KEW WOODS PRIMARY SCHOOL

Online Safety Policy

Contents

1. Introduction and Overview

Rationale

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Kew Woods Primary School with respect to the use of ICT-based technologies.
- Safeguard and protect the children and staff of Kew Woods Primary School.
- Assist school staff working with children to work safely and responsibly with the Internet and other communication technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use.
- Have clear structures to deal with online abuse such as cyber-bullying, which are cross-referenced with other school policies.
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

The main areas of risk for our school community can be summarised as follows:

Content

- Exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse
- Lifestyle websites, for example pro-anorexia/self-harm/suicide sites
- Hate sites
- Content validation: how to check authenticity and accuracy of online content

Contact

- Grooming
- Cyber-bullying in all forms
- Identity theft (including 'frape' (hacking Facebook profiles)) and sharing passwords

Conduct

- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation
- Health and well-being (amount of time spent online (Internet or gaming))
- Sexting (sending and receiving of personally intimate images) also referred to as SGII (self-generated indecent images)

- Copyright (little care or consideration for intellectual property and ownership – such as music and film)

(Ref Ofsted 2013)

Scope

This policy applies to all members of Kew Woods Primary School community (including staff, students/ pupils, volunteers, parents/ carers, visitors, community users) who have access to and are users of school/ academy computer and communication systems, both in and out of Kew Woods Primary School.

The Education and Inspections Act 2006 empowers Headteachers / Principals to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the *school* / *academy* site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other Online Safety incidents covered by this policy, which may take place outside of the school / academy, but is linked to membership of the school / academy. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix for template policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

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 Online Safety behaviour that take place out of school.

Roles and Responsibilities

Role	Key Responsibilities
Headteacher	• To take overall responsibility for Online Safety provision • To take overall responsibility for data and data security • To ensure the school uses an approved, filtered Internet Service, which complies with current statutory requirements e.g. Agilysis, Smoothwall • To be responsible for ensuring that staff receive suitable training to carry out their Online Safety roles and to train other colleagues, as relevant • To be aware of procedures to be followed in the event of a serious Online Safety incident. • To receive regular monitoring reports from the Computing Co-ordinator/ Officer • To ensure that there is a system in place to monitor and support staff who carry out internal Online Safety procedures(e.g. network manager)

Computing Co-ordinator / Designated Child Protection Lead	• Takes day to day responsibility for Online Safety issues and has a leading role in establishing and reviewing the school Online Safety policies / documents
	• Promotes an awareness and commitment to e-safeguarding throughout the school community
	• Ensures that Online Safety education is embedded across the curriculum
	• Liaises with school ICT technical staff
	• To communicate regularly with SLT and the designated Online Safety Governor/ committee to discuss current issues, review incident logs and filtering/ change control logs
	• To ensure that all staff are aware of the procedures that need to be followed in the event of an Online Safety incident
	• To ensure that an Online Safety incident log is kept up to date
	• Facilitates training and advice for all staff
	• Liaises with the Local Authority and relevant agencies
	• Is regularly updated in Online Safety issues and legislation, 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 and use of social media

Governors/ Online safety governor	• To ensure that the school follows all current Online Safety advice to keep the children and staff safe • To approve the Online Safety Policy and review the effectiveness of the policy. This will be carried out by the Governors / Governors Sub Committee receiving regular information about Online Safety incidents and monitoring reports. A member of the Governing Body has taken on the role of Online safety Governor • To support the school in encouraging parents and the wider community to become engaged in Online Safety activities • The role of the Online safety Governor will include regular review

Role	Key Responsibilities
	with the Online safety Co-ordinator / Officer (including Online Safety incident logs, filtering / change control logs)
Computing Subject Leader	• To oversee the delivery of the Online Safety element of the Computing curriculum
Network Manager/ technician	• To report any Online Safety related issues that arise, to the Computing coordinator. • To ensure that users may only access the school's networks through an authorised and properly enforced password protection policy, in which passwords are regularly changed • To ensure that provision exists for misuse detection and malicious attack e.g. keeping virus protection up to date) • To ensure the security of the school ICT system • To ensure that access controls / encryption exist to protect personal and sensitive information held on school-owned devices • The school's policy on web filtering is applied and updated on a regular basis • That he/ she keeps up to date with the school's Online Safety policy and technical information in order to effectively carry out their Online Safety role and to inform and update others as relevant • That the use of the *network / Virtual Learning Environment/ remote access/ email* is regularly monitored in order that any misuse/ attempted misuse can be reported to the *Computing Co-ordinator/Head teacher for investigation/ action/ sanction* • To ensure appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster. • To keep up-to-date documentation of the school's e-security and technical procedures
Computing Subject Leader	• To ensure that all data held on pupils via online systems (e.g. Purple Mash, Depth of Learning assessment tracker) is adequately protected in line with GDPR requirements, and that an inventory of these systems is regularly updated
Data Manager	• To ensure that all data held on pupils on the school office machines have appropriate access controls in place
Teachers	• To embed Online Safety issues in all aspects of the curriculum and other school activities • To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extra-curricular and extended school activities if relevant) • To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws
All staff	• To read, understand and help promote the school's Online Safety policies and guidance • To read, understand, sign and adhere to the school staff Acceptable Use Agreement / Policy • To be aware of Online 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 • To report any suspected misuse or problem to the computing coordinator • To maintain an awareness of current Online Safety issues and

