



# Hollinsclough C of E Academy

## E-Safety & Acceptable Use Policy: 2019

### Mission Statement

*To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community. We guarantee accessibility and availability to all.'*

### ***Developing potential***

#### **Pre-amble**

Here at Hollinsclough C of E Academy, we recognise that protecting our staff and pupils properly means thinking beyond the traditional education environment.

Our pupils of all ages have access to broadband connections through a variety of devices and while network protection offers some safeguards we aspire to educate all users so that they are aware and understand the risks of electronic communications and act accordingly.

Consequently, e-Safety is a matter of developing a safe IT learning environment and can be categorised as a safety, Safeguarding and Child protection issue rather than an IT issue. It is, therefore, an extension of our policies on Safeguarding and Child Protection.

The implementation and review of our e-Safety & Acceptable Use policy is the responsibility of our **Bursar – Mr Stephen Malbon** in liaison with our **Principal – Mrs Janette Mountford-Lees**, although all staff have responsibility for ensuring e-Safety.

This e-Safety Policy has been developed using both the advice and guidance, of the DfE and BECTA. The e-Safety Policy and its implementation will be reviewed annually.

We are deeply committed to Safeguarding & Child Protection. This Policy, therefore, needs to be read in conjunction with this and the following:

- **Acceptable Use Protocol (see below)**
- **Anti-Bullying Policy**
- **Health and Safety Policy**
- **Behaviour & Discipline Policy**
- **Academy Guidance on using the internet**

#### **Implementing the Policy**

Our Bursar is responsible for the academy's IT systems and will maintain the effectiveness of this policy, manage e-Safety training and keep abreast of local and national e-Safety awareness campaigns.

Our filtering system provides automated updates on the use of linked systems and can identify potential areas of concern; we also have the ability to manually oversee its operation and to restrict or prevent access to websites etc.

We will ensure that pupils and staff are adhering to the Policy; any incidents of possible misuse will be investigated.

All users must read and sign the Acceptable Use Policy, and as part of any login will be required to re-affirm their acceptance of the Policy.

- **Areas of Blue text relate to staff (Appendix One)**
- **Areas of Red text relate to Parents / Carers and Pupils (Appendix Two)**

#### **Teaching and Learning**

The purpose of internet use in our academy is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the management functions of the academy and Multi-Academy group.

Internet access is an entitlement for pupils who show a responsible and mature approach to its use. E-safety forms part of our Anti-bullying week and assemblies through the year. Sanctions will be used as appropriate for abuse of this entitlement.

#### **Using the Internet to enhance learning**

IT is a tool we use to enhance learning and to develop the learning skills including the skills of knowledge location, retrieval and evaluation, networking and communication.

Pupils 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. Access levels will be reviewed to reflect the curriculum requirements and age of students.

