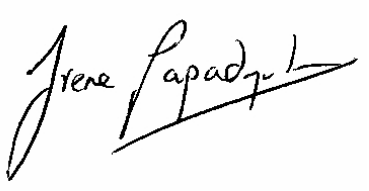
Plashet School E-Safety Policy

Revised and applicable from 18th January 2016



Signed:

Chair of Governors

Introduction

E-Safety is defined as:

- Promoting practices that allow safe use of the Internet
- Giving both students and staff agreed parameters for their use of ICT
- E-safety applies to all ICT use, including the fixed and mobile technologies and to both on-line and off-line ICT usage.
- Safeguarding information held using ICT systems.

Plashet School is committed to providing ICT access safely and responsibly. We believe that:

- All students have the right to use ICT equipment in a safe and controlled environment.
- All students should be taught to manage and minimise risks of being on-line.
- Staff have a key role in educating students to be responsible digital citizens.
- Staff in their own use of ICT should practice safe and responsible working practices.

New technologies have become integral to the lives of young people in today's society, both within educational establishments and in their lives outside school. The Internet and other digital/information technologies are powerful tools which open up new opportunities for everyone. Electronic communication helps teachers and students learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Young people should have an entitlement to safe Internet access at all times. The requirement to ensure that young people are able to use the Internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. This e-Safety policy will help to ensure safe and appropriate use. The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote student achievement. However, the misuse of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content.
- Unauthorised access to, loss of or sharing of personal information.
- The risk of being subject to grooming by those with whom they make contact on the Internet.
- The sharing/distribution of personal images without an individual's consent or knowledge.
- Inappropriate communication/contact with others, including strangers.
- Cyber-bullying.
- Access to unsuitable video/Internet games.
- An inability to evaluate the quality, accuracy and relevance of information on the Internet.
- Plagiarism and copyright infringement.
- Illegal downloading of music or video files.
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this e-safety policy is read and used in conjunction with other school policies; specifically Anti-Bullying, Behaviour, Community Resilience and Safeguarding.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision, to build students' resilience to the risks to which they may be exposed so that they have the confidence and skills to face and deal with these risks.

The school provides the necessary safeguards to help ensure that we have done everything that could reasonably be expected to manage and reduce these risks. The e-safety policy explains how the school intends to do this, whilst also addressing wider educational issues in order to help young people (and their parents/carers/staff) to be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.

Aims

The policy will contribute to e-safety within Plashet School by:

- Setting out clear guidelines and expectations for student use of ICT.
- Setting out clear guidelines and expectations for staff use of ICT.
- Encourage students, staff and parents to promote e-safety.
- Ensuring the dangers associated with the use of the Internet are well understood and students know how to behave responsibly.

Scope

This policy applies to all members of the school community (including staff, students, governors, volunteers, parents/carers and visitors) who have access to and are users of school ICT systems, both in and out of school. The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school. The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate e-safety behaviour that take place out of school.

Roles & Responsibilities

This section outlines the roles and responsibilities for e-safety of individuals and groups within the school.

The school has an e–Safety Coordinator. This person liaises with the Designated Safeguarding/Child Protection Officer and the Community resilience point –of -contact as and when the roles overlap.

Governors

Plashet School's e–Safety Policy has been written by the school, building on government guidance. It has been agreed by the Leadership Team and approved by governors. The e–Safety Policy and its implementation will be reviewed annually. A member of the Governing Body should take on the role of E-Safety Governor. The role of the e-Safety Governor will include:

- Meetings with the E-Safety Coordinator.
- Regular monitoring of e-safety serious incident logs.
- Monitoring of effectiveness of Securus software.
- Reporting to relevant Governors and/or committee at meetings.

Head Teacher & Leadership Team (LT)

The Head Teacher is responsible for ensuring:

- The safety (including e-safety) of all members of the school community, although the day-to-day responsibility for e-safety may be delegated to the e-Safety Coordinator who is a member of the LT.
- Adequate training is provided.
- Effective monitoring systems are set-up.
- That relevant procedure in the event of an e-Safety allegation is known and understood.
- Establishing and reviewing the school e-Safety policies and documents (in conjunction with e-safety co-ordinator).
- The school's Designated Safeguarding Officers should be trained in e-safety issues and be aware of the potential for serious child protection issues that could arise through the use of ICT.

E-Safety Coordinator

The E-Safety Coordinator takes day-to-day responsibility for e-safety issues and has a leading role in:

- Liaising with staff, RM managed service staff, LGFL, Police, LBN, administrative staff, pastoral staff, E-Safety Governor and LT on all issues related to e-safety;
- Ensuring that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place;
- Providing training and advice for staff;
- Receiving reports of serious e-safety incidents and creating a log of incidents to inform future e-safety developments;
- Co-ordinating and reviewing e-safety education programmes in school
- Promoting e-safety with parents and the local community.

RM Managed Service

Plashet School is currently part of a borough-wide managed service with RM Education to manage the ICT infrastructure in school.

The RM managed service staff are responsible for ensuring that:

- The school's ICT infrastructure is secure and meets e-safety technical requirements.
- The school's password policy is adhered to.
- The school's filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person.
- They keep up to date with e-safety technical information.
- The use of the school's ICT infrastructure (network, remote access, e-mail, VLE etc.) is regularly monitored in order that any misuse or attempted misuse can be reported to the E-Safety Coordinator and/or LT for investigation/action/sanction.
- Monitoring software is kept up to date.

Teaching & Support Staff

In addition to elements covered in the Staff ICT Accessible Use Guidelines and the iPad Mini Acceptable Use Agreement, all teaching and support staff are responsible for ensuring that:

- They have an up to date awareness of e-safety matters and of the current school e-safety policy and practices.
- They have read understood and signed the school Staff ICT Accessible Use Guidelines.
- They have read, understood and signed the school iPad Mini Acceptable Use Agreement.
- E-safety issues are embedded in all aspects of the curriculum and other school activities.
- Students understand and follow the school's e-safety and acceptable usage policies.
- Students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- They monitor ICT activity in lessons, extracurricular and extended school activities.
- In lessons where Internet use is pre-planned, students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in Internet searches.

Students

- Are responsible for using the school ICT systems in accordance with the Student Acceptable Usage Policy, which they will be required to sign before being given access to school systems. Parents/carers will be required to read through and sign alongside their child's signature.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's e-safety policy also covers their actions out of school, if related to their membership of the school.

Parents/Carers

Parents/Carers play a crucial role in ensuring that their children understand the need to use the Internet /mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take opportunities to help parents understand these issues. Parents and carers will be responsible for:

- Endorsing (by signature) the Student Acceptable Usage Policy.
- Accessing the school website in accordance with the relevant school Acceptable Usage Policy.

Community Users

Community Users who access school ICT systems/website/Learning Platform as part of the Extended School provision will be expected to sign the Staff & Visitor Acceptable User Agreement (see Appendix 6) before being provided with access to school systems.

Education and Training

Learning and development will be provided in the following ways:

- A planned e-safety programme is provided as part of the form tutor and assembly programme and is regularly revisited in Information Technology and other lessons across the curriculum – this programme covers both the use of ICT and new technologies in and outside of school.

