Clifford Road Primary School
Celebrating Achievement in All

E-Safety Policy

Ethos
At Clifford Road we want to encourage and develop a love of learning for our pupils that will stay with them throughout their lives. Our aim is that they are healthy and safe, that they enjoy and achieve in all that they do and that they make a positive contribution to society and have success in the future.
This is underpinned by our belief that all children should be valued and treated fairly and consistently regardless of their ability. Personal, social and health education run throughout our school and together with Special Educational Needs form the building block that moves our school forward.
At Clifford Road we aim to promote equality and tackle any form of discrimination and actively promote harmonious relations in all areas of school life. We seek to remove any barriers to access, participation, progression, attainment and achievement. We take seriously our contribution towards community cohesion.

Development of this Policy

This e-safety policy has been developed by a working group made up of:

- Mr Wood Headteacher
- Mrs Noon E-Safety Lead
- Staff – including Teachers, Support Staff, Technical staff
- Governors
- Parents and Carers
- The School Council

Consultation with the whole school community has taken place through a range of formal and informal meetings.

Schedule for Review and Development

This e-safety policy was approved by the Governing Body on:	December 2016
The implementation of this e-safety policy will be monitored by the:	E Safety Lead, The S.L.T and the School Council
Monitoring will take place.	Termly
The Governing Body will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) annually prior to the review.	
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	December 2017
Should serious e-safety incidents take place, the following external persons / agencies should be informed as appropriate:	The LA Safeguarding Officer, Police.

Scope of the Policy

This policy applies to all members of the school community (including staff, students / pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school IT systems, both in and out of the school. Non school-based staff are subject to the County Council's IT Acceptable Use Policy.

The Education and Inspections Act 2006 empowers Headteachers to such extent as is reasonable, to regulate the behaviour of pupils 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 outside of the 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 and Responsibilities

Governors

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about e-safety incidents and monitoring outcomes through the Headteacher's Report. The role of E-Safety Governor is included within the role of the Safeguarding Governor and this part of their role will include:

- regular meetings with the E-Safety Lead
- regular monitoring of e-safety incident logs
- reporting to relevant Governors meeting

Headteacher and Senior Leaders:

- The Headteacher has a duty of care for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the E-Safety Lead.
- The Headteacher and other Senior Designated Safeguarding officers are aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff as outlined on the flowchart later in this policy.
- The Headteacher and the Deputy Head Teacher are responsible for ensuring that the E-Safety Lead and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The Headteacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Senior Leadership Team will receive regular monitoring reports from the E-Safety Lead..

E-Safety Lead:

In our school the E Safety Lead takes on the following roles:

- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- Oversees the training for staff and gives advice
- liaises with the Local Authority / relevant body
- liaises with school technical staff
- consulting stakeholders – including parents / carers and the students / pupils about the e-safety provision

- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments. Reports will be given via the safeguarding Pink form system and will be kept within the Safeguarding file
- meets regularly with E-Safety Governor to discuss current issues, review incident logs
- attends relevant Governor meetings
- reports regularly to Senior Leadership Team

Network Support Services / IT Technician:

Our Network Support Provider along with our IT Technician are responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that the school meets required e-safety technical requirements and any Local Authority E-Safety Policy / Guidance that may apply.
- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- the filtering policy, is applied and updated on a regular basis (through E2BN)
- that they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- that the use of the network is regularly monitored in order that any misuse / attempted misuse can be reported to the Headteacher or the E-Safety Lead for investigation / action / sanction
- that monitoring software / systems are implemented and updated as agreed in school policies

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 Staff Acceptable Use Policy / Agreement (AUP)
- they report any suspected misuse or problem to the Headteacher or the E-Safety Lead for investigation / action / sanction
- all digital communications with students / pupils / parents / carers should be on a professional level.
- e-safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the e-safety and acceptable use policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned pupils 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

Child Protection / Safeguarding Designated Persons

Our safeguarding senior designated persons are trained in e-safety issues and are aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

Pupils:

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Policy
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations

- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- 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 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. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website, literature. Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website
- their comments on social media
- their children's personal devices in the school

Community Users

Community Users who wish to access any school systems or the website (including CRASH, Stagecoach and the Shelter Museum site) as part of the wider school provision will be expected to sign a Community User AUA before being provided with access to school systems.

