

<b>ACADEMY E SAFETY POLICY</b>	
Policy Ref	Educ 010
Status	
Purpose	
Committees	Staff and Pupil Wellbeing
Other linked policies	Data Protection
Date of Issue	November 2017
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### **Introduction**

1. The Internet provides both children and staff with instant access to a huge number of resources and up-to-date information from around the world. There is no other way that this amount of information could be made available to schools. It can be used to provide children with personalised learning and also work that appears more in keeping with the real world. Interactive 'games' can make practicing skills more interesting.
2. Teachers are also able to share resources with other teachers around the world, sharing expertise. The educational benefits include giving the children opportunity to socialise with other children around the world and also to foster skills necessary for the wider world. It can also develop better reading and research skills. An opportunity to investigate a topic or issue further can also be made more easily available.
3. However, there are dangers associated with the Internet and other new technologies that have been highly publicised in the media. These include:
  - The possibility that children might inadvertently come across content of an upsetting or inappropriate nature
  - Children receiving and sending offensive and distasteful e-mails, and the possibility of 'cyber-bullying' both by e-mail and on networking websites.
  - Chat rooms providing cover and opportunity for unscrupulous individuals to 'groom' children.
4. However, the benefits far outweigh the risks as long as both the children and staff are made aware of the risks and follow safe practices and behaviours.
5. As different technology becomes available to the Academy, the policy will be reviewed and guidelines put into place to protect the users.
6. All staff will be asked to sign the Memorandum of Understanding to confirm that they have read this policy and agree to abide by the statements included in this Policy and in Appendix 1.

### **Shared Network**

7. Staff should note the following:
  - Staff will not use the public servers for personal and inappropriate materials or images.
  - Staff will log on to the network using their own login and password which is not to be shared with others.
  - Visitors to the Academy will be given a guest login and password which they will sign for as they arrive to the Academy.
  - Staff must respect the privacy of other staff and not seek to gain access to another individual's personal folder.
  - Software and appropriate upgrades will be downloaded by the Academy's ICT technician or other appropriate member of staff.
  - Removable media such as pen drives, memory sticks, CD-ROMs should be scanned for viruses before being used. Guidance can be obtained from the ICT technician.
  - Unattended computers should be 'logged off' (even if only for a short while) to stop unauthorised people from using the network,
  - Children should not be allowed access to a computer logged on to a staff account,
  - Machines should always be 'logged off' correctly after use

- Children should be trained how to 'log off' correctly and staff must take responsibility for this.
- The wireless network system is to be encrypted to prevent other people from gaining access. The ICT technician has access to this information.

#### **Use of Internet and E-mail**

8. To ensure the correct use of the internet and e-mail at our Academy, all stakeholders must agree to the following that pertains to them:
- All staff must sign the Academy's E Safety Agreement before having access to the internet or an e-mail account; these should be used for professional purposes **only** during working hours.
  - The internet and e-mail during working hours should **only** be used for professional purposes.
  - A signed agreement regarding pupil access to the internet and acceptable behaviour should be signed by the child and parent / carer before access is allowed to the internet.
  - Children will not be allowed unsupervised access to the internet or e-mail.
  - Any inappropriate use of the internet or e-mail will be reported to the SLT and appropriate sanctions will be put into action, spot checks of internet usage will be made and a report drawn up.
  - All abusive or racist incidents will be reported to the appropriate authorities.
  - Accidental access to inappropriate sites should be reported to the ICT technician or co-ordinator without delay with a copy of the URL so that it can be blocked as soon as possible and details passed to Tameside Authority Helpline Desk.
  - Internet and e-mail filtering software provided by the LA will be consistently in place
  - Staff must not disclose any information of a personal nature about pupils in either an e-mail or attachment.
  - All e-mails should be courteous and use a title appropriate to the reader. No abusive terms are to be used. Failure to comply to these terms will be reported to the appropriate body.
  - Any person who receives an e-mail that they find offensive or upsetting should report this to the ICT technician or appropriate member of staff immediately so that action can be taken. The offensive e-mail should not be deleted.
  - E-mail attachments should be scanned before being opened.

#### **Procedures for Use of Instant Messaging, Chat and Weblogs**

9. Staff should note the following:
- The use of instant messaging (eg. MSN messenger, whatsapp) is not permitted.
  - The use of social-networking websites (eg. Bebo, MySpace, Facebook, Habbo, Piczo, instagram) is not permitted.
  - Access to public or unregulated chat rooms by children and staff will not be permitted.

