School E-Safety Policy

Date of Adoption by Governing Body: _____

Chair of Governors' Signature: _____

Date to be Reviewed: April 2018

Introduction

The school management recognises that there are risks and dangers associated with inappropriate use of IT and in particular the Internet and so plans accordingly to ensure appropriate, effective and safe student and staff use. This Policy builds on the York L.A. policy and government guidance.

The statutory curriculum requires students to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill.

Most technologies present risks as well as benefits. Internet use for work, home, social and leisure activities is expanding in all sectors of society. This brings young people into contact with a wide variety of influences, some of which – as in life generally – may be unsuitable. It is important that the schools, as well as parents, adopt strategies for the safe and responsible use of the Internet.

Core Principles of Internet Safety

The Internet is now commonplace and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility of placing of students in embarrassing, inappropriate and even dangerous situations. The school has this policy to help to ensure responsible use and the safety of students.

Adult users will need to sign a document to state that they have read and understood this Policy. Parents/carers of children under 16 years of age will be required to sign an acceptable use policy on behalf of the child.

This E-Safety Policy is built on the following five core principles:

Guided educational use
Significant educational benefits should result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Curriculum Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for inappropriate activities and behaviour.

Risk assessment
21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they must learn to recognise and avoid these risks – to become "Internet Wise". We need to ensure that they are fully aware of the risks, perform risk assessments and implement a policy for Internet use. Students need to know how to cope if they come across inappropriate material.

Responsibility
Internet safety depends on staff, governors, advisers, parents/carers and, where appropriate, the students themselves taking responsibility for the use of Internet and other communication technologies such as phones. The balance between educating students to take a responsible approach and the use of regulation and technical solutions must be judged carefully.

Regulation
The use of a finite and expensive resource, which brings with it the possibility of misuse, requires regulation. In some cases, access within schools must simply be denied, for instance un-moderated chat rooms present immediate dangers and are usually banned. Fair rules, clarified by discussion and prominently displayed at the point of access will help students make responsible decisions.

Appropriate strategies

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding students towards educational activities. Strategies must be selected to suit the school situation and their effectiveness monitored. There are no straightforward or totally effective solutions and staff, parents/carers and the students themselves must remain vigilant.

Why is Internet use important?

The purpose of Internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. Internet access is an entitlement for students who show a responsible and mature approach to its use. It benefits student education by providing:

- Access to world-wide educational resources including museums and art galleries;
- inclusion in government initiatives such as the Department of Education ICT in Schools
- educational and cultural exchanges between students world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for students and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues; improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the L.A. and Department of Education.

Enhancing learning

The school Internet access will be designed expressly for student use and will include filtering appropriate to the age of students. Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of students.

Staff should guide students in on-line activities that will support the learning outcomes planned for the students' age and maturity. Students at Key Stage Three and Four will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Monitoring and Evaluating Internet content

If staff or students discover unsuitable sites, the URL (address) and content must be reported to Head of ICT in the first instance.

The School has a responsibility to ensure that the use of Internet derived materials by staff and by students complies with copyright law. Students should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. Students will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Management of e-mail

Students may only use approved e-mail accounts on the school system. Unless an e-mail account has been approved by a member of staff, a member of SLT or a member of the IT team, that account MUST NOT be accessed via the school systems. Generally, only school hosted e-mail

accounts will be approved except in exceptional circumstances. Students must immediately tell a teacher if they receive offensive e-mail.

Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone. Access in school to external personal e-mail accounts may be blocked.

Excessive social e-mail use can interfere with learning and will be restricted. 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.

Newsgroups and e-mail distribution lists will not be made available to students unless an educational requirement for their use has been demonstrated.

The forwarding of chain letters is not permitted.

Management of Website Content

The point of contact on the Website should be the school address, school e-mail and telephone number. Staff or students' home information will not be published.

Website photographs that include students will be selected carefully and will not enable individual students to be clearly identified. Written permission from parents or carers will be obtained before photographs of students are published on the school Website. Students' full names will not be used anywhere on the Web site, particularly in association with photographs.

The Headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate. The Website should comply with the school's guidelines for publications. The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Chat sites and Social Media

Students will not be allowed access to public or unregulated chat rooms or social networking sites. Access to such sites will be blocked via the schools IT systems filtering software. Students will only be allowed to use regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.

A risk assessment will be carried out before students are allowed to use a new technology in school. A risk assessment of a new technology will be carried out by the IT Manager and may be done in collaboration with the Health and Safety Officer.

Management of Emerging Technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. This applies to any new gadgets or devices that may come into common use.

Mobile phones will not be used during lessons or formal school time. Where students are found using their phones in school during the school day they will be removed and will only be available for collection at the end of the school day. Students who repeatedly ignore this rule will not be permitted to bring a phone into school with them.

