changes being made* (recommended)
- *or... be reported to a second responsible person (insert title) every X weeks / months in the form of an audit of the change control logs*
- *be reported to the E-Safety Office every X weeks / months in the form of an audit of the change control logs*

All users have a responsibility to report immediately to (insert title) any infringements of the school/college's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered.

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

Education / Training / Awareness

Pupils / students will be made aware of the importance of filtering systems through the e-safety education programme (school/colleges may wish to add details). They will also be warned of the consequences of attempting to subvert the filtering system.

Staff users will be made aware of the filtering systems through: (amend as relevant)

- *signing the AUP*
- *induction training*
- *staff meetings, briefings, Inset.*

Parents will be informed of the school/college's filtering policy through the Acceptable Use agreement and through e-safety awareness sessions / newsletter etc. (amend as relevant)

Changes to the Filtering System

In this section the school/college should provide a detailed explanation of:

- how, and to whom, users may request changes to the filtering
- the grounds on which they may be allowed or denied (school/colleges may choose to allow access to some sites eg social networking sites for some users, at some times, or for a limited period of time. There should be strong educational reasons for changes that are agreed).
- how a second responsible person will be involved to provide checks and balances (preferably this will be at the time of request, but could be retrospectively through inspection of records / audit of logs)
- any audit / reporting system

Users who gain access to, or have knowledge of others being able to access, sites which they feel should be filtered (or unfiltered) should report this in the first instance to (insert title) who will decide whether to make school/college level changes (as above). If it is felt that the site should be filtered (or unfiltered) at COLFS level, the responsible person (insert title) should contact the ESO with the URL.

Monitoring

Some schools supplement their filtering systems with additional monitoring systems. If this is the case, schools should include information in this section, including – if they wish – details of internal or commercial systems that are in use.

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment as indicated in the School E-Safety Policy and the Acceptable Use agreement. Monitoring will take place as follows: (details should be inserted if the school so wishes).

Audit / Reporting

Logs of filtering change controls and of filtering incidents will be made available to: (schools should amend as relevant)

- *the second responsible person (insert title)*
- *E-Safety Committee*
- *E-Safety Governor / Governors committee*
- *COLFS / Local Authority on request*

The filtering policy will be reviewed in the response to the evidence provided by the audit logs of the suitability of the current provision. (The evidence might show a large number of requests to remove the filtering from sites – in which case schools might question whether their current level of filtering is too restrictive for educational purposes. Alternatively, a large number of incidents where users try to subvert the filtering system might suggest that improved monitoring / disciplinary action might be necessary).

School Password Security Policy Template

Introduction

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, without permission (or as 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

A safe and secure username / password system is essential if the above is to be established and will apply to all school ICT systems, including email and Virtual Learning Environment (VLE).

Responsibilities

The management of the password security policy will be the responsibility of *(insert title)* (schools will probably choose the Network Manager / ICT Technician / Head of ICT or other relevant responsible person)

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. (If the school decides to provide "class log-ons" they will need to amand the wording of this section)

Passwords for new users, and replacement passwords for existing users can be allocated by xxxxx (insert title) (schools may wish to have someone other than the school's technical staff carrying out this role eg an administrator who is easily accessible to users). *Any changes carried out must be notified to the manager of the password security policy (above).*

Users will change their passwords every xxxx (to be decided by the school – it is recommended that this should be at least every 90 days, some organisations require changes each month)

Training / Awareness

It is essential that users should be made aware of the need for keeping passwords secure, and the risks attached to unauthorised access / data loss. This should apply to even the youngest of users, even if class log-ons are being used.

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

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

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

- in ICT and / or e-safety lessons (the school should describe how this will take place)
- through the Acceptable Use Agreement

Policy Statements

All users will have clearly defined access rights to school ICT systems. Details of the access rights available to groups of users will be recorded by the Network Manager (or other person) and will be reviewed, at least annually, by the E-Safety Committee (or other group).

