East Harptree and Ubley Church of England Primary Schools Collaboration

E-Safety and Social Media Policy

Introduction

This policy should be taken and used as part of East Harptree and Ubley Church of England Schools' overall strategy and implemented within the context of our Christian values and Vision Statement.

East Harptree Church of England School aims to encourage all the children to Dream, Believe and Achieve Together – 'Celebrating 'life in all its fullness'.

Ubley Church of England School aims to equip each child to be caring, capable and confident in an ever-changing world - 'Celebrating 'life in all its fullness'.

Rationale

At East Harptree and Ubley Primary Schools, we understand the responsibility to educate our pupils on e-safety issues. Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. We need to teach appropriate behaviour and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies both in and out of school.

The education of pupils in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

The e-Safety policy relates to other policies including ICT, behaviour and child protection. The e-Safety Coordinator is the Headteacher who is also the designated Child Protection Coordinator. The e-Safety Governor is the designated Safeguarding Governor.

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Internal monitoring data for network activity
- Surveys/questionnaires of:
    - students/pupils
    - parents/carers
    - staff

Scope of the Policy

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

The Education and Inspections Act 2006 empowers headteachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other online safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both Acts, action can only be taken over issues covered by the published policies.

The schools 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, Responsibilities and Education

Governors :

Governors are responsible for the approval of the e-Safety Policy and for reviewing the effectiveness of the policy. Governors should receive regular information about online safety incidents and monitoring reports. The Safeguarding Governor member has taken on the role of Online Safety Governor. The role of the Online Safety Governor will include:

- regular meetings with the Online Safety Co-ordinator
- regular monitoring of online safety incident logs
- regular monitoring of filtering/change control logs
- reporting to relevant Governors/Board/Committee/meeting

Governors should take part in online safety training/awareness sessions, with particular importance for those who are members of any subcommittee or group involved in technology/online safety/health and safety/safeguarding. This may be offered in a number of ways:

- attendance at training provided by LSP, the Local Authority/National Governors Association/or other relevant organisation (e.g. SWGfL)
- participation in school training/information sessions for staff or parents

Headteacher:

- has a duty of care for ensuring the safety (including online safety) of members of the school community and the day to day responsibility for online safety.
- the Headteacher and (at least) another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious online

safety allegation being made against a member of staff (see flow chart on responding to incidents of misuse at Appendix 3).

E-safety coordinator (presently the Headteacher):

- takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies/documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place
- provides training and advice for staff
- liaises with the Local Authority/relevant body
- liaises with school/external technical staff
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments
- meets regularly with Online Safety Governor to discuss current issues, review incident logs and filtering/change control logs

Network Manager:

The school has a managed ICT service provided by an outside contractor and the school is responsible for ensuring that the contractor (a) is fully aware of the school's Online Safety Policy and procedures and (2) carries out online safety measures to ensure:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets required online safety technical requirements and any Local Authority Online Safety Policy or guidance that may apply
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- the filtering policy (if it has one), is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- that they keep up to date with online safety 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/internet/email is regularly monitored in order that any misuse/attempted misuse can be reported to the Headteacher
- that monitoring software/systems are implemented and updated as agreed in school

Teaching and Support Staff:

Are responsible for ensuring that:

- they have an up to date awareness of online safety matters and of the current school e-Safety Policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy Agreement (AUP)
- they report any suspected misuse or problem to the e-Safety Coordinator for investigation/ action/sanction

- all digital communications with students/pupils/parents/carers should be on a professional level and only carried out using official school systems
- online safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the e-Safety Policy and acceptable use policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- a planned programme of formal online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the online safety training needs of all staff will be carried out regularly
- all new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school e-Safety Policy and Acceptable Use Agreements

Pupils:

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Agreement
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking/use of images and on cyber-bullying
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's e-Safety Policy covers their actions out of school, if related to their membership of the school

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- key online safety messages should be reinforced as part of a planned programme of assemblies and tutorial/pastoral activities
- pupils should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information

- pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making
- pupils should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- staff should act as good role models in their use of digital technologies, the internet and mobile devices

Parents/Carers:

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring/regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national/local online safety campaigns/literature. Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website
- their children's personal devices in school (which are not permitted in school under this policy save in respect of Y5 & Y6 in the circumstances as set out under the heading 'Communications')

Parents/carers will be ask to review with their child, complete and return to school the Pupil Acceptable Use Policy Agreement.

