



# E-Safety & Acceptable Use Policy

*Reviewed annually by the **Headteacher – reported to Full Governing Body***

Date of last Review	Signature
Spring March 2020	Chair

## **Introduction**

This policy has been created using the e-safety policy of Lincolnshire Safeguarding Children's Board and the Acceptable Use of ICT Policy (AUP).

Our School's e-Safety Policy reflects the importance we place on the safe use of information systems and electronic communications.

## **Definition of e-safety**

Within Lincolnshire, the definition of e-safety is the proactive and reactive measures to ensure the safety of the child, and adults working with the child, whilst using digital technologies.

This extends to policy, training and guidance on the issues, which surround risky behaviours, and encompasses the technical solutions, which provide further safeguarding tools.

It should be remembered that digital technology reaches far and wide, not only computers and laptops, but consideration should also be given to technologies such as tablets, games consoles, smart TVs, mobile phones, PDAs, and anything else which allows interactive digital communication.

## **Aims**

Our aim is to be proactive in ensuring children's safety when using digital technologies in School so they can work safely at all times, and also to help children develop the skills to keep themselves safe when accessing digital technologies outside of School.

## **Objectives**

Our objectives are to:

- safeguard children and young people in the digital world
- emphasise learning to understand and use new technologies in a positive way
- develop an ethos, less about restriction and more about education allowing children to be confident online by teaching about the risks as well as the benefits
- support children to develop safer online behaviours both in and out of school.

## **Implementation**

The rapid development and accessibility of the Internet and new technologies such as personal publishing and social networking means that e-Safety is an ever growing and changing area of interest and concern.

Our e-Safety policy must reflect this by keeping abreast of the vast changes taking place around us. With this in mind, the policy will be reviewed every year or as needed when significant developments in the area of e-safety are made.

Our e-Safety Policy operates in conjunction with our Behaviour (including Anti-Bullying) and Child Protection/Safeguarding policies.

E-safety is a vital part of our PSHE and Computing curriculums.

## **Managing Whole School Access to the Internet**

To provide assistance in safeguarding we use active/monitored Internet content filtering.

Inappropriate content, categories and sites are blocked. If a teacher needs a site unblocking, they will need to speak to the IT technicians in good time and be able to explain how the site is safe and appropriate to be used. The IT technicians will refer to Senior Leaders for a decision whether to unblock a site.

Our IT security systems actively monitor all network traffic and anyone who uses it, blocking inappropriate sites and log-on attempts. The IT technicians are notified by email of any attempts to access restricted content. These attempts are followed up by the IT technicians and referred to the Head teacher.

Ultimate responsibility for e-safety lies with the Head teacher and Senior Leaders. Safeguarding decisions must be made by them.

## **Staff Development (CPD) /Training & Awareness**

All staff on starting, will be made aware of e-safety as part of the safeguarding induction.

E-safety training and awareness sessions will be made available for staff, students and parents each year. This may be in-house training, provided by the Police/PCSO or from an outside agency such as theatre group or Lincolnshire Safeguarding Officer.

The IT technicians will keep up to date with developments in technology and the consequent risks it involves.

## **Responsibilities of School Staff & Governors**

If staff require it, further advice can be sought from Lincolnshire Safeguarding including Lincolnshire's E-safety officer, Dan Hawbrook ([dan.hawbrook@lincolnshire.gov.uk](mailto:dan.hawbrook@lincolnshire.gov.uk)).

All staff will receive a copy of this policy on appointment.

Staff must be aware that network and Internet usage is monitored to help ensure staff and pupil safety.

Staff that manage filtering systems or monitor ICT use have great responsibility and must be appropriately trained and responsible to the Head teacher.

The procedures defining how inappropriate or illegal ICT use is reported are included in Appendices 1 & 2.

Staff must be aware of dangers to themselves in the misuse of ICT, for instance in viewing inappropriate images, even if to investigate their source.

Email, text messaging, Social Networking and Instant Messaging (IM) all provide additional channels of communication between staff and pupils. Inappropriate behaviour can occur and communications can be misinterpreted. Staff should be aware of the power of the Police to identify the sender of inappropriate messages.

School provides establishment email accounts for all staff.