- Digital Resilience is taught through the Citizenship, PSHE and Computing Curriculums. (See Appendix 8 Promoting Digital Resilience)
- Students are taught in lessons to be critically aware of the materials/content they access online and are guided to validate the accuracy of the information.
- Students are helped to understand the need for the Student AUP and encouraged to adopt safe and responsible use of ICT, the Internet and mobile devices both within and outside of school.
- Students are taught to acknowledge the source of information used and to respect copyright when using material accessed on the Internet.
- Rules for the use of ICT systems and the Internet are posted in school.
- Staff act as good role models in their use of ICT, the Internet and mobile devices.

Acceptable Use Agreement

- **Parents/carers** will be required to read through and sign alongside their child's signature, helping to ensure their children understand the rules
- **Staff and regular visitors who use the school network** have an AUP that they must read through and sign to indicate understanding of the rules.

Copyright

- Students to be taught an appropriate understanding of research skills and the need to avoid plagiarism and uphold copyright regulations - staff to monitor this.
- Students are taught, appropriate to their age, to acknowledge the source of information used and to respect copyright when using material accessed on the Internet.
- If using a search engine for images – staff/students should open the selected image and go to its website to check for copyright.

Staff

- E-safety coordinator ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- All staff undertake an annual training update.
- The **E-Safety Coordinator/LT link** will receive regular updates through Local Authority and/or other information/training sessions and by reviewing guidance documents released.
- **Governors** are invited to take part in e-safety training and awareness sessions, with particular importance for those who are members of any committee or working group involved in ICT, e-safety, health and safety or child protection.

Communication

Email

- Digital communications with students should be on a professional level only and only carried out using official school systems, namely via Fronter.
- **Under no circumstances should staff contact students, parents/carers or conduct any school business using personal e-mail addresses.**
- School e-mail is not to be used for personal use. Staff can use their own email in school (before, after school and during lunchtimes when not working with children) but not for contact with parents/students.

Mobile Telephones

- **School** mobile telephones only should be used to contact parents/carers/students when on school business with students off site. Staff should not use personal mobile devices.
- **Staff** should not use personal mobile telephones in school during working hours when in contact with children.
- Students should adhere to the rules and guidelines set out in the Behaviour Policy regarding mobile telephone use in school.

Social Networking Sites

Young people will not be allowed on social networking sites at school; at home it is a parental responsibility and parents need to be proactive in ensuring the content their children are accessing or posting online is suitable. Parents should be aware that it is illegal for children under the age of 13 to be on certain social networking sites.

- **Staff** should not access social networking sites on school equipment in school.
- **Staff** users should not reveal the name of the school or names of staff, students, parents/carers or any other member of the school community on any social networking site or blog**.**
- **Students/Parents/Carers** should be aware that the school will investigate misuse of social networking if it impacts on the well-being of other students or stakeholders in school. It is, however, the responsibility of parents to monitor the usage of their children's digital communication outside school.
- If inappropriate comments are placed on social networking sites about the school or school staff, advice would be sought from the relevant agencies, including the police if necessary.

Digital Images

- The school's records of parental permissions granted/not granted must be adhered to when taking images of our students. A list is published to all staff on a termly basis, but can also be obtained from the data office or the Child Protection Officers in school.
- Under no circumstances should images be taken using privately owned equipment without the express permission of the Head Teacher or the E-Safety co-ordinator.
- Where permission is granted, the images should be transferred to school storage systems (server or disc) and deleted from privately owned equipment at the earliest opportunity.
- Any photographs or videos containing student images must be uploaded to the shared staff area of the school network and deleted from school issued mini iPads within 10 working days.

Although many of the above points are preventative and safeguarding measures, it should be noted that the school has an active website which it uses to publicise school events and celebrate and share the achievement of students.

Removable Data Storage Devices

- All files downloaded from the Internet , received via e-mail or provided on removable media (e.g. CD, DVD, USB flash drive, memory cards etc.) must be checked for viruses using school provided anti-virus software before run, opened or copied/moved on to local/network hard disks.

Websites

- In lessons where Internet use is pre-planned, students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in Internet searches.
- Staff should check the results of "Open" searches in advance (e.g. "find images/ information on...") to ensure inappropriate images or information does not come up on the computer screen. In such cases, staff should advise students to modify their searches to ensure appropriate images or information come up on their computer screens.
- All staff have a responsibility that if they pass students working on the Internet that they have a role in checking what is being viewed. Students are also aware that all Internet use at school is tracked and logged.

Passwords

Staff

- Passwords or encryption keys should not be recorded on paper or in an unprotected file
- Passwords should be changed every term.
- Users should not use the same password on multiple systems or attempt to "synchronise" passwords across systems

Students

Should protect their password at all times and never share it. They inform staff immediately if passwords are traced or forgotten.

Use of Equipment

Use of Own Equipment

- Privately owned ICT equipment should never be connected to the school's network without the specific permission of the Headteacher or E-Safety co-ordinator.
- Students should not bring in their own equipment unless authorised to do so by a senior member of staff.

Use of School Equipment

- No personally owned applications or software packages should be installed on to school ICT equipment;
- Personal or sensitive data (belonging to staff) should not be stored on the local drives of desktop or laptop PCs.
- All should ensure any screens are locked (by pressing Ctrl, Alt, Del simultaneously) before moving away from a computer during the normal working day to protect any personal, sensitive, confidential or classified data and to prevent unauthorised access.

Monitoring

All use of the school's Internet access and keyboard activity is monitored using the Securus software. Whenever any inappropriate use is detected, office staff alert the relevant staff member of the classroom where the breach took place and it is dealt with using the behaviour policy. Where the breach is considered especially serious, it will be followed up by the e-Safety Co-ordinator.

Incident Reporting

Serious e-safety incidents must be reported to the e-Safety Coordinator (if a student) who will investigate further following e-safety and safeguarding policies and guidance. If the concern relates to the e-Safety coordinator it should be reported to the Headteacher.

Responding to incidents of misuse

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place through careless or irresponsible, or very rarely, through deliberate misuse. Listed in Appendix 2 are the responses that will be made to any apparent or actual incidents of misuse. If any apparent or actual misuse appears to involve illegal activity, e.g. child sexual abuse images, adult material which potentially breaches the Obscene Publications Act, criminally racist material or other criminal conduct, activity or materials, the flow chart should be consulted. Actions will be followed in accordance with policy, in particular the sections on reporting the incident to the police and the preservation of evidence. If members of staff suspect that misuse might have taken place, but that the misuse is not illegal (as above), it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation. It is recommended that more than one member of staff is involved in the investigation, which should be carried out on a "clean" designated computer. It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible, in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour/disciplinary procedures. See Appendix 3 for an overview of types of incidents for students and Appendix 4 for staff.

Appendix 1

Plashet School Frequently Asked Questions for Parents

Why is Internet use important?

- Internet use is part of the statutory curriculum and a necessary tool for learning.
- The Internet is a part of everyday life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Students use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.
- The purpose of Internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management functions.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.

How does Internet use benefit education?

Benefits of using the Internet in education include:

- access to worldwide educational resources including museums and art galleries;
- educational and cultural exchanges between students worldwide;
- vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for students and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across networks of schools, support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with London Borough of Newham (LBN) and Department for Education (DfE);
- Access to learning wherever and whenever convenient.

How can Internet use enhance learning?

- The school's Internet access will be designed to enhance and extend education.
- Students will be taught what is and isn't acceptable in terms of Internet use and given clear objectives for Internet use.
- The schools will ensure that the copying and subsequent use of Internet derived materials by staff and students complies with copyright law.
- Access levels will be reviewed to reflect the curriculum requirements and age of students.
- Staff should guide students to online activities that will support the learning outcomes planned for the students' age and maturity.
- Students will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Students will be taught to acknowledge the source of information used and to respect copyright when sing Internet material in their own work.

