The Hampshire School
CHELSEA

The Hampshire School, Chelsea

ICT acceptable use and E-SAFETY Policy (including EYFS)

November 2017

Review Date: August 2018

NB. A signed copy of the policy is available at the school

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1. Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

2. Legislation and guidance

This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on preventing and tackling bullying and searching, screening and confiscation. It also refers to the Department's guidance on protecting children from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

3. Roles and responsibilities

3.1 The governing body

The governing body has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The governing body will co-ordinate regular meetings with appropriate staff to discuss online safety, and monitor online safety logs as provided by the designated safeguarding lead (DSL).

All governors will:

- Ensure that they have read and understood this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 2)

3.2 The headteacher

The headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

3.3 The designated safeguarding lead

Details of the school's designated safeguarding lead (DSL) and deputies are set out in our child protection and safeguarding policy.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the head teacher, ICT manager and other staff, as necessary, to address any online safety issues or incidents
- Ensuring that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy

- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety (appendix 3 contains a self-audit for staff on online safety training needs)
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing body

This list is not intended to be exhaustive.

3.4 The ICT manager

The ICT manager is responsible for:

- Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Conducting a full security check and monitoring the school's ICT systems on a regular basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.5 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 2), and ensuring that pupils follow the school's terms on acceptable use (appendix 1)
- Working with the DSL to ensure that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

3.6 Parents

Parents are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet (appendix 1)

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues?, UK Safer Internet Centre: https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues
- Hot topics, Childnet International: http://www.childnet.com/parents-and-carers/hot-topics
- Parent factsheet, Childnet International: http://www.childnet.com/ufiles/parents-factsheet-09-17.pdf

3.7 Visitors and members of the community
Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use (appendix 2).

4. Educating pupils about online safety
Pupils will be taught about online safety as part of the curriculum.

In **Key Stage 1**, pupils will be taught to:
- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage 2** will be taught to:
- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

In **Key Stage 3**, pupils will be taught to:
- Understand a range of ways to use technology safely, respectfully, responsibly, critically and securely, including protecting their online identity and privacy
- Recognise inappropriate content, contact and conduct, and know how to report concerns

The safe use of social media and the internet will also be covered in other subjects where relevant.
The school will use assemblies, form time and PSHEE lessons to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

5. Educating parents about online safety
The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our newsletter or virtual learning environment (VLE). This policy will also be shared with parents.
Online safety will also be covered during parents' evenings.
If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.
Concerns or queries about this policy can be raised with any member of staff or the Head teacher.

6. Cyber-bullying
6.1 Definition
Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

6.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Form Teachers will discuss cyber-bullying with their form classes, and the issue will be addressed in assemblies and PSHEE lessons.
Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying.

All staff receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail). The school also informs parents on cyber-bullying so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.
The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

6.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.
When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on screening, searching and confiscation. Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

7. Acceptable use of the internet in school

All pupils, parents and staff are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 and 2). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 and 2.

8. Pupils using mobile devices in school

Pupils who bring mobile devices to school must hand them in to Reception at the start of the day and collect them before going home. Pupils may not use their mobile devices at school or on school trips.

Any use of mobile devices in school by pupils must be in line with the acceptable use agreement (see appendix 1).

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school behaviour policy, which may result in the confiscation of their device.

9. Staff using work devices outside school

Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 2.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school.

If staff have any concerns over the security of their device, they must seek advice from the ICT manager.

Work devices must be used solely for work activities.

10. How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in the behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

11. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

The DSL and deputies will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.
Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.
Volunteers will receive appropriate training and updates, if applicable.
More information about safeguarding training is set out in our child protection and safeguarding policy.

12. Monitoring arrangements
The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 4.
This policy will be reviewed annually by the DSL. At every review, the policy will be shared with the governing body.

13. Links with other policies
This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff disciplinary procedures
- Data protection policy and privacy notices
- Complaints procedure

APPENDIX 1: ACCEPTABLE USE AGREEMENT (PUPILS AND PARENTS/CARERS)

E-safety agreement

For my own personal safety – everywhere!