Staff should be aware that students may be subject to cyberbullying via electronic methods of communication both in and out of schools. Head teachers should be aware that they have the power “to such an extent as is reasonable” to regulate the conduct of pupils off site (Education and Inspections Act 2006).

School staff are able to confiscate items such as mobile phones etc. when they are being used to cause a disturbance in class or otherwise contravene the school Behaviour Policy (Education and Inspections Act 2006).

Any allegation of inappropriate behaviour must be reported to the Senior Leadership Team and investigated with care.

If there is any suspicion of illegal activity staff should NEVER investigate themselves but must report it through the usual management channels and then to Lincolnshire Police if needed.

## **E-Safety & Acceptable use Guidelines for Staff & Governors**

**Internet access** - staff must not access or attempt to access any sites that contain any of the following: child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues.

It is recognised that under certain circumstances inadvertent access may happen. For example, a school researching the holocaust may produce results with Nazi propoganda. Should you or a student access any of these sites unintentionally, you should report the matter to a member of the Senior Management Team so that it can be logged.

Access to any of the following should be reported to Lincolnshire Police: images of child abuse (sometimes incorrectly referred to as child pornography). These are images of children apparently under 16 years old involved in sexual activity or posed to be sexually provocative; adult material that potentially breaches the Obscene Publications Act; criminally racist material in the UK.

The School’s wi-fi network has a secured password and connections to it are at the Head teacher’s discretion and setup by the IT technicians. The password is not given out.

**Social networking** – sites are blocked in school, except for controlled access for some staff to the School’s Facebook page.

Staff should fully acquaint themselves with the privacy settings that are available on any social networking profile in order that profiles are not publicly available.

Members of staff should never knowingly become “friends” with students on any social networking site or engage with pupils on internet chat.

Staff and Governors should not use social networking sites to comment on school life or issues.

**Use of Email** - all members of staff should use their professional email address for conducting school business. Use of school email for personal/social use is at the discretion of the Headteacher.

**Passwords** - staff should keep passwords private. Passwords are confidential and individualised to each person. Passwords should be alpha-numeric to give greater protection.

On no account should a member of staff allow a student to use a staff login.

**File sharing** - technology such as peer to peer (P2P) and bit torrents is not permitted on the School's Network.

**Personal Use** - staff are not permitted to use ICT equipment for personal use unless the Head teacher allows otherwise.

**Images and Videos** - staff should not upload onto any Internet site, images or videos of themselves or other staff or pupils without consent. The school Photograph's Policy must be followed.

**Use of Personal ICT** - use of personal ICT equipment is at the discretion of the school. Any such use will be stringently checked for up to date anti-virus and malware checkers. Our IT system has protection against untrusted equipment trying to access it.

**Viruses and other malware** – this activity is monitored by our security systems and appropriate actions are taken by the school IT technicians.

**Remote Working** – Where authorised, as long as only used on supplied school equipment, in safe working environments, remote working can be allowed. Where a member of staff has to take home sensitive or confidential information sufficient safeguards should be in place to prevent loss or misuse. Laptops are protected with passwords and encrypted hard drives.

## **E-Safety for Pupils**

Pupils will be encouraged to talk to a member of staff to discuss any issues they have with e-safety. A list of CEOPs Dos and Don'ts is included as Appendix 3.

E-safety will be taught primarily through the PSHE curriculum during every school year. This is supplemented with the computing curriculum and when the children are using ICT in other subjects too. E-safety and cyber-bullying will also feature heavily during anti-bullying week each year. We foster an ethos of openness so children can talk about their IT usage and aren't afraid to talk about their concerns and experiences.

During e-safety lessons, children will be taught:

- to never post private information that you wouldn't want to be seen in a public arena
- that Internet and email use is subject to monitoring
- that they will be allowed to access the Internet for learning activities such as research, online activities and online educational games but that the Internet is not to be used to access anything which is illegal, or anything that someone else may find offensive
- if children are unsure about something they see on the Internet, or if they feel something is inappropriate, to turn the computer monitor off and let their teacher know
- to never try to bypass the security by using proxy sites, as these are all monitored. This security is in place to protect them from illegal sites, and to stop others from hacking into

