Woodcroft Primary School

Acceptable Use of the Internet and related Technologies Policy

Contents (each element can be read as a separate document)

Our online health Policy has been written by the school, building on the London Grid for Learning (LGfL) exemplar policy and Naace guidance. It has been approved by the Governing Body and will be reviewed annually.

WOODCROFT PRIMARY SCHOOL
MISSION STATEMENT

'Together Towards Success'

Together we aim for all the pupils, parents/carers and staff, to increase their participation within our school. This is achieved through the development of inclusive cultures, policies and practices. We take account of disability, race and gender to create a secure and accepting, community where everyone feels valued.

Towards an outstanding school that provides an enriching and creative learning experience for all pupils. We respond to the diversity of need through our commitment to equality; overcoming potential barriers to learning and setting suitable personalised targets.

Success is expected for every pupil. They should reach their full potential, recognising personal strengths and celebrating the achievements of others; both within the school and its wider community.

Context:

A definition of online health

"online health is about ensuring children use new technologies in a way which will keep them safe without limiting their opportunities for creation and innovation"
(Source: Yorkshire and Humber Grid for learning)

SRF elements – working towards ICT Mark

1c-4 Safeguarding
The school is aware of its responsibilities in ensuring that IT usage by all network users is responsible, safe and secure. There are relevant and comprehensive policies in place which are understood and adhered to by many network users.

Harnessing Technology: Transforming learning and children's services [1] sets out the government plans for taking a strategic approach to the future development of IT.

"The Internet and related technologies are powerful tools, which open up new prospects for communication and collaboration. Education is embracing these new technologies as they bring with them fresh opportunities for both teachers and learners.

To use these technologies effectively requires an awareness of the benefits and risks, the development of new skills, and an understanding of their appropriate and effective use both in and outside of the classroom." DfES, eStrategy 2005

[1] http://www.dfes.gov.uk/publications/e-strategy/

The Green Paper *Every Child Matters*[2] and the provisions of the *Children Act 2004*[3], *Working Together to Safeguard Children*[4] sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

The 'staying safe' outcome includes aims that children and young people are:

- safe from maltreatment, neglect, violence and sexual exploitation
- safe from accidental injury and death
- safe from bullying and discrimination
- safe from crime and anti-social behaviour in and out of school
- secure, stable and cared for.

Much of these aims apply equally to the 'virtual world' that children and young people will encounter whenever they use technology in its various forms. For example, we know that the internet has been used for grooming children and young people with the ultimate aim of exploiting them sexually; we know that technology can offer new weapons for bullies, who may torment their victims via websites or text messages; and we know that children and young people have been exposed to inappropriate content when online, which can sometimes lead to their involvement in crime and anti-social behaviour.

It is the duty of the school to ensure that every child in their care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the school's physical buildings.

This Policy document is drawn up to protect all parties – the students, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

This document was further updated by the Byron Review: Children and New Technology (2008)[5]. The Byron Review clarifies the responsibility of schools to safeguard children when using digital technologies, adding the review of school procedures for safeguarding to full (Section 5) inspecions by OFSTED. Woodcroft Primary School's Acceptable Use of the Internet and Related Technologies document takes into consideration the recommendations and guidance from this report, as well as those made in the Lord Laming Review (2009) and the Government's response to this report in May 2009[6].

Furthermore, Woodcroft Primary School's Acceptable Use of the Internet and Related Technologies document applies the PIES (Policies and Leadership, Infrastructure; Education of Stakeholder Groups and Standards) model[7] for online health.

[2] See The Children Act 2004 [http://www.opsi.gov.uk/acts/acts2004/20040031.htm]
[3] See Every Child Matters website [http://www.everychildmatters.gov.uk]
[4] Full title: Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. See Every Child Matters website [http://www.everychildmatters.gov.uk/_files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf]

[5] http://webarchive.nationalarchives.gov.uk/20101021152907/http://dcsf.gov.uk/byronreview/
[6] dera.ioe.ac.uk/8646/1/12_03_09_children.pdf
[7] http://www.ictcpd4free.co.uk/pluginfile.php/9691/mod_resource/content/1/360-degree-safe-Structure-Map-%28updated-Sept2013%29.pdf

1. The technologies (Infrastructure)

IT in the 21st Century has an all-encompassing role within the lives of children and adults. New technologies are enhancing communication and the sharing of information. Current and emerging technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet
- email
- Instant messaging (http://www.msn.com, http://info.aol.co.uk/aim/) often using simple web cams
- Blogs (an on-line interactive diary)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites (Popular www.google+.com/ www.bebo.com / http:www.facebook.com, twitter, houseparty, Snapchat, Music.ly, Live.ly)
- Video broadcasting sites (Popular: http://www.youtube.com/)
- Chat Rooms (Popular www.teenchat.com, www.habbohotel.co.uk)
- Gaming Sites (Popular www.games.com, http://www.pogo.com, http://www.bigfishgames.com/ / http://www.clubpenguin.com)
- Music download sites (Popular http://www.apple.com/itunes/ http://www.spotify,com http://www.googleplay.com/, http://www.last.fm)
- Mobile phones with camera and video functionality
- Mobile technology (e.g. games consoles with social gaming capabilities) that are 'internet ready'.
- Smart phones with email, web functionality and cut down 'Office' applications.
- Smart watches with camera, video email and social networking capabilities.

