

e-safety policy

2015

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Introduction

At SchoolsCompany Central Devon Academy we believe that the key to developing safe and responsible behaviors online, not only for pupils but everyone within our school community, lies in effective education. We know that the Internet and other technologies are embedded in our pupils' lives not just in school but outside as well, and we believe we have a duty to help prepare our pupils to safely benefit from the opportunities the Internet brings.

In order to exploit the many educational and social benefits of new technologies, learners need opportunities to create, collaborate and explore in the digital world, using multiple devices from multiple locations. At times, they will encounter risks.

However, the risk is not from the technologies themselves, rather more by the behaviours and values online. We therefore, need to empower learners to develop safe and responsible online behaviours to protect themselves whenever they go online.

At SCDA we, fully endorse the opinions expressed in the Byron Reviews and subsequent report 'Safer Children in a digital world': -

"To equip children to deal with exposure to harmful and inappropriate content and contact, and equip parent/carers to help their children deal with these things and parent effectively around incidences of harmful and inappropriate conduct by their children".

This policy should be taken together with our commitment to Safeguarding, which is everyone's responsibility to keep children safe, and lies within the much larger Every Child Matters Agenda.

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Responsibilities of the School Community

We believe that e-safety is the responsibility of the whole school community, and everyone has their part to play in ensuring all members of the community are able to benefit from the opportunities that technology provides for learning and teaching. The following responsibilities demonstrate how each member of the community will contribute.

Responsibilities of the Management Team

- ✎ Develop and promote an e-safety culture within the school community.
- ✎ Support the e-safety coordinator in their work.
- ✎ Receive and regularly review e-safety incident logs and be aware of the procedure to be followed should an e-safety incident occur in school.
- ✎ Take ultimate responsibility for the e-safety of the school community.

Responsibilities of the School Child Protection Officer with the support of the e-safety Coordinator

- ✎ Promote an awareness and commitment to e-safety throughout the school.
- ✎ Be the first point of contact in SCDA on all e-safety matters.
- ✎ Coordinate e-safety policies and procedures.
- ✎ Develop an understanding of current e-safety issues, guidance and appropriate legislation.
- ✎ Ensure all members of staff receive an appropriate level of training in e-safety issues
- ✎ Ensure that e-safety education is embedded across the curriculum.
- ✎ Ensure that e-safety is promoted to parents and carers.
- ✎ Liaise with the local authority, the local safeguarding children's board and other relevant agencies as appropriate.
- ✎ Monitor and report on e-safety issues
- ✎ Ensure an e-safety incident log is kept up-to-date.

Responsibilities of Teachers and Support Staff

- ✎ Read, understand and help promote SCDA's e-safety policies and guidance.
- ✎ Read, understand and adhere to the school staff Acceptable Use Policy (AUP).
- ✎ We will remind pupils about their responsibilities through the AUP which every pupil will sign (displayed throughout the school/displayed when a pupil logs on).
- ✎ Develop and maintain an awareness of current e-safety issues and guidance.
- ✎ Ensure that the SCDA acceptable use policy is explained to parents/carers as part of the pupil's induction meeting.
- ✎ Model safe and responsible behaviours in your own use of technology.
- ✎ Embed e-safety messages in learning activities where appropriate.
- ✎ Supervise pupils carefully when engaged in learning activities involving technology.
- ✎ Ensure that students consider the consequences their actions may have on others,
- ✎ Be aware of what to do if an e-safety incident occurs.
- ✎ Maintain a professional level of conduct in their personal use of technology at all times.

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Responsibilities of Pupils

- Read, understand and adhere to SCDA's pupil AUP and sign the same upon induction.
- Help and support the school in creating e-safety policies and practices; and adhere to any policies and practices the school creates.
- Take responsibility for learning about the benefits and risks of using the Internet and other technologies in school and at home.
- Take responsibility for your own and each others' safe and responsible use of technology in school and at home, including judging the risks posed by the personal technology owned and used by pupils outside of school.
- Ensure you respect the feelings, rights, values and intellectual property of others in your use of technology in school and at home.
- Understand what action you should take if you feel worried, uncomfortable, vulnerable or at risk whilst using technology in school and at home, or if you know of someone who this is happening to.
- Discuss e-safety issues with family, carers and friends in an open and honest way.

