

# Ladysmith Federation

## Online Safety Policy

Agreed by Governing Body:26.11.18

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## Guidance

Once this policy has been ratified by the Governing Body it should be issued to all personnel, including Governors and pupils, involved in the working of the Federation.

The Acceptable Use of ICT Agreement should be issued to the appropriate user for signature and collated by a designated member of staff.

The Federation should ensure that all persons, including Governors and pupils, who join the establishment mid year are provided with the policy and agreement.

## Introduction

ICT in the 21<sup>st</sup> Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- E-mail and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At **Ladysmith Federation** we understand the responsibility to educate our pupils on e-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Schools hold personal data on learners, staff and other people to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the Federation. This can make it more difficult for the Federation to use technology to benefit learners.

Everybody in the Federation has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them. Staff should ensure that all devices are password or pin protected, that any portable storage device is encrypted and that device screens are locked when not in use.

Both this policy and the Acceptable Use Agreement (for all staff, governors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the

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Federation (such as PCs, laptops, personal digital assistants (PDAs), tablets, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, PDAs and portable media players, etc).

## **Monitoring**

All internet activity is logged by the relevant school's internet provider. These logs may be monitored by authorised staff with the support of the relevant School's ICT support Company.

## **Breaches**

A breach or suspected breach of policy by a Federation employee, contractor or pupil may result in the temporary or permanent withdrawal of Federation ICT hardware, software or services from the offending individual.

Any policy breach is grounds for disciplinary action in accordance with the Federation Disciplinary Procedure.

Policy breaches may also lead to criminal or civil proceedings.

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## **Incident Reporting**

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the relevant school's Headteacher or e-Safety Co-ordinator. Additionally, all security breaches, lost/stolen equipment or data (including remote access Secure ID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to the relevant school's Senior Information Risk Owner (details obtainable from the relevant school's office).

**Acceptable Use Agreement: (to be used if appropriate bearing in mind the age of the pupil)**

## **Primary Pupil Acceptable Use Agreement / Online Safety Rules**

I will only use ICT in school for school purposes.

I will only use my class e-mail address or my own school e-mail address when e-mailing.

I will only open e-mail attachments from people I know, or who my teacher has approved.

I will not tell other people my ICT passwords.

I will only open/delete my own files.

I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.

I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.

I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community

I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-Safety.

## Acceptable Use Agreement: Staff, Governors and Visitors

### Staff, Governor and Visitor

#### Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in the Federation. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the relevant school's Online Safety coordinator or the relevant Headteacher.

- I will only use the Federation's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the relevant Headteacher or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the relevant school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for any Federation business.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in the relevant school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the relevant Headteacher or Governing Body. .
- I will not install any hardware or software without permission of the relevant Headteacher
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with Federation policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the Federation network without the permission of the parent/ carer, member of staff or relevant Headteacher.
- I will support the Federation approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the Federation community
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or relevant Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the Federation's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

#### User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the Federation

Signature ..... Date .....

Full Name .....(printed)

Job title .....

## Computer Viruses

- All files downloaded from the Internet, received via e-mail or on removable media (e.g. floppy disk, CD) must be checked for any viruses using Federation provided anti-virus software before using them
- Never interfere with any anti-virus software installed on Federation ICT equipment that you use
- If your machine is not routinely connected to the relevant school network, you must make provision for regular virus updates through your IT team
- If you suspect there may be a virus on any relevant school ICT equipment, stop using the equipment and contact your ICT support provider immediately. The ICT support provider will advise you what actions to take and be responsible for advising others that need to know

## e-Mail

The use of e-mail within most schools is an essential means of communication for both staff and pupils. In the context of school, e-mail should not be considered private. Educationally, e-mail can offer significant benefits including; direct written contact between schools on different projects, be they staff based or pupil based, within school or international. We recognise that pupils need to understand how to style an e-mail in relation to their age and good network etiquette; 'netiquette'. In order to achieve ICT level 4 or above, pupils must have experienced sending and receiving e-mails.