2. Whole school approach to the safe use of technologies

Creating a safe learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- A comprehensive online health education programme for pupils, staff and parents.

Ref: Becta - online health Developing whole-school policies to support effective practice [8]

3. Roles and Responsibilities (Policies and Leadership)

online health is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The headteacher ensures that the Policy is implemented and compliance with the Policy monitored. **Our school online health Co-ordinator is The Network Manager.**

[8] http://schools.becta.org.uk/index.php?section=is

Our online health Coordinator ensures they keep up to date with online health issues and guidance through liaison with the Local Authority online health Officer and through organisations such as Naace and The Child Exploitation and Online Protection (CEOP)[9]. The school's online health coordinator ensures the Head, senior management and Governors are updated as necessary.

Governors need to have an overview understanding of online health issues and strategies at this school. We ensure our governors are aware of our local and national guidance[10] on online health and are updated at least annually on policy developments.

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school online health procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

All staff should be familiar with the schools' Policy including:

- Safe use of email;
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;
- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- publication of pupil information/photographs and use of website;
- eBullying / Cyberbullying procedures;
- their role in providing online health education for pupils;

Staff are reminded / updated about online health matters at least once a year.

4. Communications (Education of Stakeholder Groups/Standards)

To Pupils

- An online health training programme will be introduced to raise the awareness and importance of safe and responsible Internet use, as part of the national online health day.
- Instruction in responsible and safe use should precede Internet access.
- An online health scheme of work will be covered as part of the 2014 Computing Curriculum (using NAACE approved 'Switched On' Computing scheme of work), as well as throughout the curriculum whenever digital technologies are utilised.

[9] http://www.ceop.gov.uk/
[10] Safety and ICT - available from Becta, the Government agency at: http://schools.becta.org.uk/index.php?section=lv&catcode=ss_lv_str_02&rid=10247

To Staff

- Staff should be aware that Internet traffic is monitored and can be traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitoring IT use will be supervised by senior management and have clear procedures for reporting issues.
- Staff training in safe and responsible Internet use and on the school online health Policy will be provided as required.

To Parents

- Internet issues will be handled sensitively, and parents will be advised accordingly.
- A partnership approach with parents will be encouraged. This could include parent evenings, or online discussions on the VLE with demonstrations and suggestions for safe home Internet use.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

5. How will complaints regarding online health be handled?

The school will take all reasonable precautions to ensure online health. 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/counselling by, for example: Teacher/ Learning Mentor / online health Coordinator / Headteacher;
- informing parents or carers;
- removal of Internet or computer access for a period,
- referral to LA / Police.

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

Complaints of cyber-bullying are dealt with in accordance with our Behaviour and Anti-Bullying Policies. Complaints related to child protection are dealt with in accordance with school / LA child protection procedures.

Woodcroft Primary School

Policy: Managing the Internet Safely

Why is Internet access important?
The Internet is an essential element in 21st century life for education, business and social interaction. Computing skills and knowledge are vital to access life-long learning and employment; indeed Computing is now seen as a functional, essential life-skill along with English and mathematics, as the subjects inclusion in the 2012 National Curriculum indicates. All pupils should be taught to use the Internet efficiently and safely, and to develop a responsible and mature approach to accessing and interpreting information. The Internet provides many benefits to pupils and the professional work of staff through, for example:

- access to world-wide educational resources, including museums and art galleries;
- access to experts in many fields for pupils and staff;
- educational and cultural exchanges between pupils world-wide;
- collaboration between pupils, professionals and across sectors;
- access to learning wherever and whenever convenient.

The Internet enhances the school's management information and business administration systems through, for example:

- communication systems;
- improved access to technical support, including remote management of networks and automatic system updates;
- online and real-time 'remote' training support;
- secure data exchange between local and government bodies.

In support of this, the government provides a Standards Fund grant to support Local Authorities procure broadband services through local Regional Broadband Consortia (RBC). In London the London Grid for Learning (LGfL) is the RBC. London schools are connected onto this broadband network. The LGfL is part of the National Education Network (NEN). All English maintained schools are expected to be part of the NEN.

The Risks

The Internet is an open communications channel, available to all. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it both an invaluable resource used by millions of people every day as well as a potential risk to young and vulnerable people.