Policy Statements

Education – pupils

The education of our *pupils* in e-safety is an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-safety is a focus in all areas of the curriculum and staff reinforce e-safety messages across the curriculum. Our e-safety curriculum is broad, relevant and provides progression, with opportunities for creative activities and is provided in the following ways:

- A planned e-safety curriculum is provided as part of Computing / PHSE / other lessons and is revisited annually.
- Key e-safety messages are reinforced as part of a planned programme of assemblies and class based sessions.
- Pupils are taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils are helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff act as good role models in their use of digital technologies the internet and mobile devices
- in lessons where internet use is pre-planned, pupils are guided to sites checked as suitable for their use and processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff are vigilant in monitoring the content of the websites the young people visit.

Education – parents / carers

We recognise that many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. We know that some parents underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site,
- Parents / Carers evenings / sessions
- High profile events / campaigns eg Safer Internet Day
- Reference to the relevant web sites / publications

Education & Training – Staff / Volunteers

We recognise that it is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal e-safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the e-safety training needs of all staff will be carried out regularly.
- All new staff will receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements.
- The E-Safety Lead will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.
- This E-Safety policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.
- The E-Safety Lead will provide advice / guidance / training to individuals as required.

Training – Governors

Governors will take part in e-safety training / awareness sessions. This will be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation.
- Participation in school training / information sessions for staff or parents.

Technical – infrastructure / equipment, filtering and monitoring

The school is responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will do this by:

- Managing our technical systems to ensure that the school meets recommended technical requirements.
- Making regular reviews and audits of the safety and security of school technical systems
- Locating Servers, wireless systems and cabling securely located and with restricted physical access. (IT Technicians room)
- Clearly defining access rights to school technical systems and devices for all users.
- Providing all users (at KS2 and above) with a username and secure password and maintaining an up to date record of users and their usernames. Passwords will be introduced to children in the Summer term of year 2.
- Ensuring that the "master / administrator" passwords for the school IT system, used by the Network Manager are also available to the Head teacher and kept in the school safe.
- Ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Filtering Internet access for all users. Illegal content is filtered by the broadband provider. Content lists are regularly updated by E2Bn and internet use is logged and regularly monitored.
- The school has provided enhanced / differentiated user-level filtering.

- An appropriate system is in place for users to report any actual / potential technical incident / security breach. This is, in the first instance to the IT Technician, who will log the incident and refer to the E Safety lead in an appropriate timescale.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.
- Having an agreed policy in place for the provision of temporary access of "guests" (eg trainee teachers, supply teachers, visitors) onto the school systems.
- We have an agreed policy in place regarding the extent of personal use that users (staff / students / pupils / community users) and their family members are allowed on school devices that may be used out of school.
  - In the course of normal operations, IT resources are to be used for business purposes only. The school permits limited personal use of IT facilities by authorised users subject to the following limitations:
  - Personal use must be in the user's own time and must not impact upon work efficiency or costs
  - The level of use must be reasonable and not detrimental to the main purpose for which the facilities are provided
  - Personal use must not be of a commercial or profit-making nature
  - Personal use must not be of a nature that competes with the business of the school or conflicts with an employee's obligations
  - Personal use of the Internet must not involve attempting to access the categories of content described above that is normally automatically blocked by web filtering software.
- The Headteacher has delegated the right to make decisions to allow staff to download executable files and install programmes on school devices to the IT Technician and Coordinator.
- Staff will only use removable media (eg memory sticks / CDs / DVDs) on school devices if their use directly relates to school business and all necessary scans and checks will be carried out to minimise any transfer of viruses. Personal data will not be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