The sending of abusive or inappropriate text messages is forbidden and if discovered, will be dealt with through the schools behavioural policies.

Authorisation of Internet Access

The school will keep a record of any students whose parents have specifically denied internet or e-mail access. Otherwise, students at KS3 and KS4 will be provided with supervised Internet access. Parents and carers will be asked to sign and return a form stating that they have read and understood the Acceptable use document.

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor the L.A. can accept liability for the material accessed, or any consequences of Internet access.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimise risks will be reviewed regularly. The Headteacher will ensure that the E-Safety policy is implemented and compliance with the policy monitored (this may be implemented through delegation of duties but the ultimate responsibility remains with the Head).

The school will work in partnership with parents/carers, the L.A., Department of Education and the Internet Service Provider to ensure systems to protect students are reviewed and improved.
If staff or students discover unsuitable sites, the URL (address) and content must be reported immediately.

Senior Staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable. Filtering strategies will be selected by the school, in discussion with York L.A. The filtering strategy will be selected to suit the age and curriculum requirements of the student.

How will this policy be introduced to students?

Rules for Internet access will be posted in all rooms where computers are used. Students will be informed that Internet use will be monitored.

Instruction in responsible and safe use should precede Internet access. Students will be reminded of the rules and risks of the internet through classroom display in all ICT rich classrooms. A module on responsible Internet use will be included in the PSCHE programme covering both school and home use.

How will staff be informed?

All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained. All are governed by its content. Staff development in safe and responsible Internet use and on the School Internet Policy will be provided as required.

Staff are made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures are supervised by Senior Management.

ICT system security

The school ICT systems are reviewed regularly with regard to security. Virus protection is installed and updated regularly. Security strategies are discussed with the L.A., particularly where a wide area network connection is being planned.

Personal data sent over the Internet will be encrypted or otherwise secured. Unapproved system utilities and executable files will not be allowed in students' work areas or attached to e-mail.

Files held on the school's network will be regularly checked. The IT Manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

Managing complaints regarding Internet use

Any complaint about staff misuse must be referred to the Headteacher. Students, parents and carers will be made aware of the complaints procedure and it will be available on request and on the school website.

Parents, carers and students will need to work in partnership with staff to resolve issues, but where it is deemed required the school will contact the police. In some cases the police may only be contacted to establish the legal position and discuss resolution strategies.

Sanctions available include:

- interview/counselling;
- 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 examination coursework.

Informing Parents/Carers

Parents' and carers' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site. A partnership approach with parents and carers will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.

Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents if requested. Interested parents will be referred to organisations such as Child Exploitation and Online Protection (CEOP).

Notes on the legal framework

The Computer Misuse Act 1990 makes it a criminal offence to gain access to a computer without permission. The motivation could be the technical challenge, data theft or to damage the system or data.

Any monitoring of data on a school network must be considered against the rights set out under Article 8 of the European Convention of Human Rights and Fundamental Freedoms, e.g. the right to respect for private and family life, which is protected by the Human Rights Act 1998. The Telecommunications (Lawful Practice) (Interception of Communications) Regulations 2000 also limit monitoring. The 2000 Regulations apply to all forms of electronic monitoring and interception irrespective of whether the material monitored is generated by private use or in the course of the school's day to day activities.

A school may only monitor authorised private use of a computer system if it can justify monitoring on the basis that it is lawful, necessary and in the interests of amongst other things, the protection of health or morals or for the protection of the rights and freedoms of others. Schools should ensure that the monitoring is not out of proportion to the harm that could be done if the monitoring did not take place.

Schools could start by banning private use of a school's computer system, but then allow private use following application to the head teacher. The Rules for Responsible Internet Use, which every user must agree to, contain a paragraph that should ensure users are aware that the school is monitoring Internet use.

In order to defend claims that it has breached either the 2000 Regulations or the Human Rights Act 1998, a school should devise procedures for monitoring, ensure monitoring is supervised by a senior manager and maintain a log of that monitoring.

The following legislation is also relevant:

Data Protection Act 1984/98 concerns date on individual people held on computer files and its use and protection.

Copyright, Design and Patents Act 1988 makes it an offence to use unlicensed software.

The Telecommunications Act 1984 Section 43 makes it an offence to send offensive or indecent materials over the public telecommunications system.

Protection of Children Act 1978

Obscene Publications Act 1959 and 1964 defines "obscene" and related offences.

A brief introduction to dangers and legal aspects of the Internet can be found at:
www.bbc.co.uk/webwise/basics/user_01.shtml

HMSO: Full text of all UK legislation and purchase of paper copies is available at:
www.legislation.hmso.gov.uk

The school's IT Manager will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.