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## Managing e-Mail

- The relevant school gives all staff their own e-mail account to use for all relevant school business as a work based tool This is to minimise the risk of receiving unsolicited or malicious e-mails and avoids the risk of personal profile information being revealed
- It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary e-mail histories can be traced. The relevant school email account should be the account that is used for all relevant school business
- Under no circumstances should staff contact pupils, parents or conduct any relevant school business using personal e-mail addresses
- The relevant school requires a standard disclaimer to be attached to all e-mail correspondence, stating that, 'the views expressed are not necessarily those of the school or the LA'. The responsibility for adding this disclaimer lies with the account holder
- All e-mails should be written and checked carefully before sending, in the same way as a letter written on relevant school headed paper
- Staff sending e-mails to external organisations, parents or pupils are advised to cc. the relevant Headteacher or line manager
- Pupils may only use relevant school approved accounts on the relevant school system and only under direct teacher supervision for educational purposes
- E-mails created or received as part of your job will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000. You must therefore actively manage your e-mail account as follows:
  - Delete all e-mails of short-term value
  - Organise e-mail into folders and carry out frequent house-keeping on all folders and archives
- All Junior school pupils have their own individual school issued accounts with purple mash and these are an internal system only
- The forwarding of chain letters is not permitted in the Federation.
- All pupil e-mail users are expected to adhere to the generally accepted rules of netiquette particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arrange to meet anyone without specific permission, virus checking attachments
- Pupils must immediately tell a teacher/ trusted adult if they receive an offensive e-mail

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- Staff must inform (the Online Safety co-ordinator/ line manager) if they receive an offensive e-mail
  - Pupils are introduced to e-mail as part of the ICT Scheme of Work
  - However you access your relevant school e-mail (whether directly, through webmail when away from the office or on non-school hardware) all the Federation e-mail policies apply
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## **Sending e-Mails**

- If sending e-mails containing personal, confidential, classified or financially sensitive data to external third parties or agencies, refer to the Section e-mailing Personal, Sensitive, Confidential or Classified Information
  - Use your own relevant school e-mail account so that you are clearly identified as the originator of a message
  - If you are required to send an e-mail from someone else's account, always sign on through the 'Delegation' facility within your e-mail software so that you are identified as the sender (if available within your software)
  - Keep the number and relevance of e-mail recipients, particularly those being copied, to the minimum necessary and appropriate
  - Do not send or forward attachments unnecessarily. Whenever possible, send the location path to the shared drive rather than sending attachments
  - An outgoing e-mail greater than ten megabytes (including any attachments) is likely to be stopped automatically. This size limit also applies to incoming e-mail
  - Relevant school e-mail is not to be used for personal advertising
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## **Receiving e-Mails**

- Check your e-mail regularly
  - Activate your 'out-of-office' notification when away for extended periods
  - Use the 'Delegation' facility within your e-mail software so that your e-mail can be handled by someone else while you are not at work (if available within your software)
  - Never open attachments from an untrusted source; Consult your network manager first.
  - Do not use the e-mail systems to store attachments. Detach and save business related work to the appropriate shared drive/folder
  - The automatic forwarding and deletion of e-mails is not allowed
- 

## **e-mailing Personal, Sensitive, Confidential or Classified Information**

- Assess whether the information can be transmitted by other secure means before using e-mail - e-mailing confidential data is not recommended and should be avoided where possible
- The use of Hotmail, BTInternet, AOL or any other Internet based webmail service for sending e-mail containing sensitive information is not permitted
- Where your conclusion is that e-mail must be used to transmit such data:
  - Obtain express consent from your manager to provide the information by e-mail
  - Exercise caution when sending the e-mail and always follow these checks before releasing the e-mail:
    - Verify the details, including accurate e-mail address, of any intended recipient of the information

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- Verify (by phoning) the details of a requestor before responding to e-mail requests for information
- Do not copy or forward the e-mail to any more recipients than is absolutely necessary
- Do not send the information to any body/person whose details you have been unable to separately verify (usually by phone)
- Send the information as an encrypted document **attached** to an e-mail
- Provide the encryption key or password by a **separate** contact with the recipient(s)
- Do not identify such information in the subject line of any e-mail
- Request confirmation of safe receipt

In exceptional circumstances, the County Council makes provision for secure data transfers to specific external agencies. Such arrangements are currently in place with:

- Constabulary
- Partnership Trust

## Equal Opportunities

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### **Pupils with Additional Needs**

The Federation endeavours to create a consistent message with parents for all pupils and this in turn should aid establishment and future development of the Federation's Online Safety rules.

However, staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of Online Safety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of Online Safety. Internet activities are planned and well managed for these children and young people.

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### **Online Safety - Roles and Responsibilities**

As Online Safety is an important aspect of strategic leadership within the Federation, the relevant headteachers and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. All members of the relevant school community have been made aware of the name of the Online Safety co-ordinator in the relevant. It is the role of the Online Safety co-ordinator to keep abreast of current issues and guidance through organisations such as SWGfL, Becta, CEOP (Child Exploitation and Online Protection) and Childnet.

Senior Management and Governors are updated by the relevant Head/ Online Safety co-ordinator and all governors have an understanding of the issues and strategies at our Federation in relation to local and national guidelines and advice.