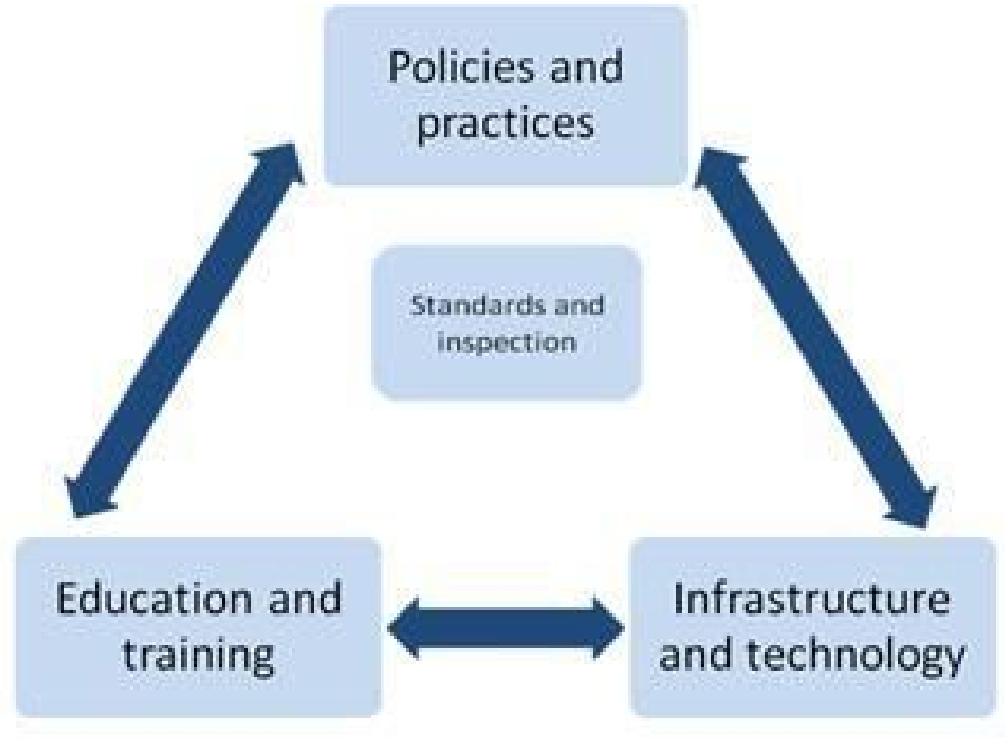
Much of the material on the Internet is published for an adult audience and some is unsuitable for pupils. In addition, there is information on weapons, crime and racism that would be considered inappropriate and restricted elsewhere.

In line with school policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an Internet environment as possible and to teach pupils to be aware of and respond responsibly to any risk. This must be within a 'No Blame',

supportive culture if pupils are to report abuse. Risks can be high outside school, so schools should consider extending an education programme to parents and carers. Schools also need to protect themselves from possible legal challenge. The legal system continues to struggle with the application of existing decency laws to computer technology. It is clearly a criminal offence to hold images of child pornography on computers or to use Internet communication to 'groom' children. The Computer Misuse Act 1990 makes it a criminal offence to "cause a computer to perform any function with intent to secure unauthorised access to any program or data held in any computer". Sending malicious or threatening emails and other messages is a criminal offence under the Protection from Harassment Act (1997), the Malicious Communications Act (1988) and Section 43 of the Telecommunications Act (1984).

Schools help protect themselves by making it clear to users that the use of school equipment to view or transmit inappropriate material is "unauthorized" and infringements will be dealt with; and by ensuring that all reasonable and appropriate steps have been taken to protect pupils. Reasonable steps include technical and policy actions and an education programme for pupils and staff, (and parents).

There are four core elements for an institution to address when considering whole school online health NAACE PIES Model. P (Policies and Leadership), I (Infrastructure) and E (Education od Stakeholder Groups) strands, with reference to S (Standards) are detailed below:



Infrastructure:

This school:

- Maintains the filtered broadband connectivity through the LGfL and so connects to the 'private' National Education Network;
- Works in partnership with the LA to ensure any concerns about the system are communicated to LGfL so that systems remain robust and protect students;
- Has additional user-level filtering in-place using the *Synetrix USO service and G Suite (Google Suite for Education)*.
- Ensures network health through appropriate anti-virus software etc and network set-up so staff and pupils cannot install executable files such as .exe / .com / .vbs etc.;
- Utilises caching as part of the network set-up;
- Ensures the Systems Administrator / Network Manager is up-to-date with LGfL/G Suite services and policies;
- Ensures the Systems Administrator / Network Manager checks to ensure that the filtering methods are effective in practice and that they remove access to any website considered inappropriate by staff immediately;
- Never allows pupils access to Internet logs;
- Uses individual log-ins for pupils from Y3 and all other users;
- Uses teacher 'remote' management control tools for controlling workstations / viewing users / setting-up applications and Internet web sites, where useful;
- Never sends personal data over the Internet unless it is encrypted or otherwise secured;
- Never allows personal level data off-site unless it is on an encrypted device;
- Restricts pupils to 'safe search' settings;
- Ensures pupils only publish within appropriately secure learning environments such as their own closed secure LGfL portal or Learning Platform.

Policies and Leadership

This school:

- Supervises pupils' use at all times, as far as is reasonable, and is vigilant in learning resource areas where older pupils have more flexible access;
- We use the pan-London LGfL / Synetrix filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature;
- Staff preview, where practicable, all sites before use [where not previously viewed and cached] or only use sites accessed from managed 'safe' environments such as the Learning Platform;
- Plans the curriculum context for Internet use to match pupils' ability, using child-friendly search engines where more open Internet searching is required;
- Is vigilant when conducting 'raw' image search with pupils e.g. Google image search;
- Informs users that Internet use is monitored;
- Informs staff and students that that they must report any failure of the filtering systems directly to the adult in charge. That adult will then report to the Network Manager. Our systems administrators report to LA / LGfL where necessary;
- Blocks all Chat rooms and social networking sites except those that are part of an educational network or approved Learning Platform;
- Only uses approved or checked webcam sites;
- Has blocked pupil access to music download or shopping sites – except those approved for educational purposes such as LGfL's Audio Network;
- Requires pupils (and their parent/carer) from Key Stage 1 and 2, to individually sign an online health / acceptable use agreement form which is fully explained and used as part of the teaching programme;
- Uses closed environments for email with all pupils restricted to email within the woodcroft.barnet.sch.uk domain;
- Requires all staff to sign an online health / acceptable use agreement form and keeps a copy on file;
- Makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse – through staff meetings and teaching programme;
- Keeps a record, e.g. print-out, of any bullying or inappropriate behaviour for as long as is reasonable in-line with the school behaviour management system;
- Ensures the named child protection officer has appropriate training;
- Ensures parents provide consent for pupils to use the Internet, as well as other digital technologies, as part of the online health acceptable use agreement form at time of their daughter's / son's entry to the school;
- Makes information on reporting offensive materials, abuse / bullying etc available for pupils, staff and parents;
- Immediately refers any material we suspect is illegal to the appropriate authorities – Police – and the LA.