All users will be provided with a username and password by (insert name or title) who will keep an up to date record of users and their usernames. Users will be required to change their password every (insert period). (Schools may choose to use group or class log-ons and passwords, but need to be aware of the risks associated with not being able to identify any individual who may have infringed the rules set out in the policy and the AUP. Use by pupils in this way should always be supervised and members of staff should never use a class log on for their own network access. Schools should also consider the implications of the development of Learning Platforms and home access on whole class log-ons and passwords)

The following rules apply to the use of passwords: (schools will need to take account of local authority guidance and the level of security required factored against the ease of access required for users)

- *passwords must be changed every xxxx*
- *the last four passwords cannot be re-used*
- *the password should be a minimum of 8 characters long and*
- *must include three of – uppercase character, lowercase character, number, special character*
- *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)*
- *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 / student)

Where sensitive data is in use – particularly when accessed on laptops – schools may wish to use more secure forms of authentication e.g. two factor authentication such as the use of hardware tokens and if so should add a relevant section in the policy. Where this is adopted, the policy should state clearly that such items as hardware tokens must be stored separately from the laptop when in transit – to avoid both being lost / stolen together.

The "master / administrator" passwords for the school ICT system, used by the Network Manager (or other person) must also be available to the Headteacher/Executive Director or other nominated senior leader and kept in a secure place (eg school safe). (Alternatively, where the system allows more than one "master / administrator" log-on, the Headteacher/ Executive Director or other nominated senior leader should be allocated those master / administrator rights. A school should never allow one user to have sole administrator access).

Audit / Monitoring / Reporting / Review

The responsible person (insert title) will ensure that full records are kept of:

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

In the event of a serious security incident, the police may request and will be allowed access to passwords used for encryption.

Local Authority Auditors also have the right of access to passwords for audit investigation purposes

User lists, IDs and other security related information must be given the highest security classification and stored in a secure manner.

These records will be reviewed by ... *(E-Safety Officer / E-Safety Governor/ Non Executive Director)* at regular intervals *(state the frequency)*.

This policy will be regularly reviewed (preferably annually) in response to changes in guidance and evidence gained from the logs.

School Personal Data Handling Policy Template

Recent publicity about the loss of personal data by organisations and individuals has made this a current and high profile issue for schools and other organisations. It is important that the school has a clear and well understood personal data policy because:

- No school or individual would want to be the cause of any loss of personal data, particularly as the impact of data loss on individuals can be severe and cause extreme embarrassment, put individuals at risk and affect personal, professional or organisational reputation.
- Schools are "data rich" and the introduction of electronic storage and transmission of data has created additional potential for the loss of data
- The school will want to avoid the criticism and negative publicity that could be generated by any loss of personal data.
- The school is subject to a wide range of legislation related to data protection and data use, with significant penalties for failure to observe the relevant legislation.

Schools have always held personal data on the pupils in their care, and increasingly this data is held digitally and accessible not just in school but also from remote locations. Legislation covering the safe handling of this data is addressed by the UK Data Protection Act 1998 and following a number of losses of sensitive data, a report was published by the Cabinet Office in June 2008, Data Handling Procedures in Government. This stipulates the procedures that all departmental and public bodies should follow in order to maintain security of data. Given the personal and sensitive nature of much of the data held in schools, it is critical that they adopt these procedures too.

It is important to stress that the Personal Data Policy applies to all forms of personal data, regardless of whether it is held on paper or in electronic format. As it is part of an overall e-safety policy template, this document will place particular emphasis on data which is held or transferred digitally.

Schools will need to carefully review this policy template and amend sections, as necessary, in the light of pertinent Local Authority regulations and guidance, and changes in legislation.

Introduction

Schools should do everything within their power to ensure the safety and security of any material of a personal or sensitive nature

It is the responsibility of all members of the school community to take care when handling, using or transferring personal data that it cannot be accessed by anyone who does not:

- have permission to access that data
- need to have access to that data.