Responsibilities of Parents and Carers

- Help and support SCDA in promoting e-safety.
- Read, understand and promote SCDA's pupil AUP with your children and sign the same upon induction
- Take responsibility for learning about the benefits and risks of using the Internet and other technologies that your children use in school and at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies
- Discuss e-safety concerns with your children, show an interest in how they are using technology, and encourage them to behave safely and responsibly when using technology.
- Model safe and responsible behaviors in your own use of technology.
- Consult with SCDA if you have any concerns about your children's use of technology.

Responsibilities of the Management Committee

- Read, understand, contribute to and help promote SCDA's e-safety policies and guidance.
- Develop an overview of the benefits and risks of the Internet and common technologies used by pupils.
- Develop an overview of how the school ICT infrastructure provides safe access to the Internet.
- Develop an overview of how the school encourages pupils to adopt safe and responsible behaviors in their use of technology in and out of school.

Support the work of the e-safety group in promoting and ensuring safe and responsible use of technology in and out of school, including encouraging parents to become engaged in e-safety activities.

Ensure appropriate funding and resources are available for the school to implement their e-safety strategy.

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Managing ICT Systems and Access

The school will be responsible for ensuring that access to the ICT systems is as safe and secure as reasonably possible.

- ✎ Servers and other key hardware or infrastructure will be located securely with only appropriate staff permitted access.
- ✎ Servers; workstations and other hardware and software will be kept updated as appropriate.
- ✎ Virus protection is installed on all appropriate hardware, and will be kept active and up-to-date.
- ✎ The school will agree which users should and should not have Internet access, and the appropriate level of access and supervision they should receive.
- ✎ All users will sign an end-user Acceptable Use Policy (AUP) provided by the school, appropriate to their age and access. Users will be made aware that they must take responsibility for their use of, and behavior whilst using, the school ICT systems, and that such activity will be monitored and checked.
- ✎ Pupils will access the Internet using an individual log-on, which they will keep secure.
- ✎ Whether supervised by a member of staff, or working independently, pupils will abide by the school AUP at all times.
- ✎ Members of staff will access the Internet using an individual log-on, which they will keep secure. They will ensure they log-out after each session, and not allow pupils to access the Internet through their log-on. They will abide by the school AUP at all times.
- ✎ Any administrator or master passwords for school ICT systems should be kept secure and available to at least two members of staff, e.g. head teacher and member of technical support.
- ✎ Central Devon Personalised Learning Service will take all reasonable precautions to ensure that users do not access inappropriate material, however it is not possible to guarantee that access to unsuitable material will never occur

Filtering Internet access

The school uses a filtered Internet service. The filtering is provided through SWGFL if users discover a website with inappropriate content, this should be reported to the e-safety coordinator.

If users discover a website with potentially illegal content, this should be reported immediately to the e-safety coordinator. The school will report this to appropriate agencies including the filtering provider, LA or CEOP.

The school will regularly review the filtering and other security systems to ensure they meet the needs of all users.

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Using email

- Staff and pupils should use approved e-mail accounts allocated to them by the school, and be aware that their use of the school e-mail system will be monitored and checked.
- Pupils will be reminded when using e-mail about the need to send polite and responsible messages, about the dangers of revealing personal information, about the dangers of opening e-mail from an unknown sender, or viewing/opening attachments.
- Communication between staff and pupils or members of the wider school community should be professional and related to school matters only.
- Any inappropriate use of the school e-mail system, or the receipt of any inappropriate messages by a user, should be reported to a member of staff immediately.

Using images, video and sound

- We will remind pupils of safe and responsible behaviours when creating, using and storing digital images, video and sound. We will remind them of the risks of inappropriate use of digital images, video and sound in their online activities both at school and at home.
- Digital images, video and sound will only be created using equipment provided by the school.
- Staff and pupils will follow the school policy on creating, using and storing digital resources. In particular, digital images, video and sound will not be taken without the permission of participants-, images and video will be of appropriate activities and participants will be in appropriate dress-, full names of participants will not be used either within the resource itself, within the file-name or in accompanying text online; such resources will not be published online without the permission of the staff/pupils involved.
- If pupils are involved, relevant parental permission will also be sought before resources are published online.

Using blogs, wikis, podcasts, social networking and other ways for pupils to publish content online

At present SCDA does not use or allow blogs, wikis, podcasts, social networking or other ways for pupils to publish content online

Using mobile phones

- Pupils are permitted to bring to school mobile phones during the school day but use during lessons is not permitted.
- Staff are permitted to carry a mobile phone during the school day, however it is not expected that they will make use of same during direct contact or supervisory periods
- Staff will not be expected to use personal mobile phones in any situation where their mobile phone number or other personal details may be revealed to a pupil or parent.

Using new technologies

- As a school we will keep abreast of new technologies and consider both the benefits for learning and teaching and also the risks from an e-safety point of view.
- We will regularly amend the e-safety policy to reflect any new technology that we use, or to reflect the use of new technology by pupils which may cause an e-safety risk.

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Learning technologies in school

	Pupil	Staff
Personal mobile phones brought into school	Pupils allowed	Staff allowed
Mobile phones used in lessons	Pupils not allowed	Staff not allowed
Mobile phones used outside of lessons	Pupils allowed	Staff allowed
Taking photographs or videos on Personal equipment	Pupils not allowed	Staff not allowed
Taking photographs or videos on School devices	Pupils allowed with supervision	Staff allowed
Use of hand-held devices such as PDAs. MP3 players or personal gaming consoles	Pupils allowed	Staff allowed
Use of personal email addresses In school	Pupils allowed with supervision of Staff	Staff allowed
Use of school email address for personal correspondence	Pupils not allowed	Staff not allowed
Use of online chat rooms	Pupils not allowed	Staff not allowed
Use of instant messaging services	Pupils not allowed	Staff allowed
Use of blogs, wikis, podcasts or social networking sites	Pupils not allowed	Staff allowed
Use of video conferencing or other online video meetings	Pupils allowed with supervision	Staff allowed

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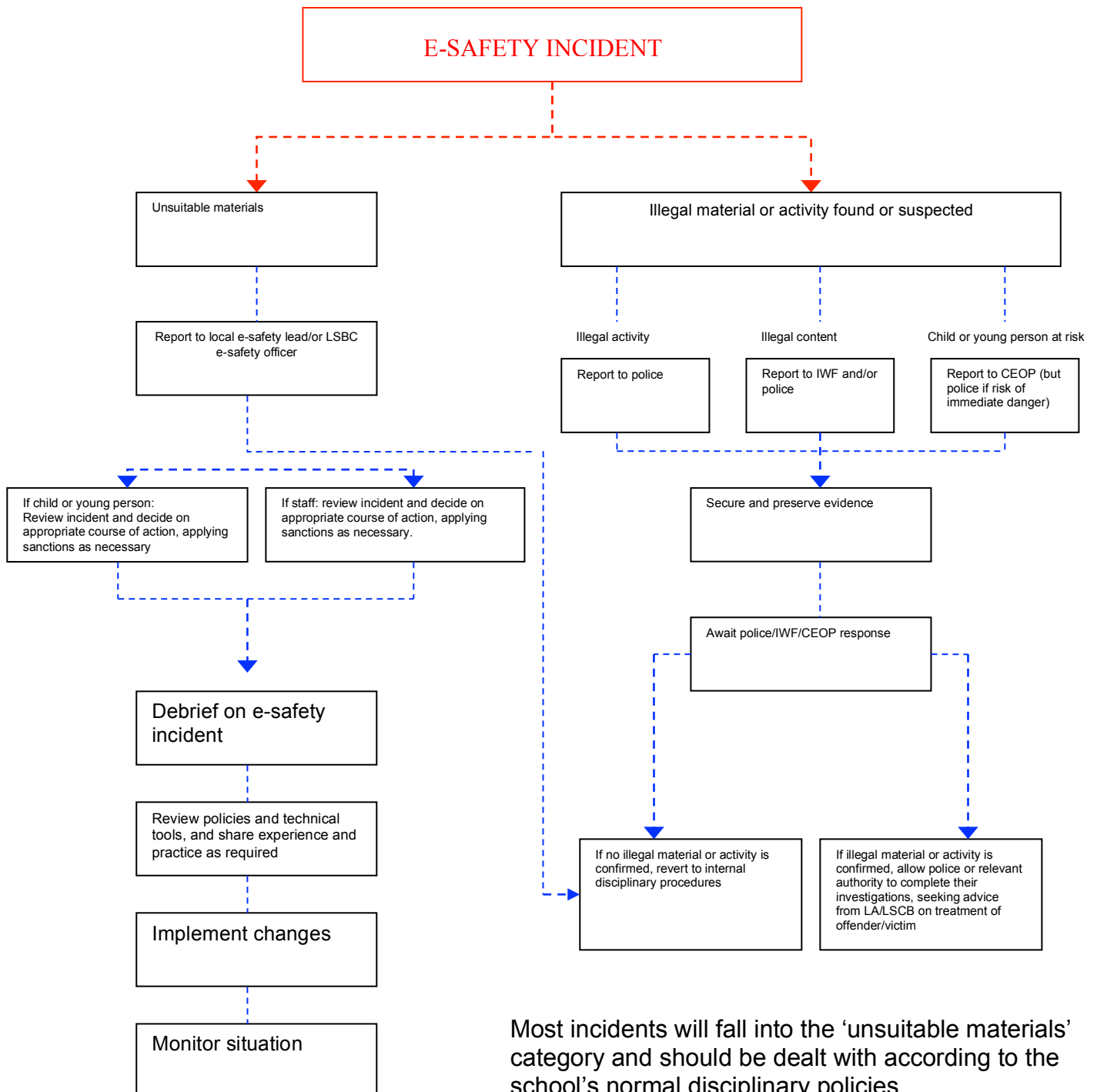
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Responding to e-safety incidents

Flowchart for responding to e-safety incidents



Most incidents will fall into the 'unsuitable materials' category and should be dealt with according to the school's normal disciplinary policies.

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Protecting personal data

At SCDA we ensure that:

- Personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Staff properly log-off from a computer terminal after accessing personal data.
- Staff do not remove personal or sensitive data from the school premises and without ensuring such data is kept secure.

The school website and other online content published by the school

- The school website will not include the personal details, including individual e-mail addresses or full names, of staff or pupils.
- A generic contact e-mail address will be used for all enquiries received through the school website.
- All content included on the school website will be approved by the head teacher before publication.
- The content of the website will be composed in such a way that individual pupils cannot be clearly identified.
- Staff and pupils should not post school-related content on any external website without seeking permission first.

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SCDA Acceptable Use Statement for Primary Students

- I will only use ICT in school for school purposes.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any members of the school community.
- I know that copyright must be respected.
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my eSafety.
- I know that I must not take food or drinks into the ICT areas.

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SCDA Acceptable Use Statement for Secondary Students

- I will only use ICT in school for school purposes.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately access or forward material that could be considered to be offensive or illegal. If I accidentally come across anything like this I will report it to my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any members of the school community. Images of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of a teacher.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.
- I will respect the privacy and ownership of others' work on line.
- I will not attempt to bypass the internet filtering system.
- I know that copyright must be respected.
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my eSafety.
- I know that I must not take food or drinks into the ICT areas.

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