This policy, supported by the Federation's acceptable use agreements for staff, governors, visitors and pupils, is to protect the interests and safety of the whole Federation community. It is linked to the following mandatory school policies: child protection, health and safety, home-school agreements, and behaviour/pupil discipline (including the anti-bullying) policy and PSHE

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### **Online Safety in the Curriculum**

ICT and online resources are increasingly used across the curriculum. We believe it is essential for Online Safety guidance to be given to the pupils on a regular and meaningful basis. Online Safety is embedded within our curriculum and we continually look for new opportunities to promote Online Safety.

- Each Federation school has a framework for teaching internet skills in ICT/ PSHE lessons (Curriculum Folder)
- The Federation provides opportunities within a range of curriculum areas to teach about Online Safety
- Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the Online Safety curriculum
- Pupils are aware of the relevant legislation when using the internet such as data

protection and intellectual property which may limit what they want to do but also serves to protect them

- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modeling and activities
  - Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline or CEOP report abuse button
  - Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum
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## **Online Safety Skills Development for Staff**

- Our staff receive regular information and training on Online Safety issues in the form of in service training during Professional Development Meetings
  - details of the ongoing staff training programme can be found in the ICT coordinator/Online safety Coordinators file
  - New staff receive information on the Federation's acceptable use policy as part of their induction
  - All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of Online Safety and know what to do in the event of misuse of technology by any member of the school community (see enclosed flowchart)
  - All staff are encouraged to incorporate Online Safety activities and awareness within their curriculum areas
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## **Managing the School Online Safety Messages**

- We endeavour to embed Online Safety messages across the curriculum whenever the internet and/or related technologies are used
- The Online Safety policy will be introduced to the pupils at the start of each school year
- Online Safety posters will be prominently displayed

## Incident Reporting, Online Safety Incident Log & Infringements

### Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the relevant school's SIRO or Online Safety Co-ordinator. Additionally, all security breaches, lost/stolen equipment or data (including remote access SecureID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to your Senior Information Risk Owner.

### Online Safety Incident Log

Some incidents may need to be recorded in other places, such as Solero, if they relate to a bullying or racist incident.

#### 'School name' eSafety Incident Log

Details of ALL eSafety incidents to be recorded by the eSafety Coordinator. This incident log will be monitored termly by the Headteacher, Member of SLT or Chair of Governors. Any incidents involving Cyberbullying should be recorded on the 'Integrated Bullying and racist Incident Record Form 2'

Date & time	Name of pupil or staff member	Male or Female	Room and computer/ device number	Details of incident (including evidence)	Actions and reasons

This can be downloaded <http://www.thegrid.org.uk/eservices/safety/research/incident.shtml>

### Misuse and Infringements

#### Complaints

Complaints and/ or issues relating to Online Safety should be made to the relevant Online Safety co-ordinator or relevant Headteacher. Incidents should be logged and the **Flowcharts for Managing an Online Safety Incident** should be followed.

#### Inappropriate Material

- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the Online Safety co-ordinator
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the Online Safety co-ordinator, depending on the seriousness of

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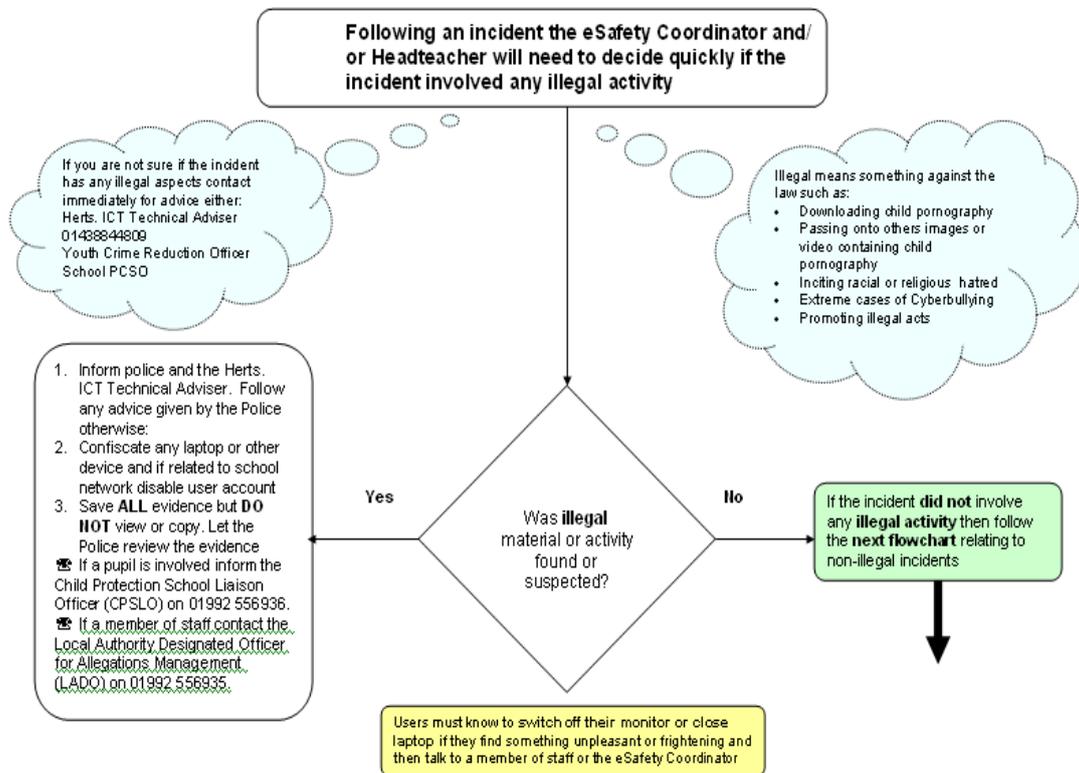
the offence; investigation by the relevant Headteacher/ LA, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences (see flowchart)