Any loss of personal data can have serious effects for individuals and / or institutions concerned, can bring the school into disrepute and may well result in disciplinary action and / or criminal prosecution. All transfer of data is subject to risk of loss or contamination.

Anyone who has access to personal data must know, understand and adhere to this policy, which brings together the legal requirements contained in relevant data legislation and relevant regulations and guidance from the Local Authority. (schools will need to check on this)

The Data Protection Act (1998) lays down a set of rules for processing of personal data (both structured manual records and digital records). It provides individuals (data subjects) with rights of access and security and requires users of data (data processors) to be open about how it is used and to follow "good information handling principles".

Policy Statements

The school will hold the minimum personal information necessary to enable it to perform its function and information will be erased once the need to hold it has passed.

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

All personal data will be fairly obtained in accordance with the "Fair Processing Code" and lawfully processed in accordance with the "Conditions for Processing".

Personal Data

The school and individuals will have access to a wide range of personal information and data. The data may be held in digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances. This will include:

- Personal information about members of the school community – including *pupils / students*, members of staff and parents and carers eg names, addresses, contact details, legal guardianship / contact details, health records, disciplinary records
- Curricular / academic data eg class lists, pupil / student progress records, reports, references
- Professional records eg employment history, taxation and national insurance records, appraisal records and references
- Any other information that might be disclosed by parents / carers or by other agencies working with families or staff members

Responsibilities

The school's Senior Risk Information Officer (SIRO) is *(insert name or title)*. (Schools may choose to combine this role with that of Data Protection Officer). They will keep up to date with current legislation and guidance and will:

- determine and take responsibility for the school's information risk policy and risk assessment
- appoint the Information Asset Owners (IAOs)

The school will identify Information Asset Owners (IAOs) (the school may wish to identify these staff by name or title in this section) for the various types of data being held (eg pupil / student information / staff information / assessment data etc). The IAOs will manage and address risks to the information and will understand :

- what information is held and for what purpose

- how information as been amended or added to over time
- who has access to protected data and why

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

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

Registration

The school should be registered as a Data Controller on the Data Protection Register held by the Information Commissioner. (schools are responsible for their own registration)

Information to Parents / Carers – the "Fair Processing Notice"

Under the "Fair Processing" requirements in the Data Protection Act, the school will inform parents / carers of all pupils / students of the data they hold on the pupils / students, the purposes for which the data is held and the third parties (eg LA, DCSF, QCA, Connexions etc) to whom it may be passed. This fair processing notice will be passed to parents / carers through ... (to be inserted – schools might choose to use the Prospectus, newsletters, reports or a specific letter / communication). Parents / carers of young people who are new to the school will be provided with the fair processing notice through. (to be inserted – as above)

A copy of a specimen fair processing notice can be found at:
http://www.education.gov.uk/search/results?q=fair+processing+notice It contains a relevant wording for the regulations pertaining to the transfer of information to Connexions, in secondary schools and new requirements resulting from the introduction of ContactPoint.. Schools are advised to contact their Local Authority for local versions of the Fair Processing Notice.

Training & awareness

All staff will receive data handling awareness / data protection training and will be made aware of their responsibilities, as described in this policy through: (schools should amend or add to as necessary)

- Induction training for new staff
- Staff meetings / briefings / Inset
- Day to day support and guidance from Information Asset Owners (or insert titles of relevant persons)

Secure Storage of and access to data

The school will ensure that ICT systems are set up so that the existence of protected files is hidden from unauthorised users and that users will be assigned a clearance that will determine which files are accessible to them.

All users will be given secure user names and strong passwords which must be changed regularly (insert relevant school details as per the school's password security policy). User names and passwords must never be shared.

Personal data may only be accessed on machines that are securely password protected. Any device that can be used to access data must be locked if left (even for very short periods) and set to auto lock if not used for five minutes.
All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation.

