PERRYFIELDS HIGH SCHOOL

"Together We Achieve Excellence"

E-Safety Policy

Title: E-Safety Policy			
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Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults.

It is important to recognise the constant and fast paced evolution of ICT within our society as a whole. Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Perryfields High School we understand the responsibility to educate our students on e-safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom. Unmediated Internet access brings with it the possibility of placing students in embarrassing, inappropriate and even dangerous situations. There are inherent dangers of using this powerful tool in a school environment. It is therefore essential that schools create a safe ICT learning environment that includes three main elements:

- An effective range of technological tools

- Policies and procedure to describe and maintain the acceptable use of the schools ICT services and facilities with clear roles and responsibilities

- A comprehensive e-safety education programme for students, staff and parents.

Appropriate strategies

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding students towards educational activities. Strategies are selected to suit Perryfields situation and their effectiveness is monitored. There are no straightforward or totally effective solutions and staff, parents and the students themselves must remain vigilant.

Purpose and scope of the policy

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 Perryfields management information and business administration systems. Internet access is an entitlement for students who show a responsible and mature approach to its use. The internet is an essential element in 21st century life for education, business and social interaction. Perryfields has a duty to provide students with quality internet access as part of their learning experience.

Benefits of internet use in education

The benefits of using the internet in education include:

- access to world-wide educational resources including museums and art galleries;

- educational and cultural exchanges between students world-wide;

- cultural, vocational, social and leisure use in libraries, clubs and at home;

- access to experts in many fields for students and staff;

- staff professional development through access to national developments, educational materials and good curriculum practice;

- communication with support services, professional associations and colleagues;

- improved access to technical support including remote management of networks;

- exchange of curriculum and administration data with the LA and DfE;

- mentoring of students and providing peer support for them and teachers.

How will internet use enhance learning at Perryfields?

- Perryfields internet access is designed expressly for student use and will include filtering appropriate to the age of students.

- Students will be taught what internet use is acceptable and what is not and given clear objectives for internet use.

- Internet access will be planned to enrich and extend learning activities. Staff should guide students in 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.

How will students learn to evaluate internet content?

- If staff or students discover unsuitable sites, the URL (address) and content must be reported to ICT Support or any member of teaching staff.

- Teachers should ensure that the use of internet derived materials by students and colleagues complies with copyright law.

- Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

- Students will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

- Training will be available to staff in the evaluation of online materials and methods of developing students' critical attitudes.

Email

- Students may only use approved e-mail accounts on the Perryfields system.

- Students must immediately tell a teacher if they receive offensive e-mail.

- Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.

- Access in school to external personal e-mail accounts may be blocked.

- Excessive social e-mail use can interfere with learning and teachers need to maintain vigilance during lessons to prevent it.

- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

- The forwarding of chain letters is not permitted.

- Teachers will only communicate electronically with students using their school email address to the students school email address.

How will website content be managed?

- The point of contact on the website should be the Perryfields High School address, school e-mail and telephone number. Staff or students' home information will not be published.

- Written permission from parents/carers will be obtained before photographs of students are published on the website.

- The Head of school or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

- The website will comply with Perryfields guidelines for publications.

- The copyright of all material must be held by Perryfields, or be attributed to the owner where permission to reproduce has been obtained.

Managing internet applications

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Authorisation of internet access

- Perryfields will keep a record of any student whose parents/carers have specifically denied internet or e-mail access.

- By using the internet, students are agreeing to abide by the acceptable use agreement (Appendix 1).

- Parents and students will be asked to sign and return a form stating that they have read and understood the acceptable use agreement (Appendix 1 & 2).

Risk Assessment

- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for students. Perryfields will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Perryfields cannot accept liability for the material accessed, or any consequences of internet access.

- 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.

- The Head of the school will ensure that the e-safety policy is implemented and compliance with the policy monitored.

Filtering

- The school uses smoothwall as a monitoring solution where web-based activity is monitored and recorded

- School internet access is controlled through smoothwall web filtering service.

- Staff and students are aware that school based email and internet activity can be monitored and explored further if required

- The school does not allow students access to internet logs

- The school uses management control tools for controlling and monitoring workstations

- It is the responsibility of the school, by delegation to the ICT Manager, to ensure that Anti-virus protection is installed and kept up-to-date on all school machines

- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

- Any material that Perryfields believes is illegal will be referred to smoothwall and CEOP

Student Induction

- Rules for internet access will be posted in all rooms where computers are used.

- Students will be informed that internet use will be monitored.

- Instruction in responsible and safe use should precede internet access.

- The school provides opportunities within a range of curriculum areas to teach

about e-safety

- The school has a framework for teaching internet skills in ICT/ PSHE lessons covering both school and home use.

- Students are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them

- Students are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Students are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as ChildLine or CEOP report abuse button

E-Safety skills development for staff

- All members of staff are governed by the terms of the acceptable use agreement in school (Appendix 3).

- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the acceptable use agreement, and its importance explained.

- Staff should be aware that internet traffic can be monitored and traced to the individual user.

- Our staff receive regular information and training on e-safety issues in the form of INSET

- Details of this year's staff training programme can be found with the INSET coordinator

- New staff receive information on the school's acceptable use policy as part of their induction

- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community. All staff are encouraged to incorporate e-safety activities and awareness within their curriculum areas

Incidents Regarding Internet Use

- Breaches of the acceptable use agreement by students will be dealt with in accordance with the whole school behaviour policy.