- ✓ I will ask permission from a member of staff before using the Internet at school.
- ✓ I am aware of "stranger danger" when on line and will not agree to meet online friends.
- ✓ I will tell an adult about anything online which makes me feel uncomfortable.
- ✓ I will not try to bypass the system to reach websites the school has blocked.
- ✓ I understand that the school may check my files and may monitor the web pages I visit.
- ✓ When in school I will only contact people with my teacher's permission.
- ✓ I will be very careful when sharing pictures or video of myself or my friends. If I am in school, I will always check with a teacher.
- ✓ I will not put my "Personal Information" online. (My full name, birthday, phone number, address, postcode, school etc.)

To keep the system safe

- ✓ I will only use my own login and password, which I will keep secret.
- ✓ I will not access other people's files.
- ✓ I will not play games on a school computer unless my teacher has given me permission.
- ✓ I will not install software on school computers.
- ✓ I will not use the system for gaming, gambling, shopping, or uploading videos or music.

Responsibility to others

- ✓ The messages I send will be polite and responsible.
- ✓ I will not upload images or video of other people without their permission.
- ✓ Where work is copyrighted (including music, videos and images,) I will neither download nor share with others.
- ✓ I understand that the school may take action against me if I am involved in inappropriate behaviour on the internet and mobile devices.

Personal Devices

- ✓ The school cannot accept responsibility for loss or damage to personal devices.
- ✓ It is not permitted for pupils to use Mobile Phones during the school day. Phones should not be brought into school unless there is a genuine reason for doing so and my parents have approved this. If I have to bring my phone into school, I will hand it into Reception at registration and get it back at the end of the school day.
- ✓ Other devices (e.g. Games consoles, cameras) should not be brought into school, unless my teacher has given me permission to do so.

E-safety contract

(Please complete, sign and return to your class teacher)

Pupil's Agreement

I have read and I understand the pupil's e-safety agreement, and will abide by the rules which are designed to keep both myself and the school safe.

Name:	Class:	Signed:	Date:

Parent's Consent/Agreement

I have read and understood the e-safety agreement and give permission for my son / daughter to access the Internet at school, and will encourage them to abide by these rules.

Children will receive advice on e-safety at school. Advice for parents is available at https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/ or by contacting the school.

I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials. However, due to the scale of the internet content, it is not possible to guarantee that unsuitable materials will never appear on a school computer. Neither the school nor GEMS can accept liability for the material or any consequences of internet access. I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

I will ensure that any pictures and/or videos taken, or purchased, during school events that include other children, will not be shared using social media. I will not post anything inappropriate on social media about the school, staff or other children (i.e. facebook, whatsapp, twitter etc…)

I give permission for the school to use digital images and videos of my child and for their work to be displayed in the following ways:

Displays around the school	YES ☐	NO ☐
Newsletters	YES ☐	NO ☐
School website	YES ☐	NO ☐
Prospectus	YES ☐	NO ☐
Social Media	YES ☐	NO ☐

Signed:	Date:

Please print name

APPENDIX 2: ACCEPTABLE USE AGREEMENT (STAFF, VOLUNTEERS AND VISITORS)

Acceptable use of the school's ICT systems and the internet: agreement for staff, volunteers and visitors

Name of staff member/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software
- Share my password with others or log in to the school's network using someone else's details

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will

also do so if I encounter any such material. I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.	
Signed (staff member/volunteer/visitor):	**Date:**

APPENDIX 3: ONLINE SAFETY TRAINING NEEDS – SELF-AUDIT FOR STAFF

Online safety training needs audit	
Name of staff member/volunteer:	**Date:**
Do you know the name of the person who has lead responsibility for online safety in school?	
Do you know what you must do if a pupil approaches you with a concern or issue?	
Are you familiar with the school's acceptable use agreement for staff, volunteers, governors and visitors?	
Are you familiar with the school's acceptable use agreement for pupils and parents?	
Are you familiar with the school's approach to tackling cyber-bullying?	
Are there any areas of online safety in which you would like training/further training? Please record them here.	

APPENDIX 4: ONLINE SAFETY INCIDENT REPORT LOG

Online safety incident report log				
Date	**Where the incident took place**	**Description of the incident**	**Action taken**	**Name and signature of staff member recording the incident**