Personal data can only be stored on school equipment (this includes computers and portable storage media) (where allowed). Private equipment (ie owned by the users) must not be used.
When personal data is stored on any portable computer system, USB stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected (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

The school will need to set its own policy as to whether data storage on removal media is allowed, even if encrypted – some organisations do not allow storage of personal data on removable devices.

The school has clear policy and procedures for the automatic backing up, accessing and restoring all data held on school systems, including off-site backups. (the school will need to set its own policy, relevant to its physical layout, type of ICT systems etc)

All paper based IL2-Protected and IL3-Restricted (or higher) material must be held in lockable storage.

The school recognises that under Section 7 of the Data Protection Act, data subjects have a number of rights in connection with their personal data, the main one being the right of access. Procedures are in place (insert details here) to deal with Subject Access Requests ie. a written request to see all or a part of the personal data held by the data controller in connection with the data subject. Data subjects have the right to know: if the data controller holds personal data about them; a description of that data; the purpose for which the data is processed; the sources of that data; to whom the data may be disclosed; and a copy of all the personal data that is held about them. Under certain circumstances the data subject can also exercise rights in connection with the rectification; blocking; erasure and destruction of data.

Secure transfer of data and access out of school

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

- Users may not remove or copy sensitive or personal data from the school or authorised premises without permission and unless the media is encrypted and password protected and is transported securely for storage in a secure location. (see earlier section – LA / school policies may forbid such transfer)

- Users must take particular care that computers or removable devices which contain personal data must not be accessed by other users (eg family members) when out of school.
- When data is required by an authorised user from outside the school premises (for example, by a teacher or student working from their home or a contractor) they must have secure remote access to the management information system (MIS) or learning platform.
- Users must protect all portable and mobile devices, including media, used to store and transmit personal information using approved encryption software.
- Particular care should be taken if data is taken or transferred to another country, particularly outside Europe, and advice should be taken from the local authority in this event. (nb. to carry encrypted material is illegal in some countries)

(Schools will find detailed guidance on data encryption in the Becta document "Good practice in information handling in schools – Data Encryption - a guide for staff and contractors tasked with implementing a system of secure data encryption and deletion")

Disposal of data

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

The disposal of protected data, in either paper or electronic form, must be conducted in a way that makes reconstruction highly unlikely. Electronic files must be securely overwritten, in accordance with government guidance (see further reading section for reference to the Cabinet Office guidance), and other media must be shredded, incinerated or otherwise disintegrated for data.

A Destruction Log should be kept of all data that is disposed of. The log should include the document ID, classification, date of destruction, method and authorisation.

Audit Logging / Reporting / Incident Handling

As required by the "Data Handling Procedures in Government" document, the activities of data users, in respect of electronically held personal information, will be logged and these logs will be monitored by responsible individuals. (insert name or title)

The audit logs will be kept to provide evidence of accidental or deliberate security breaches – including loss of protected data or breaches of an acceptable use policy, for example. Specific security events should be archived and retained at evidential quality for seven years.

(Schools will find detailed guidance on audit logging in the Becta document "Good practice in information handling in schools - audit logging and incident handling - a guide for staff and contractors tasked with implementing data security")

The school has a policy for reporting, managing and recovering from information risk incidents, which establishes: (schools should determine their own reporting policy, in line with that of their LA, and add details here)

- a "responsible person" for each incident
- a communications plan, including escalation procedures
- and results in a plan of action for rapid resolution and

- a plan of action of non-recurrence and further awareness raising.

All significant data protection incidents must be reported through the SIRO to the Information Commissioner's Office based upon the local incident handling policy and communication plan.