- Users are made aware of sanctions relating to the misuse or misconduct by the Ladysmith Federation

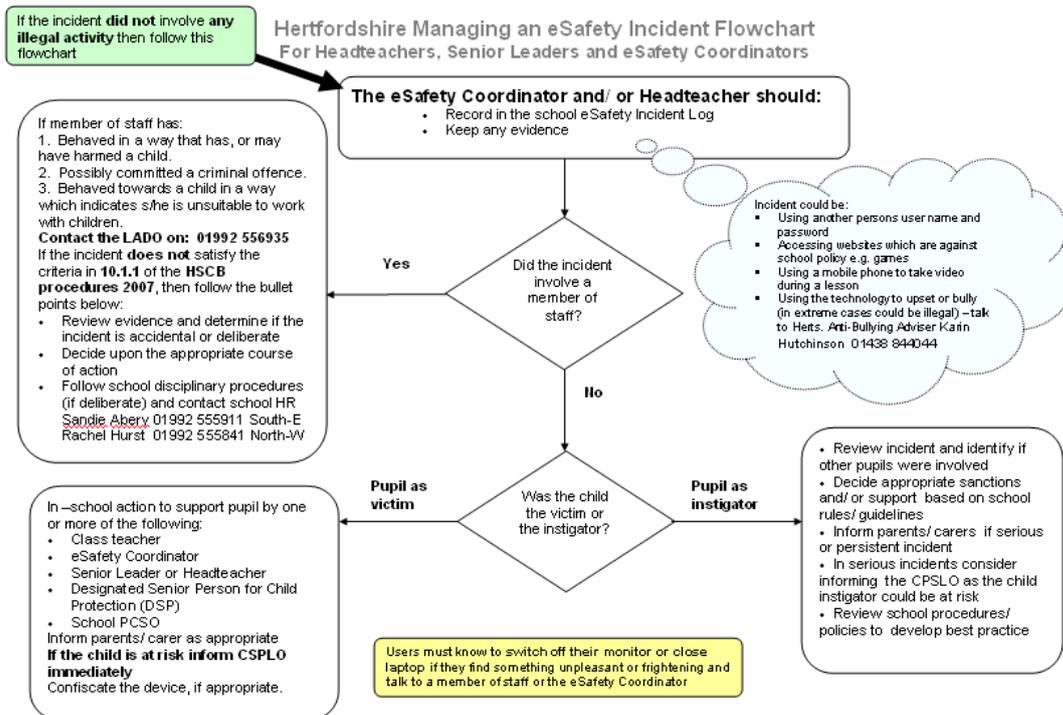
## Flowcharts for Managing an Online Safety Incident

<http://www.thegrid.org.uk/eservices/safety/research/incident.shtml>

### Hertfordshire Flowchart to support decisions related to an Illegal eSafety Incident For Headteachers, Senior Leaders and eSafety Coordinators



### Hertfordshire Managing an eSafety Incident Flowchart For Headteachers, Senior Leaders and eSafety Coordinators



## Internet Access

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. All use of the **Grid for Learning** (SWGfL) is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected it will be followed up.