Role	Key Responsibilities
	guidance e.g. through CPD • To model safe, responsible and professional behaviours in their own use of technology • To ensure that any digital communications with pupils should be on a professional level and only through school based systems, never through personal mechanisms, e.g. email, text, mobile phones etc.
Pupils	• Read, understand, sign and adhere to the Student / Pupil Acceptable Use Policy (NB: at KS1 it would be expected that parents/ carers would sign with the pupils) • Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations • To understand the importance of reporting abuse, misuse or access to inappropriate materials • To know what action to take if they or someone they know feels worried or vulnerable when using online technology. • To know and understand school policy on the use of mobile phones, digital cameras and hand held devices. • To know and understand school policy on the taking / use of images and on cyber-bullying. • To understand the importance of adopting good Online Safety practice when using digital technologies out of school and realise that the school's Online safety Policy covers their actions out of school, if related to their membership of the school • To take responsibility for learning about the benefits and risks of using the Internet and other technologies safely both in school and at home • To help the school in the creation/ review of Online Safety policies
Parents/carers	• To support the school in promoting Online Safety and endorse the Parents' Acceptable Use Agreement which includes the pupils' use of the Internet and the school's use of photographic and video images • To read, understand and promote the school Pupil Acceptable Use Agreement with their children • To access the school website / LEARNING PLATFORM / on-line student / pupil records in accordance with the relevant school Acceptable Use Agreement. • To consult with the school if they have any concerns about their children's use of technology
External groups	• Any external individual / organisation will sign an Acceptable Use Policy prior to using any equipment or the Internet within school

<u>Communication</u>:

The policy will be communicated to staff/pupils/community in the following ways:

- Policy to be posted on the school website with hard copies available from school on request.
- Policy to be part of school induction pack for new staff.

- Acceptable use agreements discussed with pupils at the start of each year.
- Acceptable use agreements to be issued to whole school community, usually on entry to the school.
- Acceptable use agreements to be held in pupil and personnel files.

Handling complaints

The school will take all reasonable precautions to ensure Online Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- Interview with teacher/ Computing Subject Leader/ SLT / Headteacher;
- Informing parents or carers;
- Removal of Internet or computer access for a period, [which could ultimately prevent access to files held on the system, including online homework];
- Referral to LA / Police.

Our Computing Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Headteacher.

Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school / LA child protection procedures.

Review and Monitoring

The Online Safety policy is referenced from within other school policies: Computing and Learning Technology policy, Child Protection policy, Anti-Bullying policy and in the School Development Plan, Behaviour policy, Personal, Social and Health Education and for Citizenship policies.

- The school has a Computing coordinator who will be responsible for document ownership, review and updates.
- The Online Safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school
- The Online Safety policy has been written by the school Computing Coordinator and is current and appropriate for its intended audience and purpose.
- There is widespread ownership of the policy and it has been agreed by the SLT and approved by Governors and other stakeholders. All amendments to the school e-safeguarding policy will be discussed in detail with all members of teaching staff.

2. Education and Curriculum

Pupil Online Safety curriculum

This school

- Is highly aware of the impact of social media and the effect it can have of health and wellbeing. We take steps to educate all stakeholders about these risks and ways in which they can receive support. Our curriculum for online safety is designed based up the guidance from SWGFL.
- Has a clear, progressive Online Safety education programme as part of the Computing curriculum / PSHE curriculum. This covers a range of skills and behaviours appropriate to their age and experience, including:
    - To STOP and THINK before they CLICK
    - To develop a range of strategies to evaluate and verify information before accepting its accuracy;
    - To be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be;
    - To know how to narrow down or refine a search;
    - [For older pupils] to understand how search engines work and to understand that this affects the results they see at the top of the listings;
    - To understand acceptable behaviour when using an online environment / email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
    - To understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
    - To understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
    - To understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;
    - To understand why they must not post pictures or videos of others without their permission;
    - To know not to download any files – such as music files - without permission;
    - To have strategies for dealing with receipt of inappropriate materials;
    - To understand the impact of cyberbullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying.
    - To know how to report any abuse including cyberbullying; and how to seek help if they experience problems when using the Internet and related technologies, i.e. parent or carer, teacher or trusted staff member, or an organisation such as ChildLine or the CLICK CEOP button.