other people's accounts

- that they should never allow anyone else to know and use their logins or passwords. If they think someone else may have their details they need to tell a member of staff
- that the g-drive (user area) is provided to access shared files. It is not to be used to save children's work or other files that they have brought in from home
- the protocol for using a memory stick in School
- that social networking (for example Bebo, Facebook, Flickr) is not allowed in school and that there are age limits on such sites, e.g. you should be over 13 years old to have a profile on Facebook
- that they should never upload pictures or videos of others without their permission
- that it is not advisable to upload pictures or videos of yourself either, as videos and pictures can easily be manipulated and used against them
- the seriousness of making negative remarks about the school or anyone within the school
- when using social networks, to always keep your personal information private to invited friends only and never post personal information such as your full name, date of birth, address, school, phone number etc
- when using social networks, to consider using a nickname and only inviting people you know. Universities and future employers have been known to search social networking sites
- when using social networks, to beware of fake profiles and people pretending to be somebody else. If something doesn't feel right to follow their instincts and report it to an appropriate adult. They will be taught to never create a false profile as a joke and pretend to be somebody else, as this can have serious consequences
- to never use an instant chat facility to chat to anyone that you don't know or don't recognise. It is recommended that they never meet a stranger after meeting them online. If they do, they should inform their parents and take one of them with them
- that you should never take information from the internet and use it as your own. A lot of information is copyright, which means that it is owned by somebody else and it is illegal to use this information without permission from the owner. If they are unsure, they should ask a teacher
- when using school email, to always be polite and don't use inappropriate language (e.g. swearing, discriminatory language); to consider what they are saying, and how it might be read by somebody else. Without emoticons it is difficult to show emotions in things like emails and blogs, and some things they write may be read incorrectly
- that in the same way that some Internet services can be used inappropriately, the same is true with mobile phones
- that mobile phones should not be brought into school but if they are needed (e.g. for children on transport) they are handed in to the Office or your class teacher for safe keeping, at the start of every day

- to never take inappropriate pictures of themselves and send to them to friends or upload onto social networking sites. Never forward inappropriate pictures that they have received from somebody else. This can be an illegal act.

## Useful websites:

CEOP is a part of the UK police force dedicated to the eradication of child sexual abuse.  
[www.ceop.gov.uk](http://www.ceop.gov.uk)

IWF (Internet Watch Foundation) provides the UK hotline to report criminal online content.  
[www.iwf.org.uk](http://www.iwf.org.uk)

BBC - e-safety information for the younger child. [www.bbc.co.uk/cbbc/help/web/staysafe](http://www.bbc.co.uk/cbbc/help/web/staysafe)

Cybermentors is all about young people helping and supporting people online.  
[www.cybermentors.org.uk](http://www.cybermentors.org.uk)

### ICO

The Information Commissioner's Office in the United Kingdom, is a non-departmental public body which reports directly to Parliament and is sponsored by the Department for Digital, Culture, Media and Sport.