Use of digital and video images

We recognise that the development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. We will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff will inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular we will stress the risks attached to publishing their own images on the internet eg on social networking sites.
- In accordance with guidance from the Information Commissioner's Office, we allow parents / carers to take videos and digital images of their children at school events for their own personal use. To respect everyone's privacy and in some cases protection, all are reminded that these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images. Parental helpers will be asked not to take any photographs on school trips or when helping in school.
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images are only taken on school equipment, the personal equipment of staff, parents or other volunteers are not be used for such purposes.
- Care is taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils are not allowed to take, use, share, publish or distribute images of others without their permission

- Photographs published on the website, or elsewhere that include pupils are selected carefully and comply with good practice guidance on the use of such images.
- Pupils' full names are not used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers is obtained via a general consent form before photographs of pupils are published on the school website.
- Pupil's work is only published with the permission of the pupil and parents or carers.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

Please refer to the School's Data Protection Policy.

When personal data is stored on any portable computer system, memory stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected.
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

Communications

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

- The official school email service mail@cliffordroad.suffolk.sch.uk may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored.).
- Users must immediately report, to the nominated person (E safety lead) – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and pupils or parents / carers (email, chat 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 social media must not be used for these communications.
- Whole class / group email addresses may be used at KS1, while pupils at KS2 and above will be provided with individual school email addresses for educational use when needed
- Pupils should be taught about e-safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through limiting access to personal information:

- Training includes: acceptable use; social media risks; checking of settings; data protection; reporting issues.

- Clear reporting guidance, including responsibilities, procedures and sanctions.
- Risk assessment, including legal risk

School staff should ensure that they protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner:

- Staff members need to use social networking in a way that does not conflict with the current National Teacher's Standards.
- Staff must never add pupils as friends into their personal accounts
- No reference should be made in social media to pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school or local authority
- Staff must not post negative comments about the school, pupils, parents or colleagues including Governors.
- Staff must not post pictures of school events without the Headteacher's consent
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

At present the school has chosen not to use social media for professional purposes. Should this change care will be taken to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies. All social media services must be approved by the Headteacher in advance of any educational work being undertaken.

Parents and carers will be made aware of their responsibilities regarding their use of social networking. Methods of school communication include the prospectus, the website, newsletters, letters and verbal discussion.

- Parents should not post pictures of pupils other than their own children on social networking sites.
- Parents should make complaints through official school channels rather than posting them on social networking sites.
- Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.

Dealing with incidents of online bullying

Bullying via new technologies will be dealt with in the same way as face to face bullying. Page 5 of 'Behaviour and Discipline in Schools' indicates that the school can take action against incidents that happen outside school if:

- Could have repercussions for the orderly running of the school or
- Poses a threat to another pupil or member of the public or
- Could adversely affect the reputation of the school.

Use of social networking sites to harass, bully or intimidate would be covered by this irrespective of when/where the post was made.

Unsuitable / inappropriate 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 usage as follows:

The following actions are both unacceptable and illegal:

Visiting Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- **Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978**
- **Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003**
- **Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008**

- **criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986**
-

The following actions are unacceptable:

Visiting Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- **pornography**
- **promotion of any kind of discrimination**
- **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**

Any of the following actions:

- **Using school systems to run a private business**
- **Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy**
- **Infringing copyright**
- **Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)**
- **Creating or propagating computer viruses or other harmful files**
- **Unfair usage (downloading / uploading large files that hinders others in their use of the internet)**

Responding to incidents of misuse

Incidents will be dealt with in line with the Suffolk County Council Flowchart – see appendix

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.

Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
  - Internal response or discipline procedures
  - Involvement by Local Authority or national / local organisation (as relevant).
  - Police involvement and/or action

- **If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:**
  - incidents of 'grooming' behaviour
  - the sending of obscene materials to a child
  - adult material which potentially breaches the Obscene Publications Act
  - criminally racist material
  - other criminal conduct, activity or materials
- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions & Sanctions

If the school needs to deal with incidents that involve inappropriate rather than illegal misuse incidents will be dealt with as soon as possible in a proportionate manner, members of the school community will be made aware that the incidents have been dealt with. It is intended that incidents of misuse will be dealt with through our normal behaviour / disciplinary procedures.

Appendices

- Student / Pupil Acceptable Use Agreement (older children)
- Student / Pupil Acceptable Use Agreement (younger children)
- Staff and Volunteers Acceptable Use Agreement Policy
- Community Users Acceptable Use Agreement
- Responding to incidents of misuse – Suffolk County Council flowchart
- Legislation
- Recording Form for Safeguarding Concerns

KS2 Pupil/School using Digital Technology Agreement

School

Digital technologies have become important parts of all of our lives. They help us by stimulating discussion, helping us to be creative and to put some of our learning within the real world outside of Clifford Road. Because of this it is important that you have safe internet access at all times.

This agreement is to make sure that:

- that you will be responsible and stay safe while using the internet and other digital technologies for educational, personal use and whilst you are playing.
- that school systems and other users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to make sure that you will have good access to digital technologies to support you in your learning and will, in return, expect you to agree to be responsible users.

Pupil

I understand that I must be responsible when I am using school computing systems, so that there is no risk to my safety or to the safety and security of the computing systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of school equipment.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not give any personal information about myself or others when on-line (this includes names, addresses, email addresses, telephone numbers, age, what school I go to, etc)
- I will not arrange to meet people that I have only met on-line.
- If I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line I will minimise it on screen and immediately tell an adult.

I understand that everyone has equal rights to use technology and:

- I understand that the school systems and devices are there for educational use and that I will not use them for personal use or to play on unless I have permission.
- I will not try (unless I have permission) to make large downloads which may slow down the computers for others.
- I will not use the school systems or devices for playing games online, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not open, copy, remove or change anyone else's files, unless they know about it and have given their permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take a picture of anyone without their permission and I won't pass it on or post it on any sites.

I know that the school has to make sure that its technological equipment is looked after properly so that the school can run smoothly:

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or open up any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems.
- I will immediately report any damage or faults involving equipment or software, however it has happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation that sent the email.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and that are appropriate for my age.

When using the internet for research or play, I recognise that:

- I should 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 try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful.

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (for example cyber-bullying, using other people's pictures or personal information).
- I understand that if I fail to comply with this agreement, there will be consequences. These may be the loss of access to the school network / internet, exclusions, contact with my parents and, if I do something illegal, involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the agreement. If you do not sign and return this agreement, we will not be able to use school systems and devices.

KS2 Pupil using Digital Technology Agreement

This form relates to the KS2 Pupil using Digital Technology Agreement, which it is attached.
Please complete the sections below to show that you have read, understood and agree to the rules included in this agreement. If you do not sign and return this agreement, you will not be able to use school IT systems and equipment.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.

Name of Pupil	
Class	
Signed	
Date	

Foundation/KS1 Pupil using Digital Technology Agreement

This is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers

I will only use activities that a teacher or suitable adult has told or allowed me to use.

I will take care of the computers and other equipment.

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.

If I see something that upsets me on the screen. I will minimise the screen and tell a teacher or suitable adult immediately.

I know that if I break the rules I might not be allowed to use the computers or other equipment.

Signed (child):……………………………………………

Signed (parent): …………………………………………….

Parent / Carer Information on our Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

The attached Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will work hard to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect them to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that you will be aware of the school expectations of the children.

We hope that you will support us in this important aspect of our work and feel that you can reinforce our messages at home, encouraging your child to adopt safe use of the internet and digital technologies at home and informing the school if you have concerns over your child's e-safety.