#### **Procedures for the use of Mobile Phones, Cameras, Video and Webcams (including Camera phones)**

10. Staff should note the following:
- Permission from the child's parents / guardians will be obtained before photographs or video footage are taken.
  - Permission will be sought from the Local Authority in the case of Looked After Children.
  - Photographs and video footage should be downloaded as soon as possible.
  - Cameras should not be taken off the premises with photographs of pupils unless the photographs are being taken as evidence of Academy off site visits or extended Academy curriculum activities.
  - Staff must not use their own camera, video camera or camera phone to photograph or video pupils.
  - Images are to be stored on a password protected folder or account which can only be accessed by authorised staff.

- Webcams should only be used by children in the presence of a member of staff and should not be used for personal communication.
- Mobile phones should not be brought into the Academy by pupils. Phones will be confiscated from pupils and returned to them at the end of the Academy day.
- Staff should not communicate with pupils, parents/carers and outside agencies on their personal mobile phones. This should be done via the Academy or FAST mobile phones.
- Staff should not give parents/cares, pupils or representatives from other agencies their personal mobile phone details.
- Mobile phones should not be used by staff during the working day. Staff must ensure that their personal contact details are kept up to date and the Academy office are informed of any changes.

#### **Procedures for the use of the Academy's Website**

11. Staff should note the following:
  - The academy's website will be maintained and all material updated by the Academy's ICT technician or designated person.
  - The responsibility of ensuring permission for photographs before a picture is downloaded remains with the member of staff requesting the download to be made.
  - Up-to-date information about photographic permission will be kept in the Academy's office and will be made available to all staff.
  - Photographs of all Looked After Children will NOT be published.
  - Children's photographs will not appear on the Academy's website or in news articles or newsletters or anywhere else without parental permission and their names will not appear alongside or anything that may identify their identity.

#### **Other electronic equipment**

12. Staff should note the following:
  - Wireless games consoles will not permitted on the Academy premises.

#### **Sanctions**

13. Staff should note the following:
  - Children found breaking the agreed rules for safe Internet use may lose their right to access the Internet. Parents and carers will always be informed.
  - Disciplinary action may be taken against any staff member found breaking the agreed rules. Dependent on the nature of the offence the Police may be informed.

#### **In Conclusion**

14. As part of our responsibility to keep the children safe, and also to ensure that they respect other internet users, we will use a range of lessons to teach the children about staying safe and following safe procedures on the internet. At the Academy, we will endeavour to provide a climate where children feel safe to share concerns about the content of e-mails or websites that have upset or confused them. We will attempt to identify vulnerable children who may need Cyber Safety lessons in smaller groups.

## Appendix 1

### **By signing the annual Memorandum of Understanding you are agreeing to abide by the following statement:**

I understand that I must use Victorious Academies Trust ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that Learners receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that Victorious Academies Trust will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of Victorious Academies Trust ICT systems (e.g. laptops, email, Virtual Learning Environment (VLE), etc.) outside of Victorious Academies Trust.
- 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 will immediately report any illegal, inappropriate or harmful material or any incident I become aware of to the appropriate person.

I will be professional in my communications and actions when using Victorious Academies Trust 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 Victorious Academies Trust 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 (e.g. on the Victorious Academies Trust website/VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in Victorious in accordance with Victorious Academies Trust's policies.
- I will only communicate with Learners and Parents/Carers using official Victorious Academies Trust's 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.

- When I use my personal hand held/external devices (laptops / mobile phones / USB devices etc.) in Victorious Academies Trust, I will follow the rules set out in this agreement, in the same way as if I was using Victorious Academies Trust equipment. I will also follow any additional rules set by Victorious Academies Trust 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 open any attachments to emails unless the source is known and trusted 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 Victorious Academies Trust policies.
- I will not attempt to upload, download or access any materials which are illegal ( for example child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act), 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 attempt (unless I have specific 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 Victorious Academies Trust policies.
- I will not disable or cause any damage to Victorious Academies Trust 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 Victorious Academies Trust Data Protection Policy
- I understand that data protection legislation requires that any staff or learner 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 Victorious Academies Trust 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 Victorious Academies Trust 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 both in and outside of work
- I understand that this Acceptable Use agreement applies not only to my work and use of Victorious Academies Trust ICT equipment in work, but also applies to my use of Victorious Academies Trust ICT systems and equipment out of work and my use of personal equipment in Victorious Academies Trust or in situations related to my employment by Victorious Academies Trust.
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action in accordance with Victorious Academies Trust's Disciplinary and Dismissal policy. In the event of illegal activities this could include the involvement of the police.

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

I have also read Victorious Academies Trust's Electronic Communications policy and Social Media policy and agree to adhere with these policies and I will sign the Memorandum of Understanding to acknowledge this.