- Plans Internet use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas.
- Will remind students about their responsibilities through an end-user Acceptable Use Policy which every student will sign/will be displayed throughout the school/will be displayed when a student logs on to the school network.
- Ensures staff will model safe and responsible behaviour in their own use of technology during lessons.
- Ensures that when copying materials from the web, staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright / intellectual property rights;
- Ensures that staff and pupils understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include, risks in pop-ups; buying on-line; on-line gaming / gambling;
- Ensure all stakeholders are aware of the mental health issues related to social media, and how to take measures to find support with this.

Staff and governor training

This school

- Ensures staff know how to send or receive sensitive and personal data and understand the requirement to encrypt data where the sensitivity requires data protection;
- Makes regular training available to staff on Online Safety issues and the school's Online Safety education program
- Provides, as part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the e-safeguarding policy and the school's Acceptable Use Policies.

Parent awareness and training

This school

- Runs a rolling programme of advice, guidance and training for parents, including:
    - Introduction of the Acceptable Use Agreements to new parents, to ensure that principles of e-safe behaviour are made clear
    - Information leaflets; in school newsletters; on the school web site;
    - Demonstrations, practical sessions held at school;
    - Suggestions for safe Internet use at home;
    - Provision of information about national support sites for parents.

3. Expected Conduct and Incident management

Expected conduct

In this school, all users:

- Are responsible for using the school ICT systems in accordance with the relevant Acceptable Use Policy which they will be expected to sign before being given access to school systems. (At KS1 it would be expected that parents/carers would sign on behalf of the pupils.)
- Need to understand the importance of misuse or access to inappropriate materials and are aware of the consequences
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- Should understand the importance of adopting good Online Safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school
- 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

Staff

- Are responsible for reading the school's Online Safety policy and using the school ICT systems accordingly, including the use of mobile phones, and hand held devices.

Students/Pupils

- Should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations

Parents/Carers

- Should provide consent for pupils to use the Internet, as well as other technologies, as part of the Online Safety acceptable use agreement form at time of their child's entry to the school
- Should know and understand what the 'rules of appropriate use' are and what sanctions result from misuse

Incident Management

In this school:

- there is strict monitoring and application of the Online Safety policy and a differentiated and appropriate range of sanctions, though the attitudes and behaviour of users are generally positive and there is rarely need to apply sanctions
- All members and its wider community are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes.

- Support is actively sought from other agencies as needed (e.g. the local authority and regional broadband grid, UK Safer Internet Centre helpline) in dealing with Online Safety issues
- Monitoring and reporting of e safety incidents takes place and contribute to developments in policy and practice in Online Safety within the school.
- Parents / carers are specifically informed of Online Safety incidents involving young people for whom they are responsible.
- We will contact the Police if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law

4. Managing the ICT infrastructure

N.B. The school has separate policies in place for:

- Passwords
- Filtering
- Computing
- Social Networking

E-mail

This school

- Provides staff with an email account for their professional use, and makes clear personal email should be through a separate account;
- Provides *highly restricted simulated environments for e-mail with Key Stage 1 pupils*;
- Does not publish personal e-mail addresses of pupils or staff on the school website. We use anonymous or group e-mail addresses.
- Will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date
- Reports messages relating to or in support of illegal activities to the relevant Authority and if necessary to the Police.
- Knows that spam, phishing and virus attachments can make e mails dangerous. We use a number of LA-provided technologies to help protect users and systems in the school, including desktop anti-virus product Sophos, plus direct email filtering for viruses, Trojans, pornography, phishing and inappropriate language.

Pupils:

- Year R/1 pupils are introduced to principles of e-mail.
- Pupils cannot receive external email

- Pupils are taught about the safety and 'netiquette' of using e-mail both in school and at home i.e. they are taught:
    - Not to give out their e-mail address unless it is part of a school managed project or to someone they know and trust and is approved by their teacher or parent/carer;
    - That an e-mail is a form of publishing where the message should be clear, short and concise;
    - That any e-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper;
    - They must not reveal private details of themselves or others in e-mail, such as address, telephone number, etc.;
    - To 'Stop and Think Before They Click' and not open attachments unless sure the source is safe;
    - That they should think carefully before sending any attachments;
    - Embedding adverts is not allowed;
    - That they must immediately tell a teacher / responsible adult if they receive an e-mail which makes them feel uncomfortable, is offensive or bullying in nature;
    - Not to respond to malicious or threatening messages;
    - Not to delete malicious of threatening e-mails, but to keep them as evidence of bullying;
    - Not to arrange to meet anyone they meet through e-mail without having discussed with an adult and taking a responsible adult with them;
    - That forwarding 'chain' e-mail letters is not permitted.