Education of Stakeholder Groups

This school:

- Fosters a 'No Blame' environment that encourages pupils to tell a teacher / responsible adult immediately if they encounter any material that makes them feel uncomfortable;
- Ensures pupils and staff know what to do if they find inappropriate web material i.e. to switch off monitor and report the URL to the teacher or Network Manager.
- Ensures pupils and staff know what to do if there is a cyber-bullying incident;
- Ensures all pupils know how to report abuse;
- Teaches an online health programme throughout all Key Stages. Pupils are taught a range of skills and behaviours appropriate to their age and experience, such as:

    - to STOP and THINK before they CLICK
    - to discriminate between fact, fiction and opinion;
    - to develop a range of strategies to validate and verify information before accepting its accuracy;
    - to skim and scan information;
    - 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 some search engines / web sites that are more likely to bring effective results;
    - to know how to narrow down or refine a search;
    - for older pupils, to understand how search engines work;
    - to understand 'Netiquette' 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, 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;
    - for older pupils, to understand why and how some people will 'groom' young people for sexual reasons;
    - to know not to download any files – such as music files - without permission;
    - to have strategies for dealing with receipt of inappropriate materials;

- 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 observe and respect 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;
- Ensures staff know how to encrypt data where the sensitivity requires and that they understand data protection and general security issues linked to their role and responsibilities.

Woodcroft Primary School

Policy: Managing email

How will email be managed?
email is now an essential means of communication for staff in our schools and increasingly for pupils and homes. Directed email use in schools can bring significant educational benefits through increased ease of communication between students and staff, or within local and international school projects .

However, un-regulated email can provide a means of access to a pupil that bypasses the traditional school physical boundaries. The central question is the degree of responsibility for self-regulation that may be delegated to an individual. Once email is available it is difficult to control its content.

Technology:
Incoming and outgoing email can be restricted to approved addresses and filtered for unsuitable content and viruses. This is the first line of defence. WPS uses the G Suite system which allows key words to be filtered. This list is to be regularly reviewed and updated.

By default any pupil accounts that are created are automatically assigned as 'Woodcroft Domain Only. This means that they can only exchange emails with pupils and teachers from the same school.

Where the school receives nuisance or bullying emails and the email address of the sender is not obvious, it is possible to track the address using 'email' tracking software. Talk to your G Suite Administrator where necessary.

In this school:

- If one of our staff or pupils receives an email that we consider is particularly disturbing or breaks the law we contact the police.
- Accounts are managed effectively, with up to date account details of users
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Spam, phishing and virus attachment can make email dangerous; G Suite employs world-class filtering systems.

Pupils:

- Pupils can only use school email accounts on the school system.
- Staff can only use school email accounts on the school system.
- Pupils are introduced to, and use email as part of the Computing scheme of work.
- All pupils are introduced to principles of email through closed domain filtering software.
- Pupils are taught about the safety and 'netiquette' of using email i.e.
    - not to give out their email address unless it is part of a school managed project or someone they know and trust and is approved by their teacher or parent/carer;
    - that an email is a form of publishing where the message should be clear, short and concise;
    - that any email 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 email, such as address, telephone number, etc;
    - to 'Stop, Think, Before They Click' and not open attachments unless sure the source is safe;
    - the sending of attachments should be limited;
    - embedding adverts is not allowed;
    - that they must immediately tell a teacher / responsible adult if they receive an email 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 emails, but to keep them as evidence of bullying;
    - not to arrange to meet anyone they meet through email without having discussed with an adult and taking a responsible adult with them;
    - that forwarding 'chain' email letters is not permitted;

- Pupils sign the school Agreement Form (via the annual online survey) to say they have read and understood the online health rules, including email and we explain how any inappropriate use will be dealt with.

Staff:

- Staff use G Suite email systems for professional purposes;
- Access in school to external personal email accounts may be blocked;
- That email sent to an external organisation is 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';
- Staff sign the appropriate LA / school Agreement Form to say they have read and understood the online health rules, including email and we explain how any inappropriate use will be dealt with.

Woodcroft Primary School

Policy: Use of Digital and Video Images

The School Website.