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## Managing the Internet

- The Federation maintains students who will have supervised access to Internet resources (where reasonable) through the relevant school's fixed and mobile internet technology
- Staff will preview any recommended sites before use
- Raw image searches are discouraged when working with pupils
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research
- All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources
- All users must observe copyright of materials from electronic resources

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## Internet Use

- You must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise its intended restricted audience
- Don't reveal names of colleagues, customers or clients or any other confidential information acquired through your job on any social networking site or blog
- On-line gambling or gaming is not allowed

It is at the relevant Headteacher's discretion on what internet activities are permissible for staff and pupils and how this is disseminated.

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## Infrastructure

- Local Authority has a monitoring solution via the Grid for Learning where web-based activity is monitored and recorded
- School internet access is controlled through the LA's web filtering service. For further information relating to filtering please go to <http://www.thegrid.org.uk/eservices/safety/filtered.shtml>
- Ladysmith Federation is aware of its responsibility when monitoring staff communication under current legislation and takes into account; Data Protection Act 1998, The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Regulation of Investigatory Powers Act 2000, Human Rights Act 1998
- Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required
- The Federation does not allow pupils access to internet logs

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- The Federation uses management control tools for controlling and monitoring workstations
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the relevant e-safety coordinator or teacher as appropriate
- It is the responsibility of the Federation, by delegation to the network manager, to ensure that Anti-virus protection is installed and kept up-to-date on all Federation machines
- Pupils and staff are not permitted to download programs or files on school based technologies without seeking prior permission from their teacher
- If there are any issues related to viruses or anti-virus software, the network manager should be informed

## Managing Other Web 2 Technologies

Web 2, including social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage our pupils to think carefully about the way that information can be added and removed by all users, including themselves, from these sites.

- At present, the Federation endeavours to deny access to social networking sites to pupils within school, except the secure setup included in E-schools
- All pupils are advised to be cautious about the information given by others on sites, for example users not being who they say they are
- Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such sites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online
- Pupils are always reminded to avoid giving out personal details on such sites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ email address, specific hobbies/ interests)
- Our pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals
- Pupils are encouraged to be wary about publishing specific and detailed private thoughts online
- Our pupils are asked to report any incidents of bullying to the relevant school
- Staff may only create blogs, wikis or other web 2 spaces in order to communicate with pupils using the LA Learning Platform or other systems approved by the relevant Headteacher (E-schools)

## Parental Involvement

We believe that it is essential for parents/ carers to be fully involved with promoting Online Safety both in and outside of school and also to be aware of their responsibilities. We regularly consult and discuss Online Safety with parents/ carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

- Parents/ carers and pupils are actively encouraged to contribute to adjustments or reviews of the Federation Online Safety policy by joining the E-safety Training for Parents Annual Evening.
- Parents/ carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to the relevant school (if appropriate)
- Parents/ carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on the relevant school website)
- The Federation disseminates information to parents relating to Online Safety where appropriate in the form of;
  - Information and celebration evenings
  - Posters
  - Website/ Learning Platform postings
  - Newsletter items
  - Learning platform training

## Passwords and Password Security

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### Passwords

- Always use your own personal passwords to access computer based services
- Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures
- Staff should change temporary passwords at first logon
- Change passwords whenever there is any indication of possible system or password compromise
- Do not record passwords or encryption keys on paper or in an unprotected file
- Only disclose your personal password to authorised ICT support staff when necessary, and never to anyone else. Ensure that all personal passwords that have been disclosed are changed once the requirement is finished
- User ID and passwords for staff and pupils who have left the relevant school are removed from the system within a month

**If you think your password may have been compromised or someone else has become aware of your password report this to your ICT support team**

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### Password Security

Password security is essential for staff, particularly as they are able to access and use pupil data. Staff are expected to have secure passwords which are not shared with anyone. The pupils are expected to keep their passwords secret and not to share with others, particularly their friends. Staff and pupils are regularly reminded of the need for password security.

- All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's e-safety Policy and Data Security
- Users are provided with an individual network, email, Learning Platform and Management Information System (where appropriate) log-in username. They are also expected to use a personal password and keep it private
- Pupils are not allowed to deliberately access on-line materials or files on the school network, of their peers, teachers or others
- Staff are aware of their individual responsibilities to protect the security and confidentiality of school networks, MIS systems and/or Learning Platform, including ensuring that passwords are not shared and are changed periodically. Individual staff users must also make sure that workstations are not left unattended and are locked.
- In our Federation, all ICT passwords are the responsibility of the relevant person at the relevant Federation school and all staff and pupils are expected to comply with the password rules at all times

## Safe Use of Images

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**All use of images and storage of any information will be in line with current General Data Protection Regulations. Please refer to each school's individual GDPR Policy for further information.**