- Pupils sign the school Agreement Form to say they have read and understood the Online Safety rules, including e-mail and we explain how any inappropriate use will be dealt with.

Staff:

- Staff can only use the e mail systems on the school system
- Staff only use Google Apps e-mail systems for professional purposes
- Access in school to external personal e mail accounts may be blocked
- Never use email to transfer staff or pupil personal data.
- Staff know that e-mail sent to an external organisation must be written carefully, (and may require authorisation), in the same way as a letter written on school headed paper. That it should follow the school 'house-style':
    - The sending of multiple or large attachments should be limited, and may also be restricted by the provider of the service being used;
    - The sending of chain letters is not permitted;
    - Embedding adverts is not allowed;

- All staff sign our LA / school Agreement Form AUP to say they have read and understood the Online Safety rules, including e-mail and we explain how any inappropriate use will be dealt with.

School website

- The Headteacher takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- Uploading of information is restricted to our website authorisers: <e.g. Computing Subject Leader >
- The school web site complies with the statutory DfE guidelines for publications;
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- The point of contact on the web site is the school address, telephone number and we use a general email contact address;
- Photographs published on the web do not have full names attached;
- We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website;
- We do not use embedded geodata in respect of stored images
- We expect teachers using' school approved blogs or wikis to password protect them and run from the school website.

Learning platforms and online sites

- Uploading of information on approved learning websites (e.g. Purple mash) is managed by the IT leader.
- Responsibility for images uploaded to the school blogs, EYFS evidence app and Seesaw is shared between different staff members according to their responsibilities e.g. all class teachers upload information in their class areas;
- Photographs and videos uploaded to Seesaw will only be accessible by members of the school community;
- Photographs and videos uploaded to EYFS evidence app will only be accessible by members of the school community and aligned parents;
- In school, pupils are only able to upload and publish within school approved and closed systems (Seesaw);

Social networking

- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications.
- The school's preferred system for social networking will be maintained in adherence with the communications policy.

School staff will ensure that in private use:

- No reference should be made in social media to students / pupils, parents / carers or school staff

- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the *school* or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

CCTV

- We have CCTV in the school as part of our site surveillance for staff and student safety. We will not reveal any recordings, without permission except where disclosed to the Police as part of a criminal investigation.
- We use specialist lesson recording equipment on occasions as a tool to share best teaching practice. We do not reveal any such recordings outside of the staff and will not use for any other purposes.
- There are designated members of staff who are allowed to view the CCTV under the headteacher's direction.

5. Data security: Management Information System access and Data transfer

Strategic and operational practices

At this school:

- The School Business Manager is the data lead.
- Staff are clear who are the key contact(s) for key school information.
- We ensure staff know who to report any incidents where data protection may have been compromised.
- All staff are DBS checked and records are held in one central record.

  We ensure ALL the following school stakeholders sign an Acceptable Use Agreement form. We have a system so we know who has signed.

  - staff,
  - governors,
  - pupils
  - parents

  This makes clear staffs' responsibilities with regard to data security, passwords and access.
- We follow LA guidelines for the transfer of any data, such as MIS data or reports of children, to professionals working in the Local Authority or their partners in Children's Services / Family Services, Health, Welfare and Social Services.
- We require that any Protect and Restricted material must be encrypted if the material is to be removed from the school and limit such data removal. / We have an approved remote access solution so staff can access sensitive and other data from home, without need to take data home.
- School staff with access to setting-up usernames and passwords for email, network access and Learning Platform access are working within

the approved system and follow the security processes required by those systems.

- We ask staff to undertaken at least annual house-keeping to review, remove and destroy any digital materials and documents which need no longer be stored.
- Please refer to GDPR Policy for further information.

Technical Solutions

- Staff have a secure area on the school network to store pupil sensitive data and photographs
- We require staff to log-out of systems when leaving their computer, but also enforce lock-out after computers are idle for 15 minutes.
- We do not permit if any member of staff has to take any sensitive information off site.
- We use the DfE S2S site to securely transfer CTF pupil data files to other schools.
- We store any Protect and Restricted written material in lockable storage cabinets in a lockable storage area.
- All servers are in lockable locations and managed by DBS-checked staff.
- We lock any back-up tapes in a secure, fire-proof cabinet. Back-ups are encrypted. No back-up tapes leave the site on mobile devices.
- We comply with the WEEE directive on equipment disposal by using an approved or recommended disposal company for disposal of equipment where any protected or restricted data has been held and get a certificate of secure deletion for any server that once contained personal data. The company that we use for this is http://www.prmgreentech.com/
- Portable equipment loaned by the school (for use by staff at home), where used for any protected data, is disposed of through the same procedure.
- Paper based sensitive information is shredded, using cross cut shredder / collected by secure data disposal service.
- We are using secure file deletion software.