Governors and Visitors

Governors and Visitors will not be provided access to the school systems.

Computing

The school will be responsible for ensuring that the school network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements (these may be outlined in Local Authority/other relevant body policy and guidance)

- There will be regular reviews and audits of the safety and security of school technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school technical systems and devices.
- All users will be provided with a username and secure password by [ ] who will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password and will be required to change their password every (insert period). (Schools/Academies may choose to use group or class log-ons and passwords for KS1 and below, but need to be aware of the associated risks)
- The "master/administrator" passwords for the school ICT system, used by the Network Manager (or other person) must also be available to the Headteacher or other nominated senior leader and kept in a secure place
- (Insert name or role) is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations (Inadequate licencing could cause the school to breach the Copyright Act which could result in fines or unexpected licensing costs)
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored.
- Internet filtering should ensure that children are safe from terrorist and extremist material when accessing the internet.
- School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement.
- An appropriate system is in place for users to report any actual/potential technical incident/security breach to the relevant person, as agreed).
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- when using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites
- written permission from parents or carers will be obtained before photographs of pupils are published on the school website/social media/local press
- in accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images
- staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school academy policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes
- care should be taken when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute
- pupils must not take, use, share, publish or distribute images of others without their permission
- photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images
- pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs
- pupil's work can only be published with the permission of the pupil and parents or carers

Data Protection

Please see the separate Data Protection and Freedom of Information Policy.

Communications

Pupils are not permitted (1) to use personal email addresses or (2) to bring electronic devices including mobile phones to school save that Y5 and Y6 can bring mobile phones where there is reasonable need and they are handed in at the beginning of the day and stored by the teacher until the end of the day.

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

- the official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored

- users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication
- any digital communication between staff and students/pupils or parents/carers must be professional in tone and content
- pupils should be taught about online safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies
- personal information should not be posted on the school website and only official email addresses should be used to identify members of staff

Social Media

All schools and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school adopts the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through:

- ensuring that personal information is not published
- training is provided including: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- clear reporting guidance, including responsibilities, procedures and sanctions
- risk assessment, including legal risk

School staff should ensure that:

- no reference is made in social media to 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

Personal Use

- personal communications are those made via personal social media accounts. In all cases, where a personal account is used which associates itself with the school or impacts on the school, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy
- personal communications which do not refer to or impact upon the school are outside the scope of this policy

- where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken

Monitoring of Public Social Media

- as part of active social media engagement, it is considered good practice to pro-actively monitor the internet for public postings about the school
- the school should effectively respond to social media comments made by others according to a defined policy or process

Unsuitable / inappropriate activities

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

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

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X

	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	Pornography				X	
	Promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	Promotion of extremism or terrorism				X	
	Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (eg financial/personal information, databases, computer/network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see "User Actions" above).

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart at Appendix 3 for responding to online safety incidents and report immediately to the police.

Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- have more than one senior member of staff/volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported
- conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure
- it is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection)
- record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
    - internal response or discipline procedures
    - involvement by Local Authority/Academy Group or national/local organisation (as relevant)
    - police involvement and/or action
- if content being reviewed includes images of child abuse then the monitoring should be halted and referred to the police immediately. Other instances to report to the police would include:
    - incidents of 'grooming' behaviour
    - the sending of obscene materials to a child
    - adult material which potentially breaches the Obscene Publications Act
    - criminally racist material
    - promotion of terrorism or extremism
    - other criminal conduct, activity or materials
- isolate the computer in question as best you can. Any change to its state may hinder a later police investigation

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour/disciplinary procedures.

This policy takes into account the policies for: Child Protection, Positive Behaviour, ICT, Special Educational Needs, Equal Opportunities, Health and Safety, PSHE and Moral, Spiritual, Social and Cultural.

Agreed: September 2021 Review date: September 2022

This policy will be reviewed annually or more regularly in the light of any significant new developments in the use of technologies, new threats to e-safety or incidents that have taken place.