How will information systems security be maintained?

- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- Personal data sent over the Internet or taken off site will be encrypted.
- Portable media may not be used without specific permission followed by a virus check. No unapproved software may be executed from portable media.
- Unapproved software will not be allowed in students' work areas or attached to email.
- Files held on the school's network will be regularly checked; media files that contravene copyright will be removed.
- The IT Support team will review system capacity regularly.

- Student user areas are provided by the school for students to save files relating to their studies. These are not private storage areas in the same way a student exercise book is not private. The school reserves the right to review the files stored in student user areas as required.***Please refer to the school's data security policy for further information***

How will email be managed?

- Students may only use approved email accounts.
- Students must immediately tell a teacher if they receive offensive email.
- Students must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an appropriate adult.
- Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain messages is not permitted.
- When communicating with students staff should only use the systems provided and managed by the school. These include the Managed Learning Environment and school email accounts.

How will published content be managed?

- The contact details on the website are the school address, email and telephone number. Staff or students' personal information must not be published.

- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate. This task will be delegated as appropriate.

Can student's images or work be published?

- Images that include students will be selected carefully and will not provide material that could be reused.
- Students' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before images of students are electronically published.
- Students work can only be published with their permission or the parents.
- Students images may be used within the school as part of a learning activity without parental permission (e.g. a video assessment of a drama piece, photos of an experiment taking place), but images will only be stored on school systems for the period of time that the learning activity requires them and deleted afterwards. Images will not be made available to students outside the group specifically engaged in the planned learning activity.

How will social networking, social media and personal publishing be managed?

- The school will control access to social media and social networking sites from all networked technologies.
- Students will be encouraged to consider the range of risks that are known to be associated with social networking systems. Students will be advised always to limit and carefully manage their privacy settings.
- Students 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/family, specific interests and clubs etc.
- Students should be advised to understand the dangers inherent with placing personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should include an understanding of how the background details in a photograph which could identify the student or his/her location.
- Staff official blogs or wikis should be password protected and linked to, or hosted within, the school website with approval from the Leadership Group. Staff should be advised not to run social network spaces for student use on a personal basis.
- Staff should be advised that personal social networking and media systems should not be publicly associated with the school and should understand that bringing their profession and/or their employer into disrepute will result in disciplinary proceedings.

- If personal publishing is to be used with students then it must use age appropriate sites suitable for educational purposes. Personal information must not be published and the site should enable moderation by school staff.
- Students 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 encouraged to invite known friends only and deny access to others by making profiles private.
- Students are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.

How will filtering be managed?

- The school will work with LBN and LGfL to ensure that systems to protect students are reviewed and improved.
- If staff or students discover unsuitable sites, the URL must be reported to the e–Safety Coordinator.
- If inappropriate sites have been deliberately accessed the school will initiate disciplinary proceedings and/or sanctions as required. If the sites are potentially illegal or a part of a pattern of behaviour the school will involve appropriate safeguarding, law enforcement and local authority professionals. The school's broadband access includes filtering appropriate to the age and maturity of students.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- The school's access strategy will be designed by educators to suit the age and curriculum requirements of the students, with advice from network managers.
- The school monitors students' use of the internet through software that flags up keywords that are used in search engines, websites and browsers. A screenshot is captured and recorded as evidence.

How will emerging technologies be managed?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Staff will be issued with a school phone where contact with students is required.
- Mobile phones should be kept out of sight during the school day. Phones may be used to support learning at the discretion of the teacher. The sending of abusive or inappropriate text, picture or video messages is forbidden.
- Should a student or staff member report abusive or inappropriate messages on a personal mobile device the school should (with the owner's permission) photograph the message and follow the school's anti-bullying procedures. Should you suspect that the message is illegal (racist, threatening, etc.) you should isolate the device securely and take advice from local authority, law enforcement and safeguarding colleagues.

How should personal data be protected?

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

How will the school community be protected from extremism and radicalisation?

- Individuals, groups and organisations with extremist and radicalised views use the internet to exert influence on young people.
- Staff and students are prohibited from accessing any websites or social network pages that promote such views.
- The school has systems and filtering in place to block extremist material and monitor those who attempt to access it.
- Any persons deemed to be accessing extremist material will be reported to the relevant authorities.
- Refer to the school's Safeguarding Policy & Community Resilience Policy for more information.

How will Internet access be authorised?

- The school will maintain a current record of all staff and students who are granted access to the school's electronic communications.
- All staff must read and sign the 'Digital Technology Handbook' before using any school ICT resource.
- Parents will be informed that students will be provided with supervised internet access, together with guidance of what the school considers to be Acceptable Use.

How will risks be assessed?

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor LBN can accept liability for the material accessed, or any consequences resulting from internet use.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.

How will e–Safety incidents be handled?

- Students are made aware of the various means to report an incident. These include: Informing a parent; informing a teacher (e.g. tutor/year co-ordinator); Asking a friend to tell an adult.
- Staff are made aware of the signs that might indicate abuse, bullying or harassment.
- If a child or teacher is in immediate danger the school's Safeguarding Officer and the police will be contacted.
- If there is concern about the potential illegality of the issue external advice from appropriate professionals will be sought.
- Involvement in online extremist activity or concerns about radicalisation of students will be discussed with the appropriate LBN team.
- Otherwise the school will manage incidents using the schools sanctions, disciplinary and/or anti-bullying policies as appropriate to the situation.
- All e–Safety complaints and incidents will be recorded by the school — including any actions taken.
- All incidents involving staff must be referred to the Headteacher.
- Dialogue will be maintained with the local Police Safer Schools Partnership Coordinators and/or Children's Safeguards Unit to review procedures for handling potentially illegal issues.
- Complaints about the school's management of an e-Safety incident will be dealt with under the School's Complaints Procedure.

How will Cyber bullying be managed?

- Cyber bullying (along with all forms of bullying) will not be tolerated in school. Full details are set out in the school's anti-bullying policy.
- There will be clear procedures in place to support anyone affected by cyber bullying.
- All incidents of cyber bullying reported to the school will be recorded.
- There will be clear procedures in place to investigate incidents or allegations of cyber bullying.
- Students, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- The school will take steps to identify the bully/bullies, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- Sanctions for those involved in Cyber bullying are set out in the school's behaviour policy.
- The Police will be contacted if a criminal offence is suspected.

How will the policy be introduced to students?

- All users will be informed that network and internet use will be monitored.
- E–Safety is included within the assembly programme through which students will be made aware of current issues and will be reminded of the importance of safe and responsible internet use. This includes participating in Safer Internet Day.
- Student instruction in responsible and safe use shall precede internet access.
- An e–Safety module will be included in the ICT schemes of learning, covering both safe school and home use.
- E–Safety training forms part of the CPHSE programme across the Key Stages.
- Safe and responsible use of the internet and technology will be reinforced across the curriculum. Particular attention will be given where students are considered to be vulnerable.

How will the policy be discussed with staff?

- The e–Safety Policy will be formally provided to and discussed with all members of staff.
- To protect all staff and students, the school will implement Acceptable Use Agreements.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user, Discretion and professional conduct is essential.

- Staff that manage filtering systems or monitor ICT use will be supervised by the Leadership Team and have clear procedures for reporting issues.
- Externally-verified, annual staff training covering all aspects of e-safety will be provided.
- Staff updates are issued as and when appropriate.

How will parents' support be enlisted?