6. Equipment and Digital Content

Personal mobile phones and mobile devices

- Mobile phones brought into school are entirely at the staff member/ visitors' own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.
- Student mobile phones which are brought into school must be turned off (not placed on silent) and stored in the school office, with a written note from the parent specifying the reason for the phone being in school (e.g. for contact at home time if walking home alone). Staff members may use their phones during school break times, when not on duty, in designated areas (e.g. staffroom).
  All visitors are requested to keep their phones on silent.
- The recording, taking and sharing of images, video and audio on any mobile phone is not permitted.
- The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand held devices (iPads) may be searched at any time as part of routine monitoring.
- Where parents or students need to contact each other during the school day, they should do so only through the School's telephone. Staff may use their phones during break times. If a staff member is expecting a personal call they may leave their phone with the school office to answer on their behalf, or seek specific permissions to use their phone at other than their break times.
- Mobile phones and personally-owned devices will not be used in any way during lessons or formal school time. They should be switched off or silent at all times, and stored in a secure location away form the learning environment.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Mobile phones and personally-owned devices are not permitted to be used in certain areas within the school site, e.g. changing rooms and toilets.
- The Bluetooth or similar function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.
- No images or videos should be taken on mobile phones or personally-owned mobile devices at any time in school.
- Staff should use the school mobile telephone when on a trip offsite e.g. swimming. The phone should be signed in and out of the office.

Students' use of personal devices

- The School strongly advises that student mobile phones should not be brought into school.
- The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety.
- If a student breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents or carers in accordance with the school policy.
- If a student needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Students should protect their phone numbers by only giving them to trusted friends and family members.
- Students should not wear smart watches to school.
- No students should bring his or her mobile phone or personally-owned device into school without written notification as to why, otherwise Any device brought into school will be confiscated.

Staff use of personal devices

- Staff iPads must have a 4-digit passcode activated, and laptops must have a secure password.
- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.
- Staff will be issued with a school phone where contact with students, parents or carers is required.
- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose.
- If a member of staff breaches the school policy, then disciplinary action may be taken.

Digital images and video
In this school:

- We gain parental / carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter / son joins the school;

- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials / DVDs;
- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils;
- If specific pupil photos (not group photos) are used on the school web site, in the prospectus or in other high profile publications the school will obtain individual parental or pupil permission for its long term use
- The school blocks/filter access to social networking sites or newsgroups unless there is a specific approved educational purpose;
- Pupils are taught about how images can be manipulated in their Online Safety education programme and also taught to consider how to publish for a wide range of audiences which might include governors, parents or younger children as part of their ICT scheme of work;
- Pupils are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
- Pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identify of others and their location, such as house number, street name or school. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.

Asset disposal

Details of all school-owned hardware will be recorded in a hardware inventory.
Details of all school-owned software will be recorded in a software inventory.

All redundant equipment will be disposed of through an authorised agency. This will include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data.

All redundant equipment that may have held personal data will have the storage media forensically wiped. Alternatively, if the storage media has failed, it will be physically destroyed. The school will only use authorised companies who will supply a written guarantee that this will happen
Disposal of any equipment will conform to The Waste Electrical and Electronic Equipment Regulations 2006 and/or The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007. Further information can be found on the Environment Agency website.

Appendices:

1. Acceptable Use Agreement (Staff)
2. Acceptable Use Agreement (Pupils)
3. Acceptable Use Agreement including photo/video permission (Parents)
4. Filtering Policy
5. Password Policy
6. Search and Confiscation guidance from DfE
   https://www.gov.uk/government/publications/searching-screening-and-confiscation

Acceptable Usage Policy Staff

Linked to 360Safe AUP Guidelines

Background and purpose

With access to rich dynamic content, connectivity across the globe, a platform for creativity and a place to engage in debate, digital technologies provide a powerful tool for learning. Digital technologies give staff opportunities to enhance children's learning in their care and enable staff to become more efficient in their work. The very nature of digital technologies means that they should be used with care and particular attention given to demonstrating appropriate behaviours and avoidance of misuse at all times.