In this school:

- The Headteacher takes overall editorial responsibility to ensure that the website content is accurate and quality of presentation is maintained;
- Uploading of information is restricted to authorised staff;
- The school web site complies with the school's 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 and telephone number. Home information or individual email identities will not be published;
- Photographs published on the web do not have any names attached;
- 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;
- Digital images/video of pupils are stored in the teachers' shared images folder on the network and images are deleted at the end of the year – unless an item is specifically kept for a key school publication;
- We do not use pupils' names when saving images in the file names or in the <ALT> tags when publishing to the school website;
- We do not include the full names of pupils in the credits of any published school produced video materials/DVDs without parental permission;
- 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;
- Pupils are only able to publish to their own 'safe' web-portal on the Realsmart VLE in school;
- Pupils are taught to publish for a wide range of audiences which might include governors, parents or younger children as part of their Computing scheme of work;
- Pupils are taught about how images can be abused in their online health education programme;

Social networking and Personal Publishing

- The schools will block/filter access to social networking sites, except in the case Google+ which is accessible only to staff through G Suite Admin for the purposes of automatic photograph sharing within the schools domain. Staff will be informed of the schools policy of not using Google+ to share images outside the domain, or to use Google+ to connect with outside agencies for anything other than professional purposes.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email addresses, full names of friends, specific interests and clubs etc.
- Pupils should be advised not to place personal photos on any social network space, excepting the school's VLE. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location eg. house number, street name or school.
- Teachers' official blogs etc. should be password protected and run from the school website. Teachers should be advised not to run social network spaces for student use on a personal basis.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Students should be allowed to interact only with others in the school's domain.
- Students should be advised not to publish specific and detailed private thoughts.
- Schools should be aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.

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Policy: Managing Equipment

Using the school network, equipment and data safely: general guidance

The computer system / network is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. In the case of G Suite, the school retains ownership of all content published.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet or email activity on the network.

To ensure the network is used safely this school:

- Ensures staff read and sign that they have understood the school's online health Policy. Following this, they are set-up with Internet and email access and can be given an individual network log-in username and password;
- Provides pupils with an individual network/G Suite log-in username. From Year 3 they are also expected to use a personal password; prior to Year 3 pupils have password protected access with support of staff or parents.
- Makes it clear that staff must keep their log-on username and password private and must not leave them where others can find;
- Staff should protect sensitive data by locking devices so they may only be accessed via a personal, secret password.
- Makes clear that pupils should never be allowed to log-on or use teacher and staff logins – these have far less security restrictions and inappropriate use could damage files or the network;
- Makes clear that no one should log on as another user – if two people log on at the same time this may corrupt personal files and profiles;
- Has set-up the network with a shared work area for pupils and one for staff. Staff and pupils are shown how to save work and access work from these areas;
- Requires all users to always log off when they have finished working or are leaving the computer unattended;
- Where a user finds a logged-on machine, we require them to always log-off and then log-on again as themselves.
- Requests that teachers and pupils do not switch the computers off during the day unless they are unlikely to be used again that day or have completely crashed. We request that they DO switch the computers off at the end of the day.
- Has set-up the network so that users cannot download executable files / programmes;
- Has blocked access to specific sites. Sites can, however, be unblocked following consultation with Senior Management and the Network Manager.

- Scans all mobile equipment with anti-virus / spyware before it is connected to the network;
- Makes clear that staff are responsible for ensuring that all equipment that goes home has the anti-virus and spyware software maintained up-to-date and the school provides them with a solution to do so;
- Makes clear that staff are responsible for ensuring that any computer or laptop loaned to them by the school, is used solely to support their professional responsibilities and that they notify the school of any “significant personal use” as defined by HM Revenue & Customs.
- Makes clear that staff accessing LA systems do so in accordance with any Corporate policies;
  e.g. Borough email or Intranet; finance system, Personnel system etc.
- Maintains equipment to ensure Health and Safety is followed;
- Does not allow any outside Agencies to access our network remotely except where there is a clear professional need and then access is restricted and is only through approved systems;
- Provides pupils and staff with access to content and resources through the approved Learning Platform which staff and pupils access using their Shibboleth compliant username and password.
- Uses the DfES secure s2s website for all CTF files sent to other schools;
- Ensures that all pupil level data or personal data sent over the Internet is encrypted (G Suite) or only sent within the approved secure system in our LA;
- Follows LA advice on Local Area and Wide Area security matters and firewalls and routers have been configured to prevent unauthorised use of our network;
- Reviews the school IT systems regularly with regard to security.

Woodcroft Primary School

Policy: How will Infringements be handled?

Whenever a student or staff member infringes the online health Policy, the final decision on the level of sanction will be at the discretion of the school management.

Pupils

Category A infringements

- Use of non-educational sites during lessons
- Unauthorised use of email
- Use of unauthorised instant messaging / social networking sites

Sanctions: *referral to class teacher, warning given. Woodcroft Primary School Internet Acceptable use Policy for Pupils reiterated.*

Category B infringements

- Continued use of non-educational sites during lessons after being warned.
- Continued unauthorised use of email after being warned.
- Continued use of unauthorised instant messaging / chatrooms, social networking sites, NewsGroups.
- Accidentally corrupting or destroying others' data without notifying a member of staff of it.
- Accidentally accessing offensive material and not logging off or notifying a member of staff of it.