Note: this policy is based upon The South West Grid for Learning Trust Online Safety template

Appendix 1 - Pupil Acceptable Use Agreement

To All Parents/Carers

Network and Internet Use at East Harptree and Ubley Church of England Primary Schools – Pupil Acceptable Use Agreement

Digital technologies have become integral to the lives of children, both in and out of school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Pupil Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk

At East Harptree and Ubley Primary Schools we allow all staff and pupils to access our school-wide computer network. This involves all users having a controlled personal work area involving user-codes and passwords. In addition we would like all users to access the Internet.

There are some obvious concerns when considering access and use of the Internet and we believe that we have an acceptable system subject to the behavior of the users. The following vital procedures are in place

- internet activity is constantly monitored
- all Internet sites and pages are monitored by the South West Grid for Learning Trust and any found to be unsuitable are blocked

Before we allow any pupils to have full access to the Internet, we feel that it is vital that our pupils have parental/carer consent to make use of such facilities and that pupils (or in the case of Key Stage 1 children, their parents/carers) have read and signed the school's Pupil Acceptable Use Agreement. We see such facilities as a great asset to the school but even with the above safeguards in place we are aware of the concerns about internet use and so all users must understand that they are placed in a position of trust when making use of such facilities. It must also be understood that failure to comply with the terms of the acceptable use policy at any time will result in access to the network or the internet being removed from the pupil(s) concerned.

We would be grateful if you could read the accompanying document, discuss the issues with your son(s)/daughter(s) and then complete and return the consent slip attached. For further information or for your comments, please contact me at school.

Yours sincerely

Headteacher

For further information please refer to the schools' websites, where a number of useful documents relating to e-Safety can be found. In addition the following web sites provide further information on safety on the internet:

the Government internet safety site

www.iwf.org.uk – Internet Watch Foundation

www.saferinternet.org.uk – National Internet Safety website

Pupil Acceptable Use Policy Agreement

- I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or others
- I understand that the school will monitor my use of the systems, devices and digital communications
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of 'stranger danger', when I am communicating on-line
- I will not disclose or share personal information about myself or others when on-line
- I will immediately report to a teacher any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line
- I will be polite and responsible when I communicate with others
- I will not take or distribute images of anyone without their permission
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings
- I will only use social media sites with permission and at the times that are allowed
- I will ensure that I have permission to use the original work of others in my own work and respect copyright of materials

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information)
- I understand that if I fail to comply with this Pupil Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access

to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete below to show that you have read, understood and agree to the rules included in the Pupil Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

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

- I use the school systems and devices (both in and out of school)
- I use my own equipment out of the school in a way that is related to me being a member of this school, for example, communicating with other members of the school, accessing school website etc.

Name of Student / Pupil: .....

Group / Class: .....

Pupil signature (or parent's signature for a Key Stage 1 pupil):

.....

Date: .....

APPENDIX 2 – Staff Acceptable Use Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which

open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that staff are protected from potential risk in their use of technology in their everyday work

The school will try to ensure that staff will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions

- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured
- I will only use social networking sites in school in accordance with the school's policies
- I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner
- I will not engage in any on-line activity that may compromise my professional responsibilities

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

- When I use my mobile devices (laptops/tablets/mobile phones/USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses
- I will not use personal email addresses on the school ICT systems
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policy
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies
- I will not disable or cause any damage to school equipment, or the equipment belonging to others
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Protection and Freedom of Information Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority

- I will immediately report any damage or faults involving equipment or software, however this may have happened

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos)

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and/or the Local Authority and in the event of illegal activities the involvement of the police