Professional integrity and strong moral purpose must be upheld at all times by staff. It is the duty of all staff members to ensure that children in their care get the very best start to the world of digital technology. This should include provision of a rich, robust online safety education for the children with clear reporting procedures for infringements to safeguarding. Having a transparent approach to using digital technology is a must. Additionally, staff should develop critical thinking in their children, along with strategies for avoiding unnecessary harm and strategies for dealing with online safety infringements.

The school's internet, network and ICT systems and subscriptions to services should be used with the utmost professionalism at all times.

The school will aim to provide its staff with secure systems which will have filtering, monitoring and virus protection included. Anyone with access to the systems should be aware that their use of the systems is monitored, and this can be used to form evidence should any suspected infringements occur.

Acceptable Use Agreement

By signing this agreement, you will have access to the school's systems and acknowledge that you agree to all the statements below. Additionally, that you have read and understand school policies which have a bearing on this agreement.

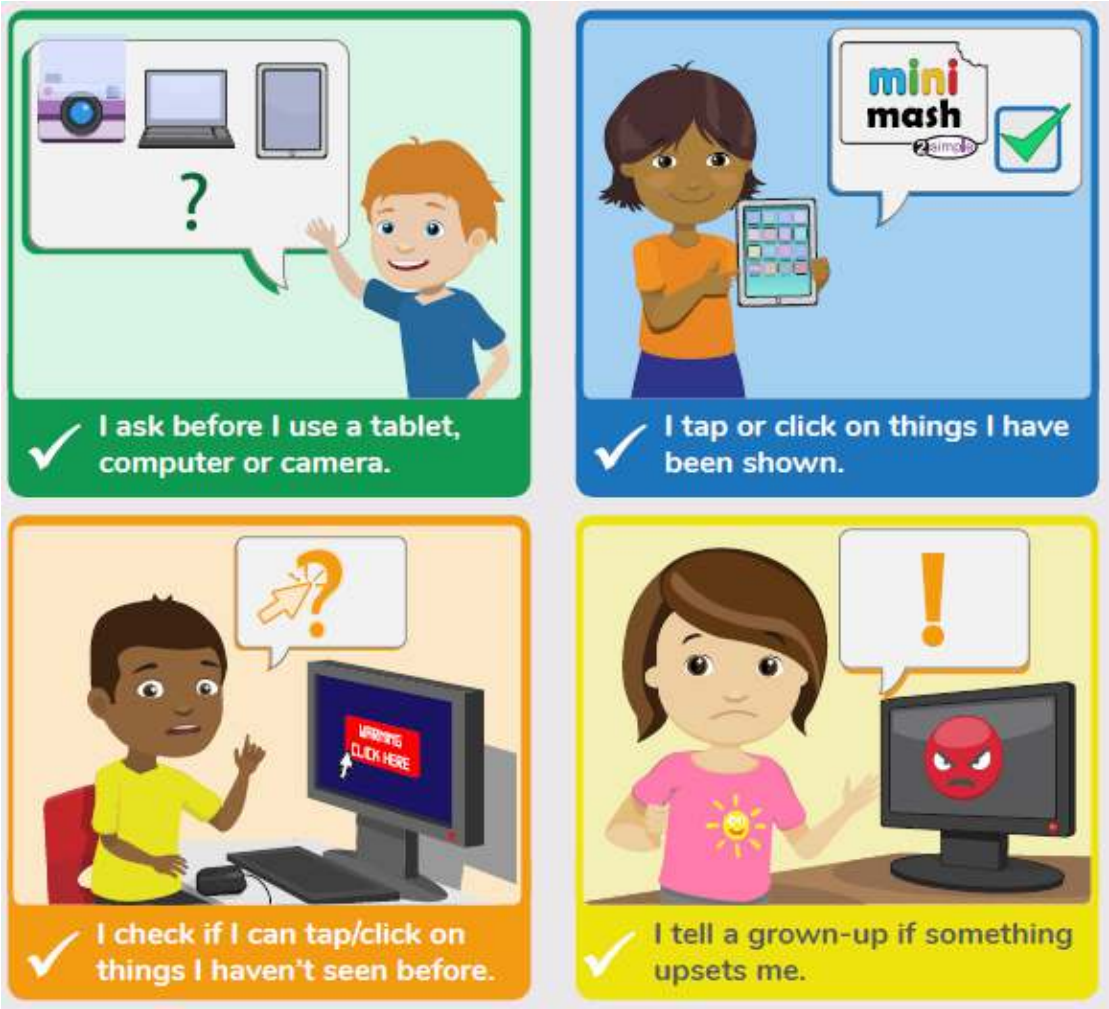
- I will demonstrate the value of the use of digital technologies in improving the outcomes for children in my care.
- I will educate children in my care in the safe use of digital technologies, acting on any online safety issues in accordance with the school's policies.
- I understand my use of the school's ICT systems/networks and internet is monitored.
- I recognise that whether within school or out of school, I must abide by the rules/statements set out in this document when using systems, accessing/transferring data that relate to the school or impact on my role within the school and wider community.
- I know what GDPR is and how this has a bearing on how I access, share, store and create data.
- Any data that I have access to away from school premises must be kept secure and used with specific purpose. As outlined in the school's data protection policy, it is my responsibility to ensure when accessing data remotely that I take every bit of reasonable care to ensure the integrity and security of the data is maintained.
- I understand that I am fully responsible for my behaviours both in and out of school and as such recognise that my digital communications, subscriptions and content I access can have a bearing on my professional role.
- I recognise that my social media activity can have a damaging impact on the school and children in my care at school if I fail to uphold my professional integrity at all times whilst using it.
- If I am contributing to the school's social media account(s) or website(s) I will follow all guidelines given to me, with particular care given to what images/video imagery and details can be uploaded.
- I will never upload images/video imagery of staff/pupils or other stakeholders to my personal social media accounts unless there is significant reason to and that permission has been granted by the head teacher in writing for each occurrence.
- I will inform the school at the earliest opportunity of any infringement both on and off site by myself. Furthermore, if I am concerned about others' behaviours/conduct, I will notify the school at the earliest opportunity.
- I will never deliberately access, upload or download illegal, inflammatory, obscene or inappropriate content that may cause harm or upset to others.
- I will never download or install software unless permission has been given by the appropriate contact at school.
- I shall keep all usernames and passwords safe and never share them. Writing down usernames and passwords, including storing them electronically, constitutes a breach to our data protection and safeguarding policy.
- I will never leave equipment unattended which could leave data and information vulnerable; this extends to accessing data/ services/content remotely.
- Any personal devices I own shall not be used to access school systems/data/services/content remotely unless I have adequate virus protection and permission from the school.
- I understand that mobile devices, including smart watches, shall not be used, nor in my possession, during times of contact with children. These devices will be securely locked away with adequate password protection on them should they be accessed by an unauthorised person.
- Any school trips/outings or activities that require a mobile phone/ camera will be provided by the school and any data collected on them will be used in accordance with school policies.
- At no point- will I use my own devices for capturing images/ video or making contact with parents/carers.