Sanctions: *Referral to Senior Management. Removal of Internet access rights for a period of time. Parents informed. Woodcroft Primary School Internet Acceptable use Policy for Pupils reiterated.*

Category C infringements

- Deliberately corrupting or destroying someone's data, violating privacy of others
- Sending an email or electronic message that is regarded as harassment or of a bullying nature (one-off)
- Deliberately trying to access offensive or pornographic material
- Any purchasing or ordering of items over the Internet
- Transmission of commercial or advertising material

Sanctions: *Referral to Headteacher. Removal of internet access rights for a period of time. Parents informed. Woodcroft Primary School Internet Acceptable use Policy for Pupils reiterated.*

Other safeguarding actions

If inappropriate web material is accessed:

1. Ensure appropriate technical support filters the site
2. Inform LA / Synetrix as appropriate

Category D infringements

- Continued sending of emails or electronic messages regarded as harassment or of a bullying nature after being warned
- Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent
- Deliberate receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988
- Bringing the school name into disrepute

Sanctions: *Referral to Headteacher in line with the behaviour and Anti-bullying policies. Removal of internet access rights for a period of time. Parents informed. Woodcroft Primary School Internet Acceptable use Policy for Pupils reiterated.*

Other safeguarding actions:

1. Secure and preserve any evidence
2. Inform the sender's email service provider

Staff

Category A infringements (Misconduct)

- Excessive use of electronic communication (e.g. Internet, mobile phones etc) for personal activities not related to professional development e.g. online shopping, personal email, instant messaging etc.
- Use of personal data storage media (e.g. USB memory sticks) without considering access and appropriateness of any files stored.
- Not implementing appropriate safeguarding procedures.
- Any behaviour on the internet that compromises the staff members professional standing in the school and community.
- Misuse of first level data security, e.g. wrongful or careless use of passwords. These must be changed from the default and updated (at least termly).
- Breaching copyright or license e.g. installing unlicensed software on network.
- The use of mobile phones in contact time, except in exceptional circumstances authorised by the headteacher.

Sanction *- Referral to line manager / Headteacher. Warning given.*

Category B infringements (Gross Misconduct)

- Serious misuse of, or deliberate damage to, any school / Council computer hardware or software;
- Any deliberate attempt to breach data protection or computer security rules;
- Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent;
- Deliberate receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988;
- Bringing the school name into disrepute. This includes the use of social media which for non-professional reasons.
- The use of personal mobile phones or other devices capable of storing, distributing and recording images, except in exceptional circumstances authorised by the headteacher.

Sanction *– Referral to Headteacher / Governors and follow school disciplinary procedures; report to LA Personnel/ Human resources, report to Police*

Other safeguarding actions:

- Remove the PC to a secure place to ensure that there is no further access to the PC or laptop.
- Instigate an audit of all IT equipment by an outside agency, such as the schools IT managed service providers - to ensure there is no risk of pupils accessing inappropriate materials in the school.
- Identify the precise details of the material.

If a member of staff commits an exceptionally serious act of gross misconduct they should be instantly suspended. Normally though, there will be an investigation before disciplinary action is taken for any alleged offence. As part of that the member of staff will be asked to explain their actions and these will be considered before any disciplinary action is taken.

Schools are likely to involve external support agencies as part of these investigations e.g. a technical support service to investigate equipment and data evidence, the Local Authority Human Resources team.

Child Pornography found?

In the case of Child Pornography being found, the member of staff should be **immediately suspended** and the Police should be called: see the free phone number **0808 100 00 40** at: http://www.met.police.uk/childpornography/index.htm

Anyone may report any inappropriate or potentially illegal activity or abuse with or towards a child online to the Child Exploitation and Online Protection (CEOP):

http://www.ceop.gov.uk/reporting_abuse.html

http://www.iwf.org.uk

How will staff and students be informed of these procedures?

- They will be fully explained and included within the school's online health / Acceptable Use Policy. All staff will be required to sign the school's Acceptable Use Agreement acceptance form annually;
- Pupils will be taught about responsible and acceptable use and given strategies to deal with incidents so they can develop 'safe behaviours'. Pupils will sign an age appropriate online health / acceptable use form;
- The school's online health policy will be made available and explained to parents, and parents will sign an acceptance form when their child starts at the school.
- Information on reporting abuse / bullying etc will be made available by the school for pupils, staff and parents.
- Staff are issued with the 'What to do if?' guide on online health issues, (see LGfL safety site).

Woodcroft Primary School

online health agreement form: parents

Parent / guardian name: _____

Pupil name(s): _____

As the parent or legal guardian of the above pupil(s), I grant permission for my daughter or son to have access to use the Internet, Google Suite for Education (G Suite) email and other IT facilities at school.

I know that my daughter or son has signed an online health agreement form and that they have a copy of the '10 rules for responsible IT use'.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching online health skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit, and that if they have concerns about their online health or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's online health.

Parent / guardian signature: _____

Date: ___/___/___

Use of digital images - photography and video: **I also agree to the school using photographs of my child or including them in video material, as described in the document 'Use of digital and video images'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.**

Parent / guardian signature: _____ Date: ___/___/___

Woodcroft Primary School

online health agreement form: parents

Parent / guardian name: _____

Pupil name(s): _____

As the parent or legal guardian of the above pupil(s), I grant permission for my daughter or son to have access to use the Internet, Google Suite for Education and other IT facilities approved by the school.