Teachers will be discussing the Acceptable Use Agreement and its meaning with your child and will continue to provide e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

At school we will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and IT systems but cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

Childrens' activity on our IT systems will be monitored and that the school will contact you if they have concerns about any possible breaches of the Acceptable Use Policy.

We will assume that parents are happy to give permission for their children to have access to the Internet and IT systems at school and that if this is not the case they will inform that school in writing of this. (Please address this instruction to the Headteacher.)

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media,

In order to comply with the Data Protection Act we request your permission to take images of members of the school. We will ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.

Parents/carers will need to have signed and returned the permission form below before being able to take photos or video at school events

Digital / Video Images Permission Form

Parent / Carers Name

Pupil Name

As the parent / carer of the above pupil, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school. Yes / No

I agree that if I take digital or video images at, or of, – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images. Yes / No

Signed

Date

Staff (and Volunteer) Acceptable Use Policy Agreement

School Policy

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 technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate 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 should have an entitlement to safe internet access at all times.

This Acceptable Use Policy 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.
- that school IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of IT in their everyday work.

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

Acceptable Use Policy Agreement

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

For my professional and personal safety:

- I understand that the school will monitor my use of the IT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school IT systems (eg laptops, email, etc) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school IT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using *school* IT 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, unless I have permission to do so. Where these images are published (eg on the school website it will not be possible to identify by name, or other personal information, those who are featured.

- I will only use chat and social networking sites in school in accordance with the school's policies.
- I will only communicate with pupils 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.

The 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 mobile devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using *school* 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 IT systems. (schools / academies should amend this section in the light of their email policy – some schools / academies will choose to allow the use of staff personal email addresses on the premises).
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (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 school 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 try (unless I have permission) to 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 in the School data policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil 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 school 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 school IT equipment in school, but also applies to my use of school IT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- 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 school IT 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	

Acceptable Use Agreement for Community Users

This Acceptable Use Agreement is intended to ensure:

- that community users of school digital technologies will be responsible users and stay safe while using these systems and devices
- that school systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that users are protected from potential risk in their use of these systems and devices

Acceptable Use Agreement

I understand that I must use school systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I bring into the school.