- Parents' attention will be drawn to the School e–Safety Policy in newsletters, via email and on the school website.

- A partnership approach with parents is encouraged. This includes: parent evenings with demonstrations and suggestions for safe home Internet use; regular updates and newsletters emailed home; Parent magazines set home with the students from telecommunication companies.

- Externally-verified e-safety training will be offered to all parents.

Appendix 2

Permissions to Use Communication Technologies

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks/disadvantages:

	Staff and other adults					**Students and young people**			
Communication Technologies	Permitted	Permitted at certain times	Permitted for named staff	Not Permitted		Permitted	Permitted at certain times	Allowed with staff permission	Not Permitted
Mobile telephones May be brought to school	✓								✓
Mobile telephones used in lessons				✓					✓
Use of mobile telephones in social time	✓								✓
Taking photographs on personal mobile devices				✓					✓
Use of school tablets & other educational mobile devices in lessons	✓					✓			
Use of school email for personal emails				✓					✓
Social use of chat rooms/facilities				✓					✓
Use of commercial social network sites			✓						✓
Use of educational blogs	✓					✓			

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

- The official school email service may be regarded as safe and secure and is monitored. Staff and students should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access).
- Users need to be aware that email communications may be monitored.
- Users must immediately report to the nominated person (in accordance with the school policy) the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and students or parents/carers (email, chat, Learning Platform etc.) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or public chat/social networking programmes must not be used for these communications.
- Students should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Appendix 3

Inappropriate Activities

Some Internet activity, e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other ICT systems. Other activities, e.g. Cyber-bullying would be banned and could lead to criminal prosecution. There are, however, a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities. The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts certain Internet usage as follows. Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

User actions	Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Child sexual abuse images					✓
Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation					✓
Adult material that potentially breaches the Obscene Publications Act in the UK					✓
Criminally racist material in the UK					✓
Pornography					✓
Promotion of any kind of discrimination				✓	
Promotion of racial or religious hatred					✓
Threatening behaviour, including promotion of physical violence or mental harm					✓
Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				✓	
Using school systems to run a private business				✓	
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by BMBC and/or the school				✓	
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties without the necessary licensing permissions				✓	
Revealing or publicising confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords)				✓	

Creating or propagating computer viruses or other harmful files				✓	
Carrying out sustained or instantaneous high volume network traffic (downloading/uploading files) that causes network congestion and hinders others in their use of the Internet				✓	
On-line gaming (educational)		✓			
On-line gaming (non-educational)				✓	
On-line gambling				✓	
On-line shopping/commerce			✓		
File sharing			✓		
Use of social networking sites			✓		
Downloading video broadcasting e.g. YouTube	✓				
Uploading to video broadcast e.g. YouTube			✓		

Appendix 4

E-Safety Student Incident Guidance

The guidance in this policy should be implemented with cross reference to the School's Child Protection, Anti-Bullying and Behaviour Policies.

Incident involving students	**Teacher to use school behaviour policy to deal with**	**Refer to E-Safety Coord**	**Refer to police**	**Refer to RM for technical support**
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable/ inappropriate activities).		✓	✓	✓
Unauthorised use of non-educational sites during lessons	✓			✓
Unauthorised use of mobile telephone/digital camera/other handheld device.	✓			
Unauthorised use of social networking/instant messaging/personal email	✓	✓		✓
Unauthorised downloading or uploading of files		✓		✓
Allowing others to access school network by sharing username and passwords		✓		✓
Attempting to access or accessing the school network, using another student's account		✓		✓
Attempting to access or accessing the school network, using the account of a member of staff		✓		✓
Corrupting or destroying the data of other users		✓		✓
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature		✓		✓
Continued infringements of the above, following previous warnings or sanctions		✓	Community Police Officer referral	✓
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		✓		✓
Using proxy sites or other means to subvert the school's filtering system		✓		✓
Accidentally accessing offensive or pornographic material and failing to report the incident		✓		✓

Appendix 5

E-Safety Staff/Visitor Incident Guidance

Incidents involving members of staff ***** In the event of breaches of policy by the Headteacher, refer to the Chair of Governors.	**Refer to the Headteacher**	**Refer to technical support staff for action on filtering, security etc.**	**HT Referral to LBN LADO** **Potential Disciplinary Action**
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable /inappropriate activities).	✓	✓	✓
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	✓		✓
Excessive or inappropriate personal use of the Internet /social networking sites/ instant messaging/ personal email	✓	✓	✓
Unauthorised downloading or uploading of files	✓	✓	✓
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account.	✓	✓	✓
Careless use of personal data e.g. holding or transferring data in an insecure manner	✓		✓
Deliberate actions to breach data protection or network security rules	✓	✓	✓
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	✓	✓	✓
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	✓	✓	✓
Using personal email/ social networking/ instant messaging/ text messaging to carrying out digital communications with students/ students	✓	✓	✓
Actions which could compromise the staff member's professional standing	✓		✓
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	✓		✓
Using proxy sites or other means to subvert the school's filtering system	✓	✓	✓
Deliberately accessing or trying to access offensive or pornographic material	✓	✓	✓
Breaching copyright or licensing regulations	✓	✓	✓
Continued infringements of the above, following previous warnings or sanctions	✓		✓

Appendix 6

Student Acceptable Internet Use Agreement

This document is a guide to young people to be responsible and stay safe whilst using the Internet and other communication technologies. It clearly states what use of computer resources is acceptable and what is not. Irresponsible use may result in the loss of Internet or computer access, contact with parents or in the event of illegal activities, contact with the police.

- I will only access the school network through my authorised username and password. I will not use the passwords of others.
- I will not use the school IT systems for personal or recreational use, for on-line gaming, gambling, Internet shopping, and file sharing or video broadcasting.
- I will not try to upload, download or access any materials which are illegal, inappropriate or which may cause harm and distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering and security systems in place.
- I will not try to install programmes on any school computer or try to alter computer settings.
- I will only use my personal hand held devices (e.g. mobile telephone) at times that are permitted, namely, for commuting to and from school or to contact parents after participation in an extra-curricular activity or educational visit. When using my own devices I understand that I have to follow the rules set out in this document.
- I will carefully write email and other on-line messages making sure the language I use is not strong, aggressive or inappropriate and shows respect for others. I am responsible for the emails I send and the contacts I make.
- I will not open emails unless I know and trust the person/organisation that has sent them.
- For my own safety and that of others, I will not disclose personal information about myself or others when on-line. I will not arrange to meet 'on-line friends' unless I take an adult.
- I will not take or distribute images of anyone without their permission.
- I will only use chat and social networking sites with permission and at the times that are allowed.
- I will report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- Where the material I research on the Internet is protected by copyright, I will not try to download copies, including music and video. I will only use the work of others found on the Internet in my own work with their permission.
- I will take care to check that information I find on the Internet is accurate and understand that some work found on the Internet can be untruthful or misleading.
- I will immediately report any damage or faults involving IT equipment, however this may have happened.

Signed: .....

Date: .....

Appendix 7

Staff & Visitor Acceptable Internet Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The Internet and other digital information and communications are powerful tools, which open up new opportunities for everyone. These technologies can inspire discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users have an entitlement to safe Internet access at all times.

This document is intended to ensure that:

- Staff and volunteers will be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.
- All Plashet ICT systems users are protected from accidental or deliberate misuse that could put the security of the systems or users at risk.
- Staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to improve learning opportunities for all and will, in return, expect staff and volunteers to agree to be responsible users.