Office of the Information Commissioner website:
http://www.informationcommissioner.gov.uk

Office of the Information Commissioner – guidance notes: Access to pupil's information held by schools in England

Cabinet Office – Data handing procedures in Government – a final report (June 2008)
http://www.cabinetoffice.gov.uk/reports/data_handling.aspx

Name of School	
Name of Local Authority	

We are working with staff, pupils and parents / carers to create a school/college community which values the use of new technologies in enhancing learning, encourages responsible use of ICT, and follows agreed policies to minimise potential e-safety risks.

Our school/college community

Discusses monitors and reviews our e-safety **policy** on a regular basis. Good practice suggests the policy should be reviewed annually or at most every two years.

Supports **staff** in the use of ICT as an essential tool for enhancing learning and in the embedding of e-safety across the whole school curriculum.

Ensures that **pupils** are aware, through e-safety education, of the potential e-safety risks associated with the use of ICT and mobile technologies, that all e-safety concerns will be dealt with sensitively and effectively; that pupils feel able and safe to report incidents; and that pupils abide by the school's/colleges e-safety policy.

Provides opportunities for **parents/carers** to receive e-safety education and information, to enable them to support their children in developing good e-safety behaviour. The school/college will report back to parents / carers regarding e-safety concerns. Parents/carers in turn work with the school to uphold the e-safety policy.

COLFS seek to learn from e-safety good practice elsewhere and utilises the support of the **LA, and other relevant organisations** when appropriate.

Chair of Governors/Non Executive Director	
Headteacher/Executive Director	
Pupil Representative	

Ideas for schools to consider

To assist schools in drawing up their e-safety policy, guidance for schools and a School E-Safety Policy Template document was issued. Schools may wish to use the following prompts when determining and evaluating their policy, which are based on a document contained in the DCSF "Safe to Learn" Overview:

http://www.education.gov.uk/schools

Discuss, monitor and review

- Do we hold discussions on e-safety and its definition, involving staff, children and young people, governors and parents?
- Do we keep a record of the incidence of e-safety incidents, according to our agreed definition, and analyse it for patterns – people, places, groups, technologies?
- Do we ask ourselves what makes an e-safe school?
- What is our school doing to ensure that our children and young people do not feel vulnerable and are safe to learn, when engaged in online activities?
- Do we celebrate our successes and draw these to the attention of parents/carers and the wider community?

Support everyone in the school community to identify and respond

- Do we work with staff and outside agencies to identify all potential forms of e-safety incidents?
- Do we actively provide systematic opportunities for developing pupils' skills to develop safe online behaviour?
- Have we considered all the opportunities where this can be addressed – through the curriculum; through corridor displays; through assemblies; through the School Council; through peer support; and through the website and parents' evenings and newsletters?
- Do we ensure that there is support for vulnerable children and young people?
- Do we train all staff to be aware of potential e-safety issues and follow school policy and procedures on e-safety?
- Do our staff feel adequately supported to be able to respond to and manage e-safety related incidents?

Ensure that children and young people are aware of how and to whom e-safety incidents should be reported and understand that all e-safety concerns will be dealt with sensitively and effectively

- Do we acknowledge and learn from the high level of skills and knowledge of children and young people in the use of new technologies? (often referred to as the "digital natives")
- Do we regularly canvass children and young people's views on the extent and nature of e-safety issues?
- Do we ensure that young people know how to express worries and anxieties about e-safety?
- Do we ensure that all children and young people are aware of the range of sanctions which may be applied against those involved in e-safety misuse?
- Do we involve children and young people in e-safety campaigns in school?

- Do we demonstrate that we are aware of the power of peer support? Have we created and publicised schemes of peer mentoring or counselling; buddying or mediation, for example?

- Do we include the phone numbers of help-lines in the school's student planners?
- Have we made children and young people aware of "how to report abuse"?
- Do we have an e-safety notice board?
- How else do we bring e-safety messages to children and young people's attention?
- What role does our School Council already play in our e-safety work? How might that involvement be enhanced?
- Do we offer sufficient support to children and young people who have been involved in e-safety incidents?
- Do we work with children and young people who have been involved, or may be seen as being at risk?