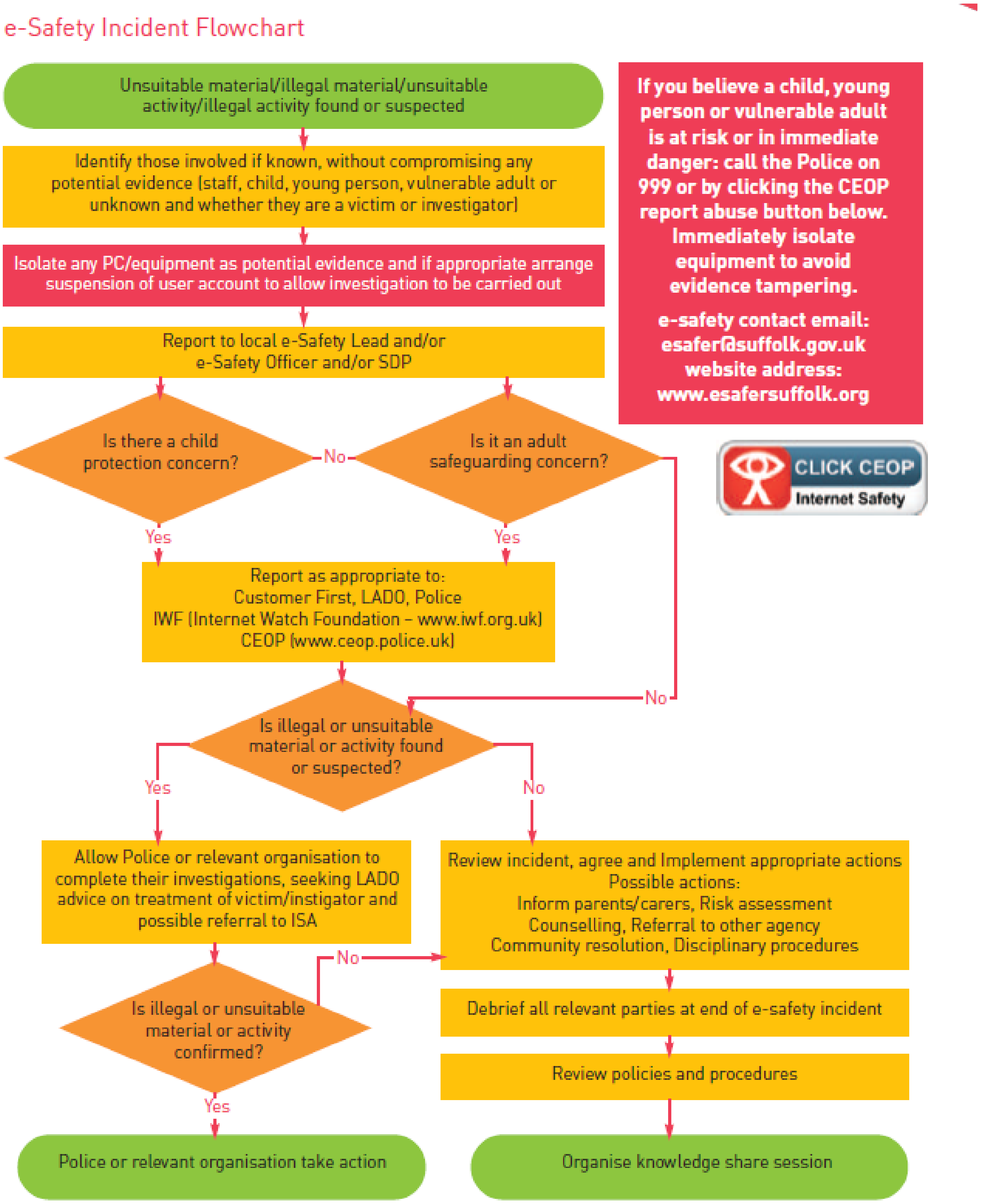
- I understand that my use of school systems and devices and digital communications will be monitored
- I will not use a personal device that I have brought into school for any activity that would be inappropriate in a school setting.
- I will not try to upload, download or access any materials which 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 immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and / or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.
- I will not publish or share any information I have obtained whilst in the school on any personal website, social networking site or through any other means, unless I have permission from the school.
- I will not, without 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 school device, nor will I try to alter computer settings, unless I have permission to do so.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- 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 if I fail to comply with this Acceptable Use Agreement, the school has the right to remove my access to school systems / devices

I have read and understand the above and agree to use the school IT 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.

Name

Signed Date

Responding to incidents of misuse – flow chart



e-Safety Incident Flowchart

Unsuitable material/illegal material/unsuitable activity/illegal activity found or suspected

Identify those involved if known, without compromising any potential evidence (staff, child, young person, vulnerable adult or unknown and whether they are a victim or investigator)

Isolate any PC/equipment as potential evidence and if appropriate arrange suspension of user account to allow investigation to be carried out

Report to local e-Safety Lead and/or e-Safety Officer and/or SDP

Is there a child protection concern?

Is it an adult safeguarding concern?

Report as appropriate to:
Customer First, LADO, Police
IWF (Internet Watch Foundation – www.iwf.org.uk)
CEOP (www.ceop.police.uk)

Is illegal or unsuitable material or activity found or suspected?

Allow Police or relevant organisation to complete their investigations, seeking LADO advice on treatment of victim/instigator and possible referral to ISA

Is illegal or unsuitable material or activity confirmed?

Police or relevant organisation take action

Review incident, agree and Implement appropriate actions
Possible actions:
Inform parents/carers, Risk assessment
Counselling, Referral to other agency
Community resolution, Disciplinary procedures

Debrief all relevant parties at end of e-safety incident

Review policies and procedures

Organise knowledge share session

If you believe a child, young person or vulnerable adult is at risk or in immediate danger: call the Police on 999 or by clicking the CEOP report abuse button below. Immediately isolate equipment to avoid evidence tampering.

e-safety contact email: esafer@suffolk.gov.uk
website address: www.esafersuffolk.org

Clifford Road Primary School

Record of reviewing devices / internet sites (responding to incidents of misuse)

Group	
Date	
Reason for investigation	

Details of first reviewing person

Name	
Position	
Signature	

Details of second reviewing person

Name	
Position	
Signature	

Name and location of computer used for review (for web sites)

Web site(s) address / device	**Reason for concern**

Conclusion and Action proposed or taken

Legislation

The following legislation has been taken into account during the writing of this policy. It is assumed that an action that is illegal if committed offline is also illegal if committed online.

Legal advice may be sought in the advent of an e safety issue or situation.

Computer Misuse Act 1990

This Act makes it an offence to:

- Erase or amend data or programs without authority;
- Obtain unauthorised access to a computer;
- "Eavesdrop" on a computer;
- Make unauthorised use of computer time or facilities;
- Maliciously corrupt or erase data or programs;
- Deny access to authorised users.

Data Protection Act 1998

This protects the rights and privacy of individual's data. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The Act states that person data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Not kept longer than necessary.
- Processed in accordance with the data subject's rights.
- Secure.
- Not transferred to other countries without adequate protection.

Freedom of Information Act 2000

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they have to follow a number of set procedures.

Communications Act 2003

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

Malicious Communications Act 1988

It is an offence to send an indecent, offensive, or threatening letter, electronic communication or other article to another person.

Regulation of Investigatory Powers Act 2000

It is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic communications is permitted, in order to:

- Establish the facts;
- Ascertain compliance with regulatory or self-regulatory practices or procedures;
- Demonstrate standards, which are or ought to be achieved by persons using the system;
- Investigate or detect unauthorised use of the communications system;
- Prevent or detect crime or in the interests of national security;
- Ensure the effective operation of the system.
- Monitoring but not recording is also permissible in order to:
- Ascertain whether the communication is business or personal;

- Protect or support help line staff.
- The school reserves the right to monitor its systems and communications in line with its rights under this act.

Trade Marks Act 1994

This provides protection for Registered Trade Marks, which can be any symbol (words, shapes or images) that are associated with a particular set of goods or services. Registered Trade Marks must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

Copyright, Designs and Patents Act 1988

It is an offence to copy all, or a substantial part of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, and sounds, moving images, TV broadcasts and other media (e.g. youtube).

Telecommunications Act 1984

It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

Criminal Justice & Public Order Act 1994

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they:

- Use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- Display any writing, sign or other visible representation, which is threatening, abusive or insulting,

thereby causing that or another person harassment, alarm or distress.

Racial and Religious Hatred Act 2006

This Act makes it a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

Protection from Harrassment Act 1997

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other. A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

Protection of Children Act 1978

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is a anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence may face up to 10 years in prison.

Sexual Offences Act 2003

The new grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence. Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. (Typically, teachers, social workers, health professionals, connexions staff fall in this category of trust). Any sexual intercourse with a child under the age of 13 commits the offence of rape.

Public Order Act 1986

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence. Children, Families and Education Directorate page 38 April 2007.

Obscene Publications Act 1959 and 1964

Publishing an "obscene" article is a criminal offence. Publishing includes electronic transmission.

Human Rights Act 1998

This does not deal with any particular issue specifically or any discrete subject area within the law. It is a type of "higher law", affecting all other laws. In the school context, human rights to be aware of include:

- The right to a fair trial
- The right to respect for private and family life, home and correspondence
- Freedom of thought, conscience and religion
- Freedom of expression
- Freedom of assembly
- Prohibition of discrimination
- The right to education

These rights are not absolute. The school is obliged to respect these rights and freedoms, balancing them against those rights, duties and obligations, which arise from other relevant legislation.