Signed _____ Print _____ Date _____

Acceptable Usage Policy EYFS Children

Linked to 360Safe AUP Guidelines

These rules have been written to make sure that you stay safe when using the computers. This includes cameras, iPads and microphones too. By using the ICT in school, you have agreed to follow these rules. Your teacher will talk about these rules before you sign them and a copy will be sent home to your parents. Please read through this with your child, sign and return to school.



Signed (Pupil) _____

Signed (Parent) _____

Class _____

Date _____

Acceptable Usage Policy KS1 Children

Linked to 360Safe AUP Guidelines

These rules have been written to make sure that you stay safe when using the computers. This includes cameras, iPads and microphones too. By using the ICT in school, you have agreed to follow these rules. Your teacher will talk about these rules before you sign them and a copy will be sent home to your parents.
Please read through this with your child, sign and return to school.

- ✓ I always ask a teacher or suitable adult if I want to use the computers, tablets or cameras.
- ✓ I only open activities that an adult has told or allowed me to use.
- ✓ I know that I must tell an adult if I see something on a screen that upsets me, or I am unsure of.
- ✓ I keep my passwords safe and will never use someone else's.
- ✓ I know personal information such as my address and birthday should never be shared online.
- ✓ I know I must never communicate with strangers online.
- ✓ I am always polite when I post to our blogs, use our email and other communication tools.

I understand this agreement and know the consequences if I don't follow it.

Signed (Pupil) _____

Signed (Parent) _____

Class _____

Date _____

Acceptable Usage Policy KS2 Children

Linked to 360Safe AUP Guidelines

This document is to provide some guidelines to ensure that you stay safe and act responsibly when using the computers. When we talk about ICT, we are talking about computers, netbooks, and everything else including cameras, iPads and other devices. By using the ICT in school, you have agreed to follow these rules. Please discuss these rules with your child, sign the agreement, and return to school as soon as possible.

- ✓ I will only access computing equipment when a trusted adult has given me permission and is present.
- ✓ I will not deliberately look for, save or send anything that could make others upset.
- ✓ I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- ✓ I will keep my username and password secure; this includes not sharing it with others.
- ✓ I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names.
- ✓ I will always use my own username and password to access the school network and subscription services such as Purple Mash.
- ✓ In order to help keep me and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.
- ✓ I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.
- ✓ I will use all communication tools such as email and blogs carefully. I will notify an adult immediately if I notice that someone who isn't approved by the teacher is messaging.
- ✓ Before I share, post or reply to anything online, I will T.H.I.N.K.