Responsible Use Agreement

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

For my professional and personal safety:

- I understand that the school will monitor my use of ICT systems, email and other digital communications.
- I understand the rules set out in this agreement also apply to the use of the school ICT systems (e.g. laptops, email, Fronter) outside of the school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username and password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material/incident I become aware of to the appropriate person (see incident guidance grids in appendices 4 and 5).

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

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

- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images.
- I will not use chat and social networking sites in the school in accordance with the school's policies.
- I will only communicate with student and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

Plashet School and the Local Authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

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

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

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

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

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

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

Staff/Volunteer

Name: ……..

Signed: ……..

Date: ……..

Appendix 8
Student Computer User Agreement

General computer use in school

- You should expect to be supervised when using the computer rooms.
- You should not eat or drink near the computers. Even closed water bottles should be placed away from the computers.
- Remember to log off when you have finished.
- All computers are monitored so never use bad or inappropriate language. A screen print of any inappropriate language or sites is automatically stored.
- School computers are provided for school work only. They may not be used for leisure activities such as none educational games.
- Manage your printer credits carefully and avoid unnecessary printing. Remember colour printing costs you more credit.
- Your user area should be well organised with all files saved in folders and all filenames should be meaningful.
- Delete any unwanted files regularly to make sure your have enough space.
- Important files should always be backed up on USB memory sticks or in the cloud.
- You are not allowed to copy information from the Internet or other peoples work and claim it is your own work. This is plagiarism and is illegal under copyright law.
- Accessing someone else's computer account or any on-line account without permission is illegal under the Computer Misuse Act

Passwords and user accounts

- If you think someone else has found out your password, change it immediately.
- Make sure your password is secure. Secure passwords are not real words, are mixed case and have numbers and symbols included. Longer passwords are more secure than shorter ones.
- Do not share your user account or any on-line account such as Fronter. You could be personally responsible for anything done within your account.
- It is not good practice to have the same password for lots of accounts.

E-safety in school

- Never attempt to access any inappropriate websites.
- The use of any social networking sites or file sharing sites is banned in school.
- Remember that any on-line communication is never secure so be careful about what you say.
- You are not allowed to communicate with anyone on-line in any way unless it is part of a lesson. If it is part of a lesson your teacher will give you guidance.
- Never upload photographs to any website.
- Report anything you are worried about to a teacher.

You must agree to all of the above rules in order to log on to a school computer. By logging on you are agreeing to follow everything in the above document.

E-safety and computer use at home

- Always follow the age guidance on websites and games.
- If you are allowed to use social networking sites at home, always use the privacy settings to make your information secure.
- Do not allow 'friends' of 'friends' access to your information as you then lose control over who can see this information.
- Do not accept 'friend' requests from people you don't know.
- Remember that once you have uploaded something, you can never remove it as it may have been copied many times. Think very carefully before uploading photos.
- If you do upload a photo, make sure your location cannot be identified.
- Remove the geo-tagging information from photos as this can pinpoint where the photo was taken.
- Never include any personal contact details with photos.
- Never upload anyone else's photo without their permission, this includes group photos.
- Never meet up with anyone that you have only ever met on-line.
- Be aware that people sometimes lie about their true identity on-line.
- Never get involved in any type of cyber-bullying.
- Never spread rumours or make rude or unpleasant comments when on-line.
- Be very careful before entering personal details such as your real contact details.
- Make sure your computer system's operating system is regularly updated.
- Make sure you have anti-virus software installed and then it is regularly updated.
- There are many scams on-line, usually if it sounds too good to be true than it is too good to be true.
- Beware of phishing (being directed to a fake website that looks like the real website).
- You must not download songs, films and games unless they are from legal sources. This is considered to be theft and is a very serious crime. Most legal sources charge for downloads.
- It is very difficult to be truly anonymous on-line so bear this in mind in everything you do and say on-line.

At home you may have more freedom than at school in your computer use. Therefore you are strongly advised to follow the above rules for your own protection and safety.

APPENDIX 9

Promoting Digital Resilience

What is Digital Resilience?

At Plashet School, the 'Digital Resilience' package is a suite of resources designed to safeguard young people from potentially harmful information or views presented on the Internet and through social networking sites such as YouTube, Twitter and Facebook.

Why do we need it?

If a young person lacks the tools to make sense of their increasingly digital world it has a direct impact on their vulnerability to potentially harmful information and agendas. The Prevent Duty: Departmental advice for schools and childcare providers (2015) states schools have a responsibility to "safeguard children and young people in England from extremists and extremist views in school and in out of school hours learning, and stop young people from becoming radicalised or acting on extreme views.'

In addition, the Common Inspection Framework (Ofsted 2015) requires learners to demonstrate an 'understanding of how to keep themselves safe from relevant risks such as abuse, sexual exploitation and extremism, including when using the internet and social media'.

Digital Resilience through the Wider School Curriculum.

In line with the school E-Safety Policy, there is an expectation for all users to promote digital resilience. This includes ensuring all e-materials used to teach the curriculum are safe for students to access and will not expose students to dangerous content. Whenever applicable, teachers and support staff should reference e-safety as part of their taught curriculum content.

Digital Resilience: The taught Curriculum

Digital Resilience is taught through the Citizenship, PSHE and Computing Curriculums.

The CPSHE Curriculum

Year 8: Unit of Learning	**Digital Resilience**
1. What is the Social Networking Revolution and how has this changed the way we communicate? 2. What are the dangers of social networking? (Online grooming case-study) 3. How can I ensure I keep myself safe while online? Students are taught how to use the CEOPS 'think you know' website to report online activity that they deem to be a risk to their safety and well-being.	Students will describe some of the problems associated with widespread use of the internet & specifically social media. Students will apply their understanding of rights & responsibilities to explain how the dangers of internet use & specifically social networking can be mitigated through safe and responsible use of digital resources. Students will know how to report digital material that they deem to be offensive or that poses a risk to their safety and well-being. Students will begin to think about the strategy and tactics utilised by those who may wish to groom them to exploit, abuse them or groom them to commit a crime.

The Computing Curriculum

Year 7: Unit of Learning	Digital Resilience
Introduction to computing assignment • Learn how to use the school network including the importance of good practice in using passwords. **E-safety assignment** • CEOP videos about the dangers of meeting up with on-line contacts • Social networking – digital footprints and privacy • Internet use – bias, plagiarism	Students undertake an assessed piece of work within both assignments. Students will also sit a test in these units and have the opportunity to review their answers to address any misconceptions.
All Years: Responsible user agreement • This document is discussed in the first lesson of the year. If students are seeing it for the first time the discussion is detailed. For subsequent years they are reminded about it.	The Responsible Computer User agreement has two sections. The first section is about rules and guidance within school. The second section is advice to follow outside of school.

Appendix 10

Student E-Safety @ Plashet School

At Plashet School, we think access to the Internet is very important as it provides many educational benefits. We therefore provide Internet access in school and strongly recommend Internet access at home. We make sure that our school environment is as safe as possible. We have filtering systems in place which prevent access to certain websites. Computers and the Internet are only available for school work. In ICT, Computing and CPSHE lessons, students receive information on how to stay safe and manage online risks.