### Taking of Images and Film

Digital images are easy to capture, reproduce and publish and, therefore, misuse. We must remember that it is not always appropriate to take or store images of any member of the Federation community or public, without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of pupils) and staff, the Federation permits the appropriate taking of images by staff and pupils with Federation equipment
  - Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on field trips. However with the express permission of the relevant Headteacher, images can be taken provided they are transferred immediately and solely to the relevant school's network and deleted from the staff device
  - Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of the others, this includes when on field trips. However with the express permission of the relevant Headteacher, images can be taken provided they are transferred immediately and solely to the relevant school's network and deleted from the pupil's device
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### Publishing Pupil's Images and Work

On a child's entry to the relevant school, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- on the relevant school web site
- on the relevant school's Learning Platform
- in the relevant school prospectus and other printed publications that the relevant school may produce for promotional purposes
- recorded/ transmitted on a video or webcam
- in display material that may be used in the relevant school's communal areas
- in display material that may be used in external areas, ie exhibition promoting the relevant school/Federation
- general media appearances, eg local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)

This consent form is considered valid for the entire period that the child attends the relevant school unless there is a change in the child's circumstances where consent could be an issue, eg divorce of parents, custody issues, etc.

Parents/ carers may withdraw permission, in writing, at any time. Consent has to be given by both parents in order for it to be deemed valid.

Pupils' names will not be published alongside their image and vice versa. E-mail and postal addresses of pupils will not be published. Pupils' full names will not be published.

Before posting student work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed.

Only the Web Manager has authority to upload to the site.

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## Storage of Images

- Images/ films of children are stored on the relevant school's network and E-schools Learning Platform
- Pupils and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the relevant Headteacher
- Rights of access to this material are restricted to the teaching staff and pupils within the confines of the relevant school network/ Learning Platform
- An appointed person has the responsibility of deleting the images when they are no longer required, or the pupil has left the relevant school

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## Webcams and CCTV

- The school uses CCTV for security and safety. The only people with access to this are TME, the relevant Headteacher and the Caretaker. Notification of CCTV use is displayed at the front of the relevant school. Please refer to the hyperlink below for further guidance  
[http://www.ico.gov.uk/for\\_organisations/topic\\_specific\\_guides/cctv.aspx](http://www.ico.gov.uk/for_organisations/topic_specific_guides/cctv.aspx)
- We do not use publicly accessible webcams in the Federation
- Webcams in the Federation are only ever used for specific learning purposes, i.e. monitoring hens' eggs and never using images of children or adults
- Misuse of the webcam by any member of the Federation community will result in sanctions (as listed under the ' inappropriate materials' section of this document)
  - Webcams can be found in the Federation schools. Notification is given in this/these area(s) filmed by webcams by signage
  - Consent is sought from parents/carers and staff on joining the relevant school, in the same way as for all images

For further information relating to webcams and CCTV, please see

<http://www.thegrid.org.uk/schoolweb/safety/webcams.shtml>

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## Video Conferencing

- Permission is sought from parents and carers if their children are involved in video conferences
- Permission is sought from parents and carers if their children are involved in video conferences with end-points outside of the relevant school
- All pupils are supervised by a member of staff when video conferencing
- All pupils are supervised by a member of staff when video conferencing with end-points beyond the relevant school

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- The school keeps a record of video conferences, including date, time and participants.
- Approval from the relevant Headteacher is sought prior to all video conferences within school
- The conferencing equipment is not set to auto-answer and is only switched on for scheduled and approved conferences
- No part of any video conference is recorded in any medium without the written consent of those taking part

Additional points to consider:

- Participants in conferences offered by 3<sup>rd</sup> party organisations may not be CRB checked
- Conference supervisors need to be familiar with how to use the video conferencing equipment, particularly how to end a call if at any point any person taking part becomes unhappy with the content of the conference