  T = is it true?
  H = is it helpful?
  I = is it inspiring?
  N = is it necessary?
  K = is it kind?

- ✓ I understand that if I behave negatively whilst using technology towards other members of the school, my parents/carers will be informed and appropriate actions taken.

I understand this agreement and know the consequences if I don't follow it.

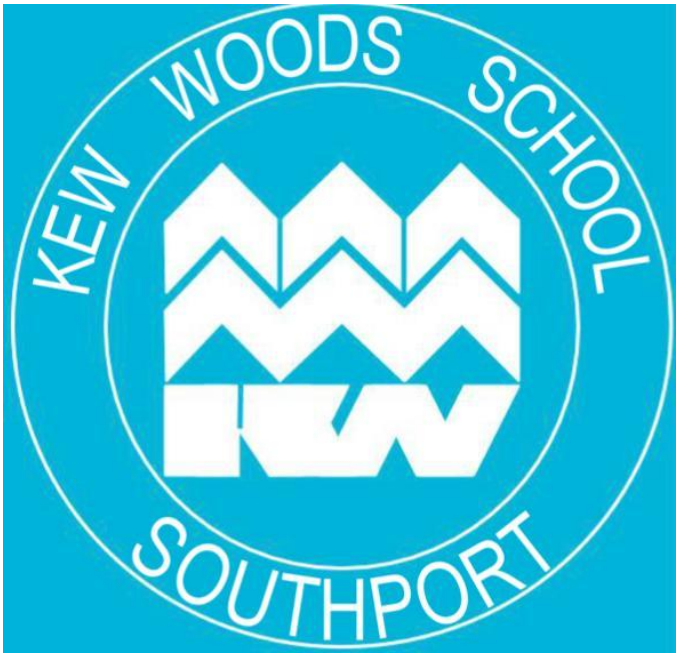
Signed (Pupil) _____

Signed (Parent) _____

Class _____

Date _____

KEW WOODS
PRIMARY SCHOOL



INTERNET FILTERING POLICY

Filtering Policy

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 has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.

As a part of Sefton Council Local Authority, school automatically receive the benefits of a managed filtering service, with some flexibility for changes at local level, via www.smoothwall.net.

Responsibilities

The responsibility for the management of the school's filtering policy will be held by the school's Computer Technician. They will manage the school 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 the school filtering service must be logged with Computing subject leader or technician via electronic request form found on the 'staff room' section of school website

All users have a responsibility to report immediately to the school's Computing subject leader, who will pass to technician, any infringements of the school'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 will be made aware of the importance of filtering systems through the e-safety education programme. 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:

- Signing the AUP
- Staff meetings, briefings, Inset.

Parents will be informed of the school's filtering policy through the Acceptable Use agreement and through e-safety awareness sessions / newsletter/ website etc.

Changes to the Filtering 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 the school's Computing subject leader, who will in turn raise it with the Senior Leadership Team and, if necessary, LA tech support.

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.

Any breaches of this policy could result in disciplinary action.

KEW WOODS
PRIMARY SCHOOL

PASSWORD POLICY

KEW WOODS PRIMARY SCHOOL

Password Technology Policy

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 computer systems, including email and online learning websites.

Responsibilities

The management of the password security policy will be the responsibility of the Computing subject leader and the network manager/ technology support. All adults and pupils in Key Stage 2 will have responsibility for the security of their username and password. Adults and pupils in KS2 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. In Key Stage 1 class logins will be used but monitored by the relevant class teachers, with any concerns being passed on to the Computing subject leader or technology team.

Passwords for new users and replacement passwords for existing users can be allocated by the Computing subject leader or tech support.

Training / Awareness

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 Computing, PSHE or e-safety lessons.
- Through the use of posters placed near every PC or terminal.
- Through the Acceptable Use Agreement Policy Statements.

All users will have clearly defined access rights to school 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 technology team.

The following rules apply to the use of passwords for adults:

- Passwords must meet the 'good' or 'strong' level according to Google Apps for Education criteria.
- The password should be a minimum of 8 characters long and
- Must include three of – uppercase character, lowercase character, number, special character.
- Passwords shall not be displayed on screen, and shall be securely hashed (use of one-way encryption).
- Requests for password changes should be made in person to the Computing Coordinator so the request can authenticated to ensure that the new password can only be passed to the genuine user.

The "master / administrator" passwords for the school system are kept securely by the Computing subject leader and the school's technical support. A hard copy can also be found in a secure place in school known by the head teacher.

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.

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

Search and Confiscation guidance from DfE
https://www.gov.uk/government/publications/searching-screening-and-confiscation