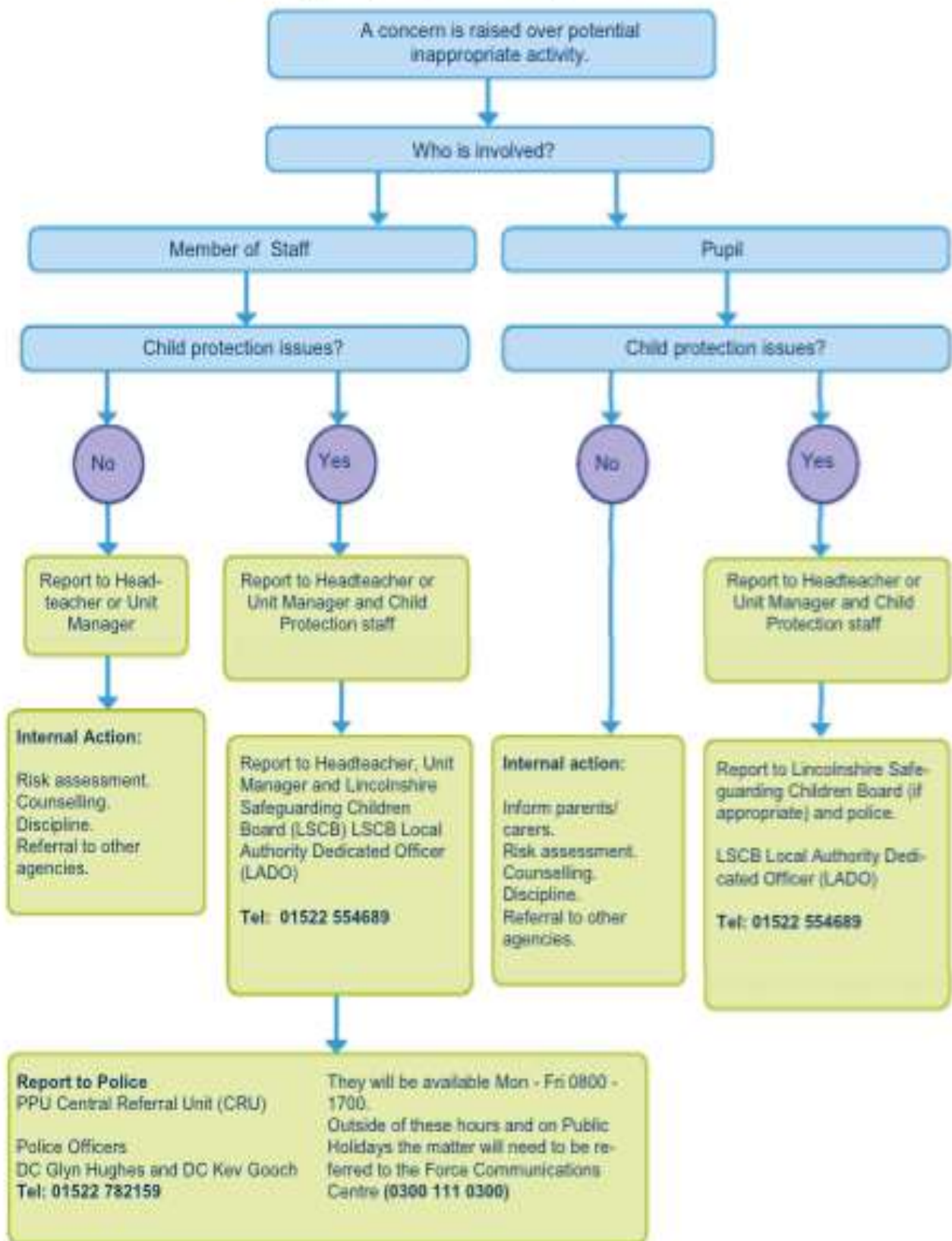
<http://ico.org.uk>

Action Fraud - Action**Fraud** is the UK's national **fraud** and **cyber** crime reporting centre  
<https://www.actionfraud.police.uk/>

Digital citizenship is about building safe spaces and communities, understanding how to manage personal information, and about being internet savvy - using your online presence to grow and shape your world in a safe, creative way, and inspiring others to do the same.<sup>[1]</sup>  
[www.digizen.org](http://www.digizen.org)