## ICT Equipment including Portable & Mobile ICT Equipment & Removable Media

### ICT Equipment

- As a user of ICT, you are responsible for any activity undertaken on the Federation's ICT equipment provided to you
- It is recommended that all schools log ICT equipment issued to staff and record serial numbers as part of the relevant school's inventory
- Do not allow your visitors to plug their ICT hardware into the relevant school network points (unless special provision has been made). They should be directed to the wireless ICT Facilities if available
- Ensure that all ICT equipment that you use is kept physically secure
- Do not attempt unauthorised access or make unauthorised modifications to computer equipment, programs, files or data. This is an offence under the Computer Misuse Act 1990
- It is imperative that you save your data on a frequent basis to the relevant school's network drive. You are responsible for the backup and restoration of any of your data that is not held on the relevant school's network drive
- Personal or sensitive data should not be stored on the local drives of desktop PCs. If it is necessary to do so the local drive must be encrypted
- It is recommended that a time locking screensaver is applied to all machines. Any PCs etc accessing personal data must have a locking screensaver as must any user profiles
- Privately owned ICT equipment should not be used on a school network
- On termination of employment, resignation or transfer, return all ICT equipment to your Manager. You must also provide details of all your system logons so that they can be disabled
- It is your responsibility to ensure that any information accessed from your own PC or removable media equipment is kept secure, and that no personal, sensitive, confidential or classified information is disclosed to any unauthorised person
- All ICT equipment allocated to staff must be authorised by the appropriate Line Manager. Authorising Managers are responsible for:
  - maintaining control of the allocation and transfer within their Unit
  - recovering and returning equipment when no longer needed
- All redundant ICT equipment is disposed of in accordance with Waste Electrical and Electronic Equipment (WEEE) directive and Data Protection Act (DPA)

### Portable & Mobile ICT Equipment

This section covers such items as laptops, PDAs and removable data storage devices. Please refer to the relevant sections of this document when considering storing or transferring personal or sensitive data

- All activities carried out on relevant school systems and hardware will be monitored in accordance with the general policy
- Staff must ensure that all relevant school data is stored on the relevant school's network, and not kept solely on the laptop. Any equipment where personal data

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is likely to be stored must be encrypted

- Equipment must be kept physically secure in accordance with this policy to be covered for insurance purposes. When travelling by car, best practice is to place the laptop in the boot of your car before starting your journey
  - Synchronise all locally stored data, including diary entries, with the central relevant school network server on a frequent basis
  - Ensure portable and mobile ICT equipment is made available as necessary for anti-virus updates and software installations, patches or upgrades
  - The installation of any applications or software packages must be authorised by the ICT support team, fully licensed and only carried out by your ICT support
  - In areas where there are likely to be members of the general public, portable or mobile ICT equipment must not be left unattended and, wherever possible, must be kept out of sight
  - Portable equipment must be transported in its protective case if supplied
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## **Mobile Technologies**

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. Many existing mobile technologies such as portable media players, PDAs, gaming devices, mobile and Smart phones are familiar to children outside of school too. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use.

Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed. Our Federation chooses to manage the use of these devices in the following ways so that users exploit them appropriately.

### ***Personal Mobile Devices (including phones)***

- The Federation allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances does the Federation allow a member of staff to contact a pupil or parent/ carer using their personal device
- Pupils are only allowed to bring personal mobile devices/phones to the relevant school in exceptional circumstances and for emergency use on the way to and from the relevant school. They must be stored in the box in the office, not taken into class, and parents must sign a statement that absolves the relevant school from all responsibility for loss or damage. Children must not use them for personal purposes within lesson time. At all times the device must be switched onto silent
- This technology may be used, however for educational purposes, as mutually agreed with the relevant Headteacher. The device user, in this instance, must always ask the prior permission of the bill payer
- The Federation is not responsible for the loss, damage or theft of any personal mobile device
- The sending of inappropriate text messages between any member of the Federation community is not allowed
- Permission must be sought before any image or sound recordings are made on these devices of any member of the Federation community
- Users bringing personal devices into a Federation school must ensure there is no inappropriate or illegal content on the device

## ***School Provided Mobile Devices (including phones)***

- The sending of inappropriate text messages between any member of the Federation community is not allowed
- Permission must be sought before any image or sound recordings are made on the devices of any member of the Federation community
- Where the relevant school provides mobile technologies such as phones, laptops and PDAs for offsite visits and trips, only these devices should be used
- Where the relevant school provides a laptop for staff, only this device may be used to conduct relevant school business outside of the relevant school

## Smile and Stay Safe Poster

Online Safety guidelines to be displayed throughout the relevant school (where appropriate)



**S**taying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

**M**eeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you.

**I**nformation online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'

**L**et a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

**E**mails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply.

## Telephone Services

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### School Mobile Phones

- You are responsible for the security of your school mobile phone. Always set the PIN code on your school mobile phone and do not leave it unattended and on display (especially in vehicles)
- Report the loss or theft of any school mobile phone equipment immediately
- The relevant school remains responsible for all call costs until the phone is reported lost or stolen
- You must read and understand the user instructions and safety points relating to the use of your school mobile phone prior to using it
- Relevant School SIM cards must only be used in school provided mobile phones
- All school mobile phones are barred from calling premium rate numbers and any numbers outside of the UK as the default
- You must not send text messages to premium rate services
- In accordance with the Finance policy on the private use of school provided mobiles, you must reimburse the relevant school for the cost of any personal use of your school mobile phone. This includes call charges incurred for incoming calls whilst abroad. [To assist you in identifying personal use, add \* to the end of the number being contacted, these will be shown separately on your bill]. Payment arrangements should be made through your finance administrator
- Never use a hand-held mobile phone whilst driving a vehicle. Only genuine 999 or 112 emergency calls may be made if it would be unsafe to stop before doing so