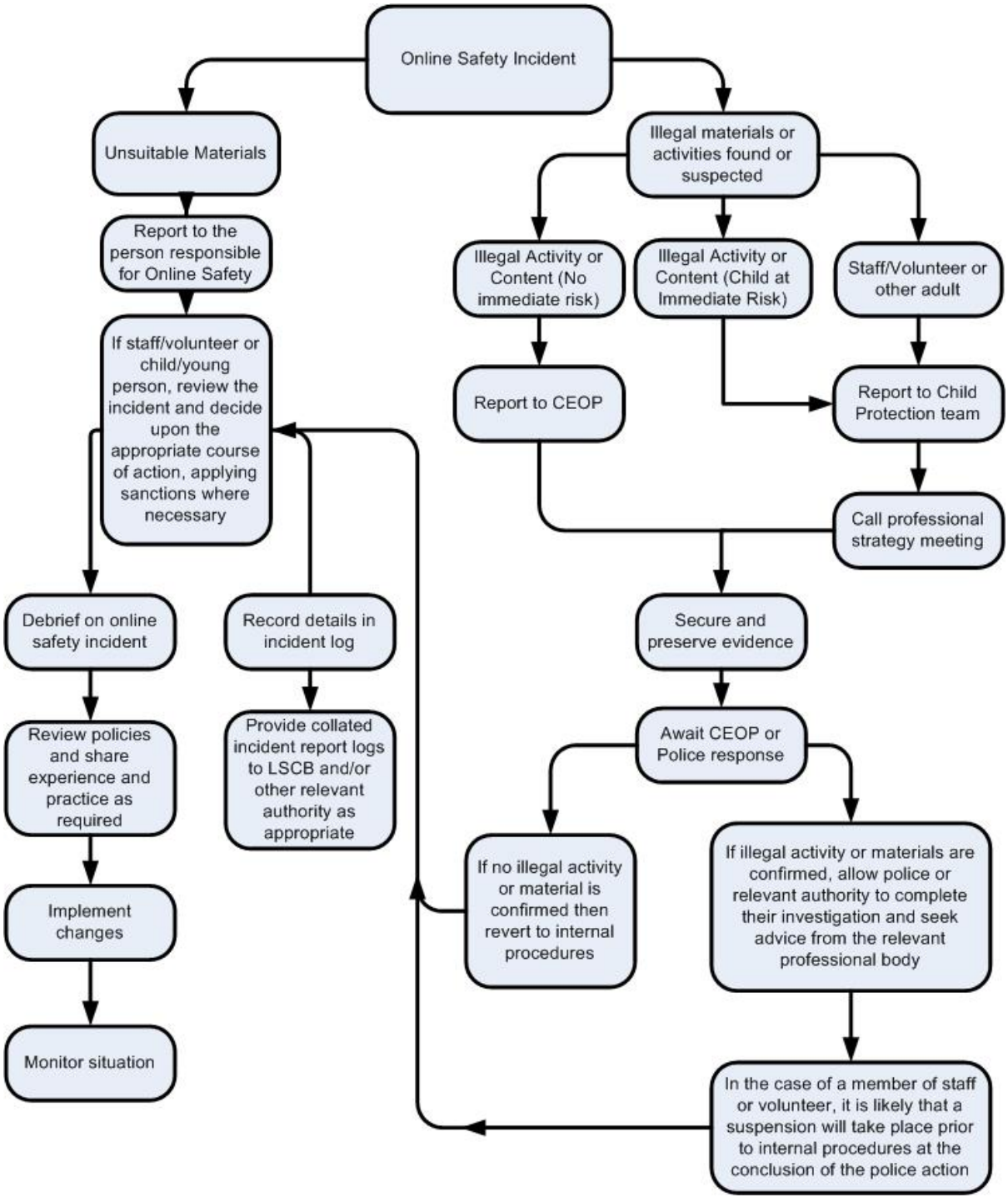
I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff Name: .....

Signed: .....

Date: .....

APPENDIX 3 - Responding to incidents of misuse – flow chart



Record of reviewing devices / internet sites (responding to incidents of misuse)

Group: .....
Date: .....
Reason for investigation: .....

.....

.....

.....

Details of first reviewing person
Name: .....
Position: .....
Signature: .....

Details of second reviewing person
Name: .....
Position: .....
Signature: .....

Name and location of computer used for review (for web sites)

.....

.....

Web site(s) address / device	Reason for concern

Conclusion and Action proposed or taken

APPENDIX 5 – training log

Reporting Log Group:						
Date	Time	Incident	Action Taken		Incident Reported By	Signature
			What?	By Whom?		

APPENDIX 5 – training log

Training Needs Audit Log Group:				
Relevant training the last 12 months	Identified Training Need	To be met by	Cost	Review Date