Ensure that parents/carers are aware of e-safety issues and that those expressing concerns have them taken seriously

- Do we work with parents and the local community to address issues beyond the school gates that give rise to e-safety issues? – particularly with regard to the possible lack of filtering and monitoring of internet access by children and young people out of school and with regard to cyber-bullying incidents
- Do parents know whom to contact if they are worried about e-safety issues?
- Do parents know about our complaints procedure and how to use it effectively?

Learn from effective e-safety work elsewhere and establish effective collaboration

- Have we invited colleagues from a school with effective e-safety policies and practice to talk to our staff?
- Have we involved local authority staff or other local / regional experts in any way?
- Do we have an established link with the police?

Legislation

Schools should be aware of the legislative framework under which this E-Safety Policy template and guidance has been produced. It is important to note that in general terms an action that is illegal if committed offline is also illegal if committed online.

It is recommended that legal advice is sought in the advent of an e safety issue or situation.

Computer Misuse Act 1990

This Act makes it an offence to:

- Erase or amend data or programs without authority;
- Obtain unauthorised access to a computer;
- "Eavesdrop" on a computer;
- Make unauthorised use of computer time or facilities;
- Maliciously corrupt or erase data or programs;
- Deny access to authorised users.

Data Protection Act 1998

This protects the rights and privacy of individual's data. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The Act states that person data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Not kept longer than necessary.
- Processed in accordance with the data subject's rights.
- Secure.
- Not transferred to other countries without adequate protection.

Freedom of Information Act 2000

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they have to follow a number of set procedures.

Communications Act 2003

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

Malicious Communications Act 1988

It is an offence to send an indecent, offensive, or threatening letter, electronic communication or other article to another person.

Regulation of Investigatory Powers Act 2000

It is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic communications is permitted, in order to:

- Establish the facts;
- Ascertain compliance with regulatory or self-regulatory practices or procedures;
- Demonstrate standards, which are or ought to be achieved by persons using the system;
- Investigate or detect unauthorised use of the communications system;
- Prevent or detect crime or in the interests of national security;
- Ensure the effective operation of the system.
- Monitoring but not recording is also permissible in order to:
- Ascertain whether the communication is business or personal;
- Protect or support help line staff.
- The school reserves the right to monitor its systems and communications in line with its rights under this act.

Trade Marks Act 1994

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

Copyright, Designs and Patents Act 1988

It is an offence to copy all, or a substantial part of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, and sounds, moving images, TV broadcasts and other media (e.g. youtube).

Telecommunications Act 1984

It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

Criminal Justice & Public Order Act 1994

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they: -

- Use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- Display any writing, sign or other visible representation, which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

Racial and Religious Hatred Act 2006

This Act makes it a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

Protection from Harrassment Act 1997

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

Protection of Children Act 1978

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is a anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence may face up to 10 years in prison

Sexual Offences Act 2003

The new grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence. Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. (Typically, teachers, social workers, health professionals, connexions staff fall in this category of trust). Any sexual intercourse with a child under the age of 13 commits the offence of rape.

Public Order Act 1986

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence. Children, Families and Education Directorate page 38 April 2007.

Obscene Publications Act 1959 and 1964

Publishing an “obscene” article is a criminal offence. Publishing includes electronic transmission.

Human Rights Act 1998

This does not deal with any particular issue specifically or any discrete subject area within the law. It is a type of “higher law”, affecting all other laws. In the school context, human rights to be aware of include:

- The right to a fair trial
- The right to respect for private and family life, home and correspondence

- Freedom of thought, conscience and religion
- Freedom of expression
- Freedom of assembly
- Prohibition of discrimination
- The right to education

These rights are not absolute. The school is obliged to respect these rights and freedoms, balancing them against those rights, duties and obligations, which arise from other relevant legislation.