## Writing and Reviewing this Policy

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### Staff and Pupil Involvement in Policy Creation

- Staff and (where appropriate) pupils have been involved in reviewing the Policy for ICT Acceptable Use through consultation and staff meeting

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### Review Procedure

There will be an on-going opportunity for staff to discuss with the Online Safety coordinator any issue of Online Safety that concerns them

There will be an on-going opportunity for staff to discuss with the SIRO/AIO any issue of data security that concerns them

This policy will be reviewed every (12) months and consideration given to the implications for future whole Federation development planning

The policy will be amended if new technologies are adopted or Central Government change the orders or guidance in any way

## Current Legislation

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### Acts Relating to Monitoring of Staff eMail

#### ***Data Protection Act 1998***

The Act requires anyone who handles personal information to comply with important data protection principles when treating personal data relating to any living individual. The Act grants individuals rights of access to their personal data, compensation and prevention of processing.

<http://www.hmso.gov.uk/acts/acts1998/19980029.htm>

#### ***The Telecommunications (Lawful Business Practice)***

#### ***(Interception of Communications) Regulations 2000***

<http://www.hmso.gov.uk/si/si2000/20002699.htm>

#### ***Regulation of Investigatory Powers Act 2000***

Regulating the interception of communications and making it an offence to intercept or monitor communications without the consent of the parties involved in the communication. The RIP was enacted to comply with the Human Rights Act 1998. The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, however, permit a degree of monitoring and record keeping, for example, to ensure communications are relevant to school activity or to investigate or detect unauthorised use of the network. Nevertheless, any monitoring is subject to informed consent, which means steps must have been taken to ensure that everyone who may use the system is informed that communications may be monitored. Covert monitoring without informing users that surveillance is taking place risks breaching data protection and privacy legislation.

<http://www.hmso.gov.uk/acts/acts2000/20000023.htm>

#### ***Human Rights Act 1998***

<http://www.hmso.gov.uk/acts/acts1998/19980042.htm>

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### Other Acts Relating to Online Safety

#### ***Racial and Religious Hatred Act 2006***

It is 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.

#### ***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. Schools should already have a copy of "*Children & Families: Safer from*

Sexual Crime” document as part of their child protection packs.

For more information [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

## ***Communications Act 2003 (section 127)***

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.

## ***The Computer Misuse Act 1990 (sections 1 – 3)***

Regardless of an individual’s motivation, the Act makes it a criminal offence to gain:

- access to computer files or software without permission (for example using another person’s password to access files)
- unauthorised access, as above, in order to commit a further criminal act (such as fraud)
- impair the operation of a computer or program

UK citizens or residents may be extradited to another country if they are suspected of committing any of the above offences.

## ***Malicious Communications Act 1988 (section 1)***

This legislation makes it a criminal offence to send an electronic message (e-mail) that conveys indecent, grossly offensive, threatening material or information that is false; or is of an indecent or grossly offensive nature if the purpose was to cause a recipient to suffer distress or anxiety.

## ***Copyright, Design and Patents Act 1988***

Copyright is the right to prevent others from copying or using work without permission. Works such as text, music, sound, film and programs all qualify for copyright protection. The author of the work is usually the copyright owner, but if it was created during the course of employment it belongs to the employer. Copyright infringement is to copy all or a substantial part of anyone’s work without obtaining their author’s permission. Usually a licence associated with the work will allow a user to copy or use it for limited purposes. It is advisable always to read the terms of a licence before you copy or use someone else’s material. It is also illegal to adapt or use software without a licence or in ways prohibited by the terms of the software licence.

## ***Public Order Act 1986 (sections 17 – 29)***

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.

## ***Protection of Children Act 1978 (Section 1)***

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.

## ***Obscene Publications Act 1959 and 1964***

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

## ***Protection from Harassment Act 1997***

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other.

A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

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## **Acts Relating to the Protection of Personal Data**

### ***Data Protection Act 1998***

[http://www.opsi.gov.uk/acts/acts1998/ukpga\\_19980029\\_en\\_1](http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1)

### ***The Freedom of Information Act 200***

[http://www.ico.gov.uk/for\\_organisations/freedom\\_of\\_information\\_guide.aspx](http://www.ico.gov.uk/for_organisations/freedom_of_information_guide.aspx)