E-safety - Staying safe online, both in and out of school:

- You must be aware that someone online may be lying about their identity. If you have never met them in the real world, you have no way of knowing who they really are.
- You should never arrange to meet up with someone that you have only been in contact with online.
- Always be cautious when giving out any personal information such as your name, address, school name or phone number. Ask yourself, 'do they really need to know?'
- Always treat offers that are too good to be true with caution. You probably haven't just won an iPad or some money. They may well be after your personal information or want to spread viruses.
- Do not try to access websites that may contain offensive or inappropriate material.
- Social networking sites are banned in school. If you do use these at home, make sure you have parental permission. Understand and use the privacy settings.
- Be careful what you say online as once you have said it, you can't take it back.
- Any photos that you put up online can easily be misused without your permission, so think very carefully before posting any photos. If you do decide to post a photo, make sure names and any geo-tagging information is removed first. You must also get permission from anyone else in the photo.
- Report anything you are worried about to a responsible adult.
- Cyber-bullying (bully using technology such as the Internet or mobile phones) is not tolerated either in or out of school.
- Ensure your passwords are secure (long, with a mix of text, numbers and characters). You should be able to remember the password but other should not be able to guess it. Do not use the same password for everything. Don't tell anyone else your password.
- It is very hard to be truly anonymous on the Internet. Therefore you will be held accountable for anything that you do or say.
- Always make sure virus checking software is installed and updated at least every day on any computer at home. Make sure also, that your computer operating system (such as Windows) is up to date and has any security patches applied.

Plagiarism and Copyright

- You must never copy something from the Internet and pretend it is your own original work.
- You can quote from websites, but always give the source.
- When using research from the Internet, write in your own words.
- Be aware that most information, games, music, pictures and software is subject to copyright law. This means you cannot freely copy it without paying or having permission. Be aware of copyright before downloading anything.

Useful Websites

www.thinkuknow.co.uk – COEP (part of the police service)
www.nspcc.org.uk – NSPCC Child Protection
www.childline.org.uk – Childline
www.fkbko.net – For Kids by kids Online
www.iwf.org.uk – Internet Watch Foundation

Plashet School ICT Data Security Policy

Summary:

The objectives of this Policy, which is intended for all school staff, including governors, who use or support the school's ICT systems or data, are to:

- Ensure the protection of confidentiality, integrity and availability of school information/assets.
- Ensure all users are aware of and fully comply with all relevant legislation.
- Ensure all staff understand the need for information and ICT security and their own responsibilities in this respect.

Definitions:

Information - covers any information, including electronic capture and storage, manual paper records, video and audio recordings and any images, however created.

Personal Data - Any data which can be used to identify a living person. This includes names, birthday and anniversary dates, addresses, telephone numbers, fax numbers, email addresses and so on. It applies only to that data which is held, or intended to be held, on computers ('equipment operating automatically in response to instructions given for that purpose'), or held in a 'relevant filing system'. This includes paper filing systems.

Strong Password – A password should be a minimum of 8 characters in length, contain upper and lower case alphabetical characters and numbers or punctuation characters. It should not contain dictionary words, the owner's date of birth or car registration number.

Encryption – Process of transforming information (referred to as plaintext) using an algorithm to make it unreadable to anyone except those possessing special knowledge, usually referred to as a key.

Responsibilities:

- The School is registered with the Information Commissioner's Office (ICO) under the 1998 Data Protection Act.
- The Headteacher shall inform the ICO and the Director of Children's Services, London Borough of Newham, if there are any losses of personal data.
- Users shall be responsible for notifying the IT Support Team, Assistant Headteacher i/c ICT and Headteacher of any suspected or actual breach of ICT data security.
- Users of the school's ICT systems and data must comply with the requirements of the ICT Data Security Policy.
- The School's Leadership Team shall review this document at least annually.
- Users must comply with the requirements of the Data Protection Act 1998, Computer Misuse Act 1990, Copyright, Designs and Patents Act 1988 and the Telecommunications Act 1984.
- Users must be provided with suitable training and documentation, together with adequate information on policies, procedures and facilities to help safeguard systems and data.
- Adequate procedures must be established in respect of the ICT security implications of personnel changes.
- No personal data shall be taken from the school unless it is on encrypted media. This includes, but is not exclusive to, laptop computers, tablet devices, external hard disks,

memory sticks, smart phones and Personal Digital Assistants (PDAs) & other removable media.
- Remote access to information and personal data shall only be provided through an encrypted link and users shall require a strong password that is renewed at least termly.
- Users shall not publish spreadsheets, databases or other documents containing personal data on externally accessible web sites including the MLE unless these documents are encrypted.

Physical Security:

- As far as practicable, only authorised persons should be admitted to rooms that contain servers or provide access to data.
- Server rooms must be kept locked when unattended.
- Appropriate arrangements must be applied for the removal of any ICT equipment from its normal location. These arrangements should take into consideration the risks associated with the removal and the impact these risks might have.
- All school-owned ICT equipment and software is recorded and an inventory maintained.
- Uninterruptible Power Supply (UPS) units are used for servers and network cabinets.
- Computer monitors should be positioned in such a way that information stored or being processed cannot be viewed by unauthorised persons.
- Do not leave sensitive or personal data on printers, computer monitors or desk whilst away from your desk or computer, including outside school environments (e.g. home)
- Do not give out sensitive information unless the recipient is authorised to receive it.
- Do not send sensitive/personal information via e-mail or post without suitable security measures being applied.
- Ensure sensitive data, both paper and electronic, is disposed of properly, e.g. shred paper copies and destroy disks.

System Security:

- Users shall not make, distribute or use unlicensed software or data.
- Users shall not make or send threatening, offensive or harassing messages.
- Users shall not create, possess or distribute obscene or offensive material.
- Users must ensure they have authorisation for private use of the school's computer facilities.
- Passwords should be memorised. If passwords must be written down they should be kept in a secure location.
- Users who regularly access personal data shall have a unique user ID and a strong password that is renewed at least termly.
- Passwords shall not be revealed to unauthorised persons.
- Passwords shall not be obvious or guessable and their complexity should reflect the value and sensitivity of the systems and data.
- Passwords shall be changed if it is affected by a suspected or actual breach of security, e.g. when a password may be known by an unauthorised person.
- Regular backups of data, in accordance with the recommended backup strategy, must be maintained.
- Permission is required for the deletion of folders and files where such an action may compromise the school's data systems and structures.
- Security copies should be regularly tested to ensure they enable data restoration in the event of system failure.
- Security copies should be clearly marked and stored in a fireproof location and/or off site.

Virus Protection:

- The school ensures that current and up-to-date anti-virus software is applied to all school ICT systems.
- Laptop users shall ensure they update their virus protection at least weekly.
- Any suspected or actual virus infection must be reported immediately to RM IT Support and Assistant Headteacher i/c ICT, and that computer shall not be reconnected to the school network until the infection is removed.

Disposal of Equipment:

- The School shall ensure any personal data or software is erased from a computer or device if the recipient organisation is not authorised to receive the data.
- It is important to ensure that any software remaining on a PC being relinquished for reuse is legitimate. Care should be taken to avoid infringing software and data copyright and licensing restrictions by supplying unlicensed copies of software inadvertently.
- The School shall ensure the requirements of the Waste from Electronic and Electrical Equipment (WEEE) Directive are observed.

Plashet School
Digital Technology Handbook

Adding to the Digital Handbook
If at any time you think there could be a useful addition to the Digital Handbook, please liaise with the Assistant Headteacher – Whole School ICT to see if its inclusion is appropriate.

Communication: Parents/Carers
It is acceptable to communicate with parents/carers using your school e-mail account, but always keep copies of any emails you send to them. Please ensure that appropriate language & tone are used and established communication protocols are adhered to. Do not communicate with any parent/carer using your personal e-mail account, a social networking site, or your personal mobile telephone. In some instances, e.g., on a trip for an emergency situation, the use of a personal mobile telephone may be acceptable.

Communication: Students
Do not communicate with any student using ICT unless it is work-related. Communicating about their class work, academic progress or a related matter is acceptable using your school e-mail account. You must establish safe and responsible online behaviour. Do not communicate with them on any social networking site. All communications must take place within clear and explicit professional boundaries. You should not access social networking sites of students; do not give any student any of your personal contact details, including your mobile telephone number. Do not use any web-based channels to communicate with students apart from the school e-mail system or MLE, including connected blogs. Never send any student personal messages. There may be rare occasions when going outside agreed protocols is absolutely necessary; on such occasions a member of the Leadership Group should sanction it.

Consumables
Consumables cover such items as toners, ink, etc. The print management system means that toner is replaced automatically, except for a number of standalone printers. Please refer to the section on 'Printing' for further information

Copyright and Intellectual Property Rights
All materials that are saved on any of our ICT systems must follow copyright and intellectual property rights. If you are in any way unclear or unsure if such rights are being adhered the following web links useful: http://www.ipo.gov.uk/types/copy.htm http://www.staffs.ac.uk/legal/copyright/what_is_copyright/

CPD
Please refer to the following colleagues depending on your need:
The Assistant Headteacher – Whole School ICT
The Data Manager/Data Assistant for training related to our SIMS or Go4Schools database
The Assistant Head Teacher with oversight for CPD

Cyber-Bullying
This is where ICT is used deliberately to cause someone harm, distress or upset. There are some unique features of cyberbullying less present in more traditional forms of bullying – the immediacy, the absence of interactions, the absence of a safe home environment and the anonymity. As part of our Pay and Conditions of Service, it is our duty to ensure, as far as
possible, that students are free from bullying and harassment – cyber or otherwise. If you become aware of any student involved in cyber-bullying using hardware owned by the school, their own mobiles device, or from/at home, then this should be reported immediately to the relevant Year Co-ordinator or the Assistant Headteacher – Whole School ICT.

Data: SIMS and School Databases
All such data is strictly private and confidential and as such we all have a duty of care to ensure that it is used and accessed safely. If you are accessing sims.net from home, please ensure you are the only individual privy to this data and do not leave such data unattended. This also applies to the work place i.e. do not leave a work station (user screen) unattended where other individuals (e.g. students, visitors, parent/carers) could see such data. No personal data (staff or student) shall be taken from the school unless it is on encrypted media. This includes, but is not exclusive to, laptop computers, netbooks, external hard disks, memory sticks, smart phones and Personal Digital Assistants (PDAs) & other removable media.

Data Security
All of our computers are set to lockout after inactivity as a security feature. Please note that you will need to log off your PC to make it available to other users, otherwise it stays locked in the first user's name and cannot be unlocked by the new user coming into the room. The lockout also applies to the PCs that students use so please ensure that students log off at the end of each lesson or it will involve one of the ICT technicians coming to unlock the PC; therefore holding up other students. If you have sensitive data on your PC and you need to step away for a short while you will need to lock your computer quickly by pressing the "Windows logo" key and the "L" key together. Please do not hesitate to contact RM IT support if you need any further advice.

Digital Projectors
Some digital projectors give warnings as to when bulbs are going to reach capacity. In these circumstances, please immediately refer it to the ICT Technical Support Team who will make the necessary arrangements to ensure a replacement is purchased as soon as possible. Some older models do not give any warning, so please be aware that some disruption to your use may occur; we will continue to look at ways to minimise such disruption. Please turn off projectors when not in use.

E-mail: Work
We have our own school e-mail system provided by LGFL. This is our default internal communication method. You are advised to check your e-mail account at least twice a day. The system should be used for all communications – internal and external of a work-related nature. If communicating electronically with students, use your school e-mail account (see other sections within this document for further guidance in relation to such communications). Please use the school email appropriately; this includes language and tone. On occasions it is not appropriate for all staff to be sent certain information and "forwarded" emails to others, i.e. forwarded e-mails that include the whole feed. The school e-mail system has many "group lists" already set up within it to make communications quicker for you. If you have any additional groups that you believe would be useful for you or others then please liaise with the Assistant Headteacher – Whole School ICT.

E-mail: Personal
Access to your personal e-mail account is acceptable, but only outside normal working hours. However, you must ensure that any content viewed is appropriate to a workplace setting where children and young people and other colleagues are present. Do not open any attachments from unknown sources as you may put the school network at risk.

E-mailing students
Each student has a school email account. Please use this when emailing students.

E-Safety Promotion
Please ensure you promote e-safety with any child or young adult in your care. Students should be encouraged not to give out their personal details on any social networking site or in any e-mail. If you become aware of any such incident, please inform the relevant Year Co-ordinator. Please refer to the e-safety policy for further information.

Grooming and Radicalisation
Individuals, groups and organisations use the internet to exert influence on young people. Staff and students are prohibited from accessing any websites or social network pages that promote such views. The school has systems and filtering in place to block inappropriate material and monitor those who attempt to access it. Refer to the school's Safeguarding Policy for more information.

Hardware
Hardware relates to any piece of ICT hardware owned by the school i.e. monitors, hard-drives, interactive whiteboards (IWBs), digital projectors, printers, visualisers and any other portable ICT devices such as laptops, digital cameras or mobile telecommunication hand-sets. All hardware owned by the school should be used for work-related purposes by staff and students. As stated, some occasional personal use of e-mail and the internet is acceptable (but refer to advice in this
document as to what is acceptable). All hardware should be looked after and this includes ensuring that all ICT kit is turned off at the end of the working day.

Hardware: Damage
If you become aware that any item of hardware has become damaged, it should be reported to the RM IT Support Team. This will ensure that there is no Health & Safety danger to staff or students. In some cases, the hardware can be replaced by insurance, but not always.

Hardware: Disposal
No item of hardware should be "thrown away"; even if you think it is old and no longer used. The school must follow Government guidelines to ensure the safe and appropriate disposal of such items. If you become aware of an item that you believe to be of no more economic use, this should be communicated to the Bursar.

Hardware: Lending
Do not lend any piece of hardware to a student to take home for use. In rare circumstances this may be acceptable, but it should be agreed by Bursar and the Assistant Headteacher – Whole School ICT.

Hardware: Purchase
All pieces of hardware should be purchased via the RM IT Support team/ Assistant Head teacher/Bursar, even if the central ICT budget is not financing such a purchase. This ensures that appropriate checks related to suitability are made prior to purchase and that subsequent procurement, delivery, storage, security marking and installation protocols are followed.

Hardware: Relocation
No member of staff should attempt to relocate or move any non-portable piece of ICT hardware. Non-portable devices can only be relocated by a member of the RM IT Support Team, due to reasons of insurance and Health & Safety. The RM IT Support team maintain a detailed inventory of where all ICT hardware is located. If anyone relocates an item, he/she compromises the integrity of that inventory and this could create real problems related to Health & Safety and/or insurance.

Hardware: Security
All steps should be taken to take good care of all pieces of ICT hardware owned by the school. Portable devices should be locked away when you do not have direct sight of them e.g. laptops & iPads.

Hardware: Security Marking
All pieces of hardware should have our security marking on them. If you become aware of an item that does not, please refer the matter to the RM IT Support Team.

Hardware: Staff Laptops
Staff are no longer issued with a laptop as a matter of course. Staff who currently have a laptop are to continue using it until it comes to the end of its useful life. The IT technicians will seek to repair faulty laptops unless the cost outweighs the benefit.

Hardware: Taking off-site
There may be times when it is appropriate to take pieces of ICT hardware off-site by members of staff. On such occasions the appropriate permission must be obtained. This involves communicating with the Bursar and the completion of relevant paperwork.

Information Screens
There are several large TV screens situated around the school site. We use these screens as one of our means of communicating with students; namely for relaying key information to them for the day, upcoming events and activities and as a means of sharing and celebrating their individual successes.

Internet: Staff
Using the internet on any piece of ICT hardware connected to the school should be done for work-related matters. You cannot use the internet (on any piece of our hardware) for: gambling, accessing pornography and/or indecent images, accessing extremist material, to incite any form of discrimination, to conduct any personally run business matters, sharedealing, religious and political causes or beliefs, playing games, harassment or accessing social networking sites. Some occasional use of the internet for non-work related matters is acceptable outside of school hours. However, it is important to note that all such activity is monitored and disciplinary action could be taken if the school deems such activity to be inappropriate or not

covered by our Guidance for Safer Working Practices for adults who work with children and young people in education settings.

Internet: Students
If you become aware that a student is using the internet inappropriately, please report it to the Assistant Headteacher – Whole School ICT. Inappropriate use follows the same guidelines as for staff. Students should not be accessing social networking sites.

Internet Sites
There are many occasions when you may wish to access a particular site to facilitate learning and teaching. On such occasions, all such content should be related to the curriculum and appropriate to the age group concerned. If you need advice as to whether a particular site is appropriate, then please liaise with your Curriculum or Subject Leader. In short, students should not be exposed to unsuitable material or web-links on the internet. You must not access the internet for personal
use in lesson time.

Monitoring
All activity on our ICT systems is monitored. The school is aware that the interception and monitoring of electronic communications is unlawful. It is lawful if the sender and recipient are aware that such monitoring will take place and/or there are lawful exemptions that will prevent or detect a crime and/or we need to investigate or detect unauthorised use of the internet. Therefore, this document acts as a means of communicating to you that such interception and monitoring will take place. Where we become aware that guidelines in this document are not being adhered to and there is misuse, we will adopt the London Borough of Newham's Disciplinary Procedures. These procedures cite that most serious misconduct activities can lead to disciplinary action and possibly dismissal.

Personal Privacy (internet and e-mails)
You cannot expect absolute privacy on any ICT system within the school. Monitoring takes place, so please bear this in mind when using our ICT systems.

Print Management System
We have Sharp printers that use 'follow me' technology. You will need to undergo biometric registration or obtain a pin code before use. For further information, please refer to the separate document 'How to use the Sharp Printers'. There are a number of additional printers in offices and departments. All printers are monitored for usage. Toner is replaced automatically, except for a handful of standalone printers. Please contact the Assistant Headteacher – Whole School ICT for further information. Do not send files to print that contain sensitive and/or confidential information to an unattended printer; printing should be restricted to work-related matters and not for personal purposes. All staff should be using our reprographics service as much as possible for their resourcing needs.

Reporting Misuse
Should you become aware that there has been a departure from the various guidance sections in this document, you should report it immediately. The nature of the departure will dictate the person that you should report it to. If the issue is related to a student or group of students, please follow the guidance within the 'Sanctions' section. Where the member of the administration staff who administers Securus is in direct receipt, he/she will decide whether it is appropriate to escalate this to the Assistant Headteacher – Whole School IC. If the issue is related to a colleague or group of colleagues, please refer it to the Assistant Headteacher – Whole School ICT who will deal with it directly or escalate the matter to the Head Teacher as appropriate. Obscene material involving children will be reported to the police.

Reporting Inappropriate Material
Should you see any material that is inappropriate on any of our e-communication tools, e.g. the website, information screens etc., you should report it immediately. You should detail what you have seen (text and/or images) in a written email to the Assistant Headteacher – Whole School ICT. Corrective action can be taken immediately. Obscene material involving children will be reported to the police straight away.

Sanctions
If you become aware that a student has engaged in anything that is clearly unacceptable (as detailed in our Student ICT Code of Conduct), you must follow it up using our standard procedures. There are occasions when certain behaviours need to be reported to the Assistant Headteacher – Whole School ICT. Year Co-ordinators: please be aware of this and ensure that the RM Network Manager is made aware as soon as possible to take action as appropriate. Teaching staff: please see the code of conduct for appropriate sanctions.

Saving Files
Save files on a regular basis. All files should be saved on our network, documents related to yourself should be saved to your home area; files that you wish to share with other staff should be saved in shared area. Please note that no files should be saved on to individual desk tops; such files could be lost, so please be aware. All files on the drives are backed up regularly.

Software: Copying
School licensed software must not be copied; making copies without permission is an infringement of copyright law. Where we become aware these guidelines are not being adhered to, we will adopt the London Borough of Newham's Personnel Procedures.

Software: Installation
You should not install or attempt to install any piece of software on any piece of ICT hardware owned by the school. It must be referred to our RM IT Support Team. A member of the RM IT Support Team will ensure that the appropriate safeguards and licensing arrangements are in place.

Software: Licences
These are held centrally by the RM IT Support Team. They should not be held by individuals or within departments.

Software: Purchase
It is acceptable to purchase new software from individual/department cost centres but, once again, the purchase should only proceed if the software has been deemed appropriate by the Assistant Headteacher – Whole School ICT. The RM IT Support Team maintains a software register.

Staff ICT Acceptable Use Agreement
All staff should read and sign this at the start of the academic year or, if new to the school, as soon as they start working at Plashet.

Student ICT Acceptable Use Agreement
All staff should support the contents and promote its positive application; a copy of the agreement can be found in student planners (from September 2016). Please communicate this with your tutees. Year co-ordinators: for any casual admissions, please ensure that the student understands the document. Please also read the 'Sanctions' section for further guidance in this area.

Turning off Digital Projectors, Hard-drives and Monitors
Staff should ensure that all digital projectors are turned off when they are not in use, or at the end of the day. You will compromise their use if you do not follow this advice. Please also ensure that all hard-drives and monitors are appropriately logged off and shut down when not in use and at the end of the day. Once again, if you do not, you compromise their use in terms of reliability, but also it can present a security risk in our non-working hours.

Usernames and Passwords: Staff
Usernames and passwords are needed to access most ICT systems in the school – sims.net, school e-mail accounts, the curriculum network, Go4Schools etc. In cases where you set your own password, passwords should not be easy for others to guess - ensure passwords contain letters and numbers and are at least 7 characters long. It is an offence under law to access or use another person's username and/or password. Do not let anyone else use any of your usernames and passwords on any system.

Usernames and Passwords: Students
Usernames and passwords are needed by students to access the curriculum network and the MLE. If for any reason a student does not have a username and/or password for either of these systems, they should be directed to the Assistant Headteacher – Whole School ICT. Students should be encouraged to set passwords that are easy for them to remember but not easy for others to guess – they should try to ensure passwords contain letters and numbers and are at least 7 characters long. It is against our student ICT code of conduct for any student to access or use another person's username and/or password, and students will be told not to let anyone else use any of their usernames and passwords.

Viruses
We have relevant protection in place, but due to the nature and emergence of viruses, some can find their way onto our networks. So, if you are using removable devices, always check before you access saved files that no virus is on them. If there is, immediately disconnect and refer the issue to the RM IT Support Team.