- Any issue with staff in connection with the acceptable use agreement must be referred to the Head of the school.

Parental Support

- Parents'/carers' attention will be drawn to the Perryfields acceptable use agreement via an 'acceptable use agreement' issued at the start of every academic year (Appendix 1 & 2).

- A partnership approach with parents/carers will be encouraged. This may include demonstrations, practical sessions and suggestions for safe Internet use at home.

Mobile phone usage

- The use of mobile phones, or other electronic devices, in school is not allowed.

- Inappropriate use of mobile phones by students will be dealt with in accordance with the whole school behaviour policy.

- Unauthorised use of mobile phones will result in confiscation by the member of staff, who remains responsible for taking the phone to the school safe. This will be dealt with in accordance with the whole school behaviour policy.

- The school allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances does the school want a member of staff to contact a student or parent/ carer using their personal device

- The school is not responsible for the loss, damage or theft of any personal mobile device

- The sending of inappropriate text or internet messages between any member of the school community is not allowed

- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device

School Provided Mobile Devices (including phones)

- The sending of inappropriate messages between any member of the school community is not allowed

- Permission must be sought before any image or sound recordings are made on the devices of any member of the school community

- Where the school provides mobile technologies such as phones, laptops and tablets, cameras or videoing equipment for offsite visits and trips, only these devices should be used

- Report the loss or theft of any school mobile phone equipment immediately

- Where the school provides a laptop for staff, only this device may be used to conduct school business outside of school

Complaints

Complaints or issues relating to e-safety should be made to the member of the Senior Leadership Team responsible for ICT across the curriculum and the ICT Manager or Headteacher.

- All staff are strongly discouraged from having any contact with students through social networking sites such as Facebook etc.

Please refer to the Social Media policy for further details.

Passwords

- Always use your own personal passwords to access computer based services.

- Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures.

- Staff and students are required to change temporary passwords at first logon.

- Change passwords whenever there is any indication of possible system or password compromise.

- User ID and passwords for staff and students who have left the School are removed from the system as soon as possible to avoid unauthorised access.

- Short term cover staff will be given a generic account to allow only basic access as required by their role.

This document also links to the following policies:

Anti-bullying Policy

Homework Policy

Prevent Duty Policy

Safeguarding and Child Protection Policy

Managing Student Behaviour Policy

Appendix 1

Example of - Acceptable Use Agreement: Students

The school network at Perryfields High School is a valuable learning resource offering learning opportunities, which include internet and e-mail access. Students are expected to use these facilities in a safe and effective manner. The following rules are to keep everyone safe and to promote fairness towards others.

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.

- I will not download or install software on school technologies.

- I will only log on to the school network with my own user name and password.

- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.

- I will only use my school e-mail address.

- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.

- I will be responsible for my behaviour when using the Internet. This includes resources, access and the language I use.

- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal.   If I accidentally come across any such material I will report it immediately to my teacher.

- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.

- Images of students and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of a member of the Senior Leadership Team

- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school into disrepute.

- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community

- I will respect the privacy and ownership of others' work on-line at all times.

- I will not attempt to bypass the internet filtering system.

- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.

- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

Perryfields High School
Specialist Mathematics and Computing College

Appendix 2

Dear Parent/ Carer

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-Safety and know how to stay safe when using any ICT.

Parents & Students are expected to read and discuss the agreement and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or Mr. Gibson the schools safety coordinator.

Digital technology will be used extensively towards supporting teaching and learning throughout the curriculum. In exercising our duty of care towards students, we ask that parents' consent to their child/children taking part in digital video productions, appearing in films or having their digital photographs/images used by the school. Students will remain unidentified and therefore uncontactable. Should you not wish your child/children to participate please indicate this in the space marked Additional.

Please return the bottom section of this form to school.

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Student and Parent/ carer signature
We have discussed this document and …………………………………….........agrees to follow the E-Safety rules and to support the safe and responsible use of ICT at Perryfields High School

Parent/ Carer Signature ……………………….………………………….

Student Signature…………………………………………………………….

Form ………………………………. Date ………………………………

Additional ……………………………………………………………

Appendix 3

Example of - Acceptable Use Agreement: Staff, Governors and Visitors

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mr. S Gibson will only use the school's email / Internet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.

➢ I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
➢ I will ensure that all electronic communications with students and staff are compatible with my professional role.
➢ I will not give out my own personal details, such as mobile phone number and personal e-mail address, to students.
➢ I will only use the approved, secure e-mail system for any school business.
➢ I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when *authorized* by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted.
➢ I will not install any hardware or software without permission of the ICT Manager
➢ I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory within my school role.
➢ Images of students and/ or staff will only be taken, stored and used for professional purposes in line with school policy. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
➢ I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
➢ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
➢ I will respect copyright and intellectual property rights.
➢ I will ensure that my online activity and use of other technologies will not bring my professional role into disrepute.
➢ I will support and promote the school's e-Safety and Data Security policies and help students to be safe and responsible in their use of ICT and related technologies.
➢ I agree to the school using digital photographs/images of myself for security purposes within the school

User Signature

I have had explained the implications of the schools safety policy with regard to my code of conduct, supporting the safe and secure use of ICT throughout the school and to the use of digital images. I agree to follow this agreement

Signature …….……………….………… Date ……………………

Full Name …………………………….....................................(printed)

Job title . . . .