The Education and Inspections Act 2006

Empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

The Education and Inspections Act 2011

Extended the powers included in the 2006 Act and gave permission for Headteachers (and nominated staff) to search for electronic devices. It also provides powers to search for data on those devices and to delete data. (see template policy in these appendices and for DfE guidance - http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screening-searching-and-confiscation

The Protection of Freedoms Act 2012

Requires schools to seek permission from a parent / carer to use Biometric systems

The School Information Regulations 2012

Requires schools to publish certain information on its website:

http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b0075738/reducing-bureaucracy/requirements/changestoschoolinformationregulations

Suffolk County Council Schools' choice

Clifford Road Primary School
Celebrating Achievement in All

Recording Form for Safeguarding Concerns

(Must be hand-written)

Name of pupil	Pupil's date of birth	Class	**Your name** (and position in school)

Nature of Concern/Disclosure **(Remember to only record fact DO NOT add your own opinion)**

Was there an injury?	**Yes**		**No**		**N/A**		Did you see it?	**Yes**		**No**		**N/A**	

Describe the injury (if applicable):

Have you filled in the body plan on the reverse of this form to show where the injury is and its approximate size?	**Yes**		**No**		**N/A**	

Was anyone else with you?	Yes		No		If yes, who?	

Where were you?

Has this happened before?	Yes		No		When?		
Did you report the previous incident?	Yes		No		To Whom?		Date:

Does the safeguarding concern involve a technological device? *If yes, discuss this with your e-Safety Leads: Jacqui Noon or Polly Currie-Cathey	Yes*		No	

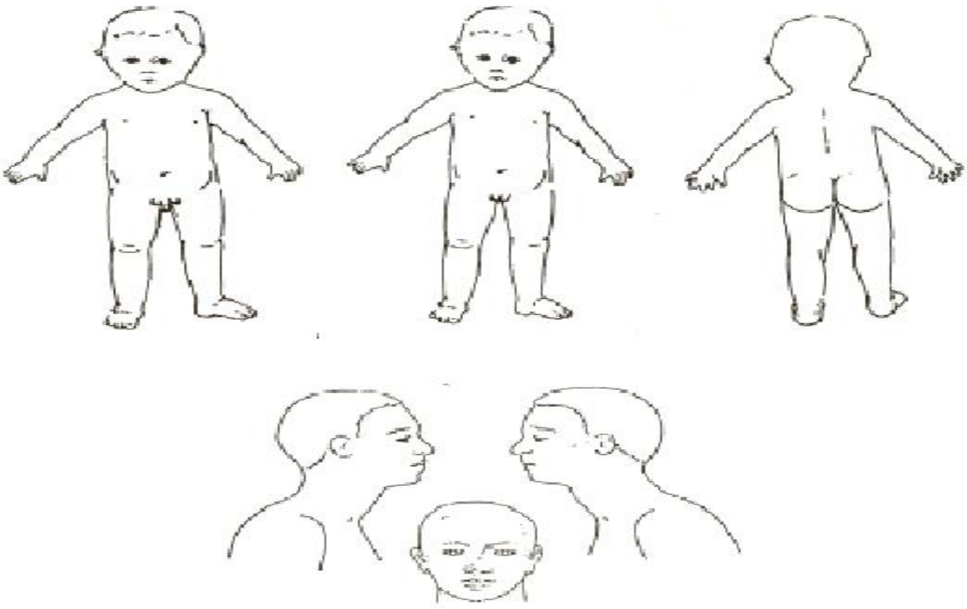
Who are you passing this information on to?

Your Name:	Time:	Date:

Signature of person receiving form: Date received:

Actions:

Body map: Age 5 and under



Body map: Age 5 and over