I know that my daughter or son has signed an online health agreement form and that they have access to a copy of the 10 'rules for responsible IT use'.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email*, employing appropriate teaching practice and teaching online health skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit, and that if they have concerns about their online health or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's online health.

Parent / guardian signature: _____

Date: ___/___/___

Use of digital images - photography and video: I also agree to the school using photographs of my child or including them in video material, as described in the document 'Use of digital and video images'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Parent / guardian signature: _____ Date: ___/___/___

Use of digital images - photography and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

If the pupil is named, we do not use their photograph.

If their photograph is used, we do not name the pupil.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staffs are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity;
  e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.

- Your child's image for presentation purposes around the school;
  e.g. in school wall displays and on the school's Virtual Learning Environment (VLE), known as the Treehouse..

- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;
  e.g. on the school's VLE; in our school prospectus or on our school website. In rare events, your child's could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Further information for parents on online health can be found at: http://ceop.police.uk/

Woodcroft Primary School

Keeping safe: stop, think, before you click!

Pupil name: _____

☐ I have read the school 'rules for responsible IT use'. My teacher has explained them to me.

☐ I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

☐ This means I will use the computers, Internet, email, online communities, Virtual Learning Environment (VLE), digital cameras, video recorders, and other devices in a safe and responsible way.

☐ I understand that the school can check my computer files, and the Internet sites I visit, and that if they have concerns about my safety, that they may contact my parent / carer.

Pupil's signature _____

Date: ___/___/___

Woodcroft Primary School
Digital Technologies Acceptable Use Policy (AUP): Staff

This policy covers the use of digital technologies in school: i.e. email, Internet, intranet and network resources, Virtual Learning Environment (VLE), software, equipment and systems.

I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.

I will only use the approved, secure email system(s) for any school business (currently Google Suite for Education (G Suite)).

I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.

I will only use the approved, secure cloud-storage system(s) for any school business (currently Google Suite for Education (G Suite)).

I will not browse, download or send material that could be considered offensive to colleagues.

I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Network Manager or Headteacher.

I will not allow unauthorised individuals to access email / Internet / intranet / network.

I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.

I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.

I will ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols.

I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended system.

I will not use personal digital cameras or camera phones for transferring images of pupils or staff without permission.

I will use the school's VLE in accordance with school policy.

I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.

I will not engage in any online activity that may compromise my professional responsibilities.

I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.

I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice.

I will only use LA systems in accordance with any corporate policies.

I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

Digital Technologies Acceptable Use Policy (AUP): Staff

User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Acceptable Use Policy (normally an annual revisit).

I agree to abide by the school's most recent Acceptable Use Policy.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's IT resources and systems such as Google Suite for Education (G Suite).

Signature …….…… Date ……

Full Name …….....(printed)

Job title . . . . . .

School . . . . . .

Authorised Signature (Head Teacher /Deputy)

I approve this user to be set-up.

Signature …….…….... Date ……

Full Name ……....…(printed)

Woodcroft Primary School
Guidance: Safeguarding and Protecting Children

What are the online health issues?

Although the use of digital devices and the Internet provide ever increasing opportunities for children to expand their knowledge and skills, it is also the case that the use of such technology may sometimes expose children to the risk of harm.

Apart from the risk of children accessing internet sites which contain unsuitable material, risks to the well being of children may also exist in a variety of other ways.

It is known that adults who wish to abuse may pose as children to engage and then meet up with the children or young people they have been in communication with.
This process is known as 'Grooming' whereby an adult prepares a child or young person to be abused. The process may take place over a period of months using chat rooms, social networking sites and mobile phones.

An adult may pretend to be a peer and gradually convince the child or young person that they are their boyfriend or girlfriend, establishing a relationship of apparent trust with the intended victim and making it difficult for the child to then speak out.

Increasingly bullying is conducted on the internet or by the use of text messages and is therefore harder for schools to notice and deal with.

Section 175 of the 2002 Education Act and Section 11 of the 2004 Children Act places upon all those who work with children a duty to safeguard and promote their welfare by creating a safe learning environment and where there are child welfare concerns, taking swift action to address them. It is vital that schools are aware of the signs which might indicate that a child is being groomed, bullied or being subjected to inappropriate material and know how to take steps to begin to address this and safeguard and support the child.

Creating a safe learning environment means having effective arrangements in place to address a range of issues and schools should ensure that they have policies and procedures in place which are reviewed annually and adhered to by all staff, teaching and non teaching whether in a paid or voluntary capacity.

Woodcroft Primary School follows the guidance given in The Government's Response to Lord Laming[11] Update May 2010. In particular with reference to cooperating with outside agencies to safeguard children's welfare.

[11] https://www.education.gov.uk/publications/.../DCSF-00311-2010.pdf

Woodcroft Primary School

Guidance: Cyber Bullying

Key national document :
"Cyberbullying – Safe to Learn: Embedding Anti-bullying work in schools"
DCSF-00658-2007

Cyber bullying is bullying through the use of communication technology like mobile phone text messages, emails or websites. This can take many forms for example:

- Sending threatening or abusive text messages or emails, personally or anonymously
- Making insulting comments about someone on a website, social networking site (eg: Facebook) or online diary (blog)
- Making or sharing derogatory or embarrassing videos of someone via mobile phone or email (such as 'Happy Slapping' videos)

It should be noted that the use of digital devices to bully could be against the law. Abusive language or images, used to bully, harass or threaten another, whether spoken or written (through electronic means) may be libellous, may contravene the *Harassment Act 1997 or the Telecommunications Act 1984* for example.