# Appendix 1

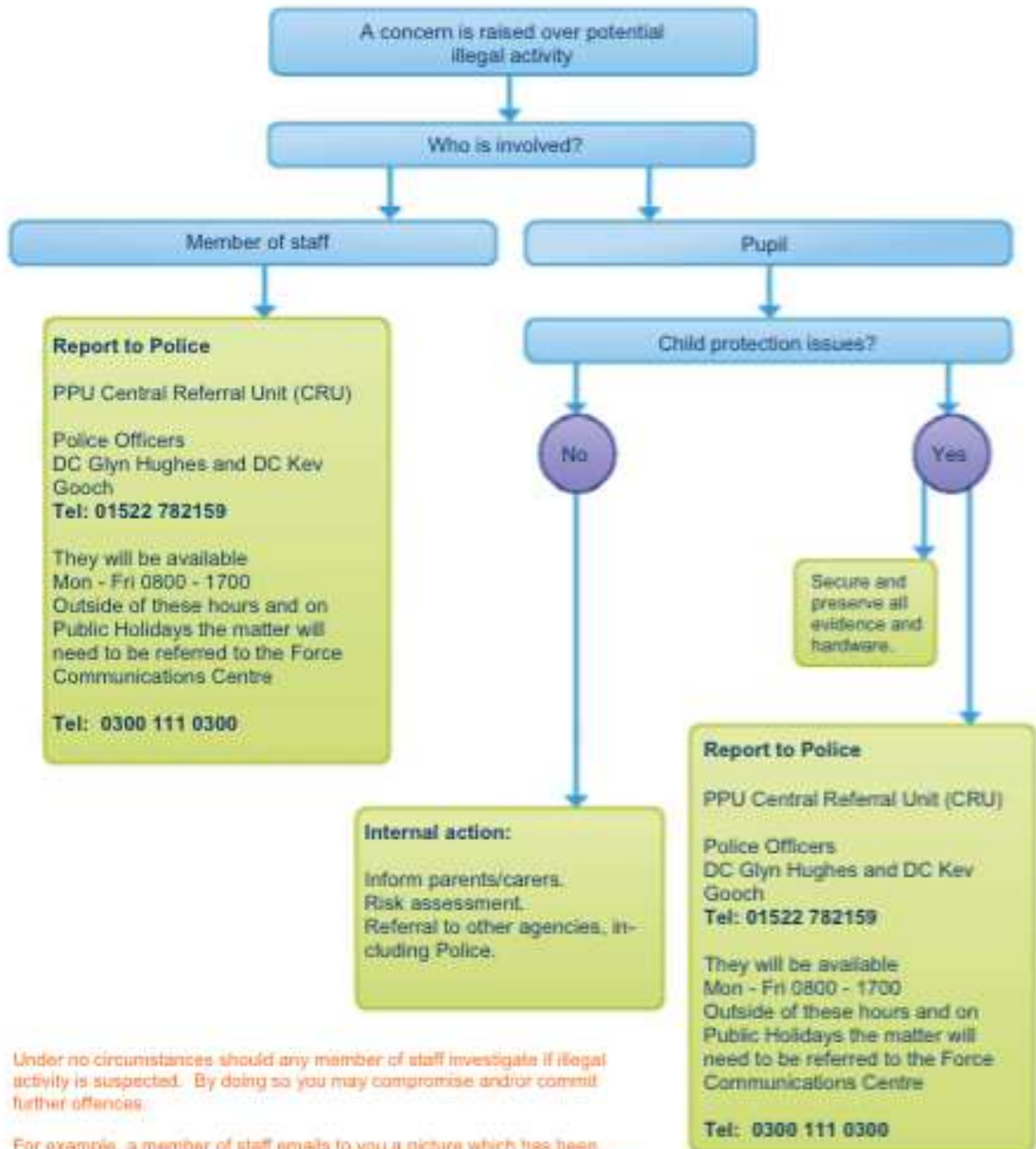
## Inappropriate Activity flowchart





## Appendix 2

### Illegal Activity flowchart



Under no circumstances should any member of staff investigate if illegal activity is suspected. By doing so you may compromise and/or commit further offences.

For example, a member of staff emails to you a picture which has been found on another person's computer. The picture looks to be a young person in a state of undress or sexually provocative. You email this to the Headteacher to ask for advice.

Within these 2 emails, two offences of distributing images of child abuse have been committed.

## Appendix 3

### Dos and Don'ts (Unacceptable Use)

Some simple dos and don'ts for everybody (courtesy of CEOP):

Never give out personal details to online friends that you don't know offline.

Understand what information is personal: i.e. email address, mobile number, School name, sports club, meeting up arrangements, pictures or videos of yourself, friends or family. Small pieces of information can easily be pieced together to form a comprehensive insight into your personal life and daily activities.

Think carefully about the information and pictures you post on your profiles. Once published online, anyone can change or share these images.

It can be easy to forget that the Internet is not a private space, and as result sometimes people engage in risky behaviour online. Don't post any pictures, videos or information on your profiles, or in chat rooms, that you would not want a parent or carer to see.

If you receive spam or junk email and texts, never believe the content, reply to them or use them.

Don't open files that are from people you don't know. You won't know what they contain—it could be a virus, or worse - an inappropriate image or film.

Understand that some people lie online and that therefore it's better to keep online mates online. Never meet up with any strangers without an adult that you trust.

Don't forget, it is never too late to tell someone if something or someone makes you feel uncomfortable.

**Removable media** – We no longer allow the use of memory sticks or any writable removable media. This is policy and software controlled as well as monitored.

**Monitoring** - Staff should note that computer use, Internet and email usage are subject to monitoring.

**Breaches of Policy** – Disciplinary procedures apply.

**Data Protection** - Please refer to our GDPR Procedure for Information on data breaches.