The Education and Inspections Act 2006

Empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

Links to other organisations or documents

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

Child Exploitation and Online Protection Centre (CEOP)
http://www.ceop.gov.uk/

ThinkUKnow
http://www.thinkuknow.co.uk/

CHILDNET
http://www.childnet-int.org/

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

NATIONAL EDUCATION NETWORK
NEN E-Safety Audit Tool: http://www.nen.gov.uk/hot_topic/13/nen-e-safety-audit-tool.html

CYBER-BULLYING
DCSF - Cyberbullying guidance
http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=spectrum&ProductId=DCSF-00658-2007
Teachernet
http://www.education.gov.uk/aboutdfe/advice/f0076899/preventing-and-tackling-bullying/what-is-bullying

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

East Sussex Council – Cyberbullying - A Guide for Schools:
https://czone.eastsussex.gov.uk/supportingchildren/healthwelfare/bullying/Pages/eastsussexandnationalguidance.aspx

References to other relevant anti-bullying organisations can be found in the appendix to the DCSF publication "Safe to Learn" (see above)

SOCIAL NETWORKING
Ofcom Report:
http://www.ofcom.org.uk/advice/media_literacy/medlitpub/medlitpubrss/socialnetworking/summary/

DATA PROTECTION AND INFORMATION HANDLING
Information Commissioners Office - Data Protection:
http://www.ico.gov.uk/Home/what_we_cover/data_protection.aspx

Resources

COLFS has produced a wide range of information leaflets and teaching resources, including films and video clips – for parents and school staff. A comprehensive list of these resources (and those available from other organisations) is available on the "COLFS Safe" website:

http://www.COLFS.org.uk/safety/TOBEADDED

Links to other resource providers:
Kidsmart: http://www.kidsmart.org.uk/default.aspx

Know It All - http://www.childnet-int.org/kia/

Cybersmart - http://www.cybersmartcurriculum.org/home/

NCH - http://www.stoptextbully.com/

Chatdanger - http://www.chatdanger.com/

Digizen – cyber-bullying films: http://www.digizen.org/cyberbullying/film.aspx

Glossary of terms

AUP	Acceptable Use Policy – see templates earlier in this document
Becta	British Educational Communications and Technology Agency (Government agency promoting the use of information and communications technology) Now Closed
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.
CPD	Continuous Professional Development
CYPS	Children and Young Peoples Services (in Local Authorities)
DCSF	Department for Children, Schools and Families
ECM	Every Child Matters
FOSI	Family Online Safety Institute
HSTF	Home Secretary's Task Force on Child Protection on the Internet
ICO	Information Commissioners Office
ICT	Information and Communications Technology
ICTMark	Quality standard for schools provided by Becta
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
JANET	Provides the broadband backbone structure for Higher Education and for the National Education Network and RBCs.
KS1-5.	Key Stage 1 (2, 3, 4 or 5) – schools are structured within these multiple age groups eg KS3 = years 7 to 9 (age 11 to 14)
LA	Local Authority
LAN	Local Area Network
Learning	A learning platform brings together hardware, software and supporting services
Platform	to support teaching, learning, management and administration.
LSCB	Local Safeguarding Children Board
MIS	Management Information System
MLE	Managed Learning Environment
NEN	National Education Network – works with the Regional Broadband Consortia to provide the safe broadband provision to schools across Britain.

Ofcom	Office of Communications (Independent communications sector regulator)
Ofsted	Office for Standards in Education, Children's Services and Skills
PDA	Personal Digital Assistant (handheld device)
PHSE	Personal, Health and Social Education
RBC	Regional Broadband Consortia (eg COLFS) have been established to procure broadband connectivity for schools in England. There are 10 RBCs covering 139 of the 150 local authorities:
SEF	Self Evaluation Form – used by schools for self evaluation and reviewed by Ofsted prior to visiting schools for an inspection
SRF	Self Review Form – a tool used by schools to evaluate the quality of their ICT provision and judge their readiness for submission for the ICTMark
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