What is Bullying?

There are four identifying features of bullying:

- It is deliberate, hurtful behaviour
- It is repeated over a period of time
- It is often difficult for those being bullied to defend themselves
- The bully has and exercises power over the victim.

Bullying can take a number of forms:

- Physical, for example kicking and hitting
- Emotional or verbal, for example name calling, exclusion, threatening or coercion
- Damage to property, for example taking lunches or destroying school books.

All forms of bullying can be damaging to the victim.

If a bullying incident directed at a child occurs using email or mobile phone technology either inside or outside of school time.

3. *Advise the child not to respond to the message*
4. *Refer to relevant policies including online health/acceptable use, anti-bullying and PHSE and apply appropriate sanctions*
5. *Secure and preserve any evidence*
6. *Inform the sender's email service provider*
7. *Notify parents of the children involved*
8. *Consider delivering a parent workshop for the school community*

9. *Consider informing the police depending on the severity or repetitious nature of offence*
10. *Inform the LA online health officer*

If malicious or threatening comments are posted on an Internet site about a pupil or member of staff.

1. *Inform and request the comments be removed if the site is administered externally*
2. *Secure and preserve any evidence*
3. *Send all the evidence to CEOP at ww.ceop.gov.uk/contact_us.html*
4. *Endeavour to trace the origin and inform police as appropriate*
5. *Inform LA online health officer*

The school may wish to consider delivering a parent workshop for the school community

Children should be confident in a no-blame culture when it comes to reporting inappropriate incidents involving the internet or mobile technology: they must be able to do this without fear. "

Woodcroft Primary School

Guidance: What do we do if?

An inappropriate website is accessed <u>unintentionally</u> in school by a teacher or child.

1. Play the situation down; don't make it into a drama.
2. Report to the head teacher/e- safety officer and decide whether to inform parents of any children who viewed the site.
3. Inform the Network Manager and ensure the site is filtered.

An inappropriate website is accessed <u>intentionally</u> by a child.

1. Refer to the acceptable use policy that was signed by the child, and apply agreed sanctions.
2. Notify the parents of the child.
3. Inform the school technicians and ensure the site is filtered if need be.

An adult uses School IT equipment inappropriately.

1. Ensure you have a colleague with you, do not view the misuse alone.
2. Report the misuse immediately to the head teacher and ensure that there is no further access to the PC or laptop.
3. If the material is offensive but not illegal, the head teacher should then:
   - Remove the PC to a secure place.
   - Instigate an audit of all IT equipment by the schools IT managed service providers to ensure there is no risk of pupils accessing inappropriate materials in the school.
   - Identify the precise details of the material.
   - Take appropriate disciplinary action (contact Personnel/Human Resources).
   - Inform governors of the incident.
4. In an extreme case where the material is of an illegal nature:
   - Contact the local police or High Tech Crime Unit and follow their advice.
   - If requested to remove the PC to a secure place and document what you have done.

A bullying incident directed at a child occurs through email or mobile phone technology, either inside or outside of school time.

1. Advise the child not to respond to the message.
2. Refer to relevant policies including online health, anti-bullying and PSHE.
3. Secure and preserve any evidence.
4. Inform the sender's email service provider.
5. Notify parents of the children involved.
6. Consider delivering a parent workshop for the school community.
7. Inform the police if necessary.
8. Inform the LA online health officer.

Malicious or threatening comments are posted on an Internet site about a pupil or member of staff.

1. Inform and request the comments be removed if the site is administered externally.
2. Secure and preserve any evidence.
3. Send all the evidence to CEOP at ww.ceop.gov.uk/contact_us.html.
4. Endeavour to trace the origin and inform police as appropriate.
5. Inform LA online health officer.

The school may wish to consider delivering a parent workshop for the school community

You are concerned that a child's safety is at risk because you suspect someone is using communication technologies (such as social networking sites) to make inappropriate contact with the child

1. Report to and discuss with the named child protection officer in school and contact parents (using MyConcern).
2. Advise the child on how to terminate the communication and save all evidence.
3. Contact CEOP http://www.ceop.gov.uk/
4. Consider the involvement police and social services.
5. Inform LA online health officer.
6. Consider delivering a parent workshop for the school .community.

All of the above incidences must be reported immediately to the head teacher and online health officer.

Children should be confident in a no-blame culture when it comes to reporting inappropriate incidents involving the Internet or mobile technology: they must be able to do this without fear.

10 rules for responsible IT use

Keeping safe:

Stop, think, before you click!

These rules will keep everyone safe and help us to be fair to others.

1. I will keep my password secret.

2. I will only use the school's computers to help me learn.

3. The messages I send, or information I upload, will always be polite and sensible.

4. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.

5. I will only email people I know, or my teacher has approved.

6. I will only delete my own files.

7. I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.

8. I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.

9. I will not give my home address, phone number, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.

10. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.

Think Before You Click

Woodcroft Primary School

S	I will only use the Internet and email with an adult
A	I will only click on icons and links when I know they are safe
F	I will only send friendly and polite messages
E	If I see something I don't like on a screen, I will always tell an adult.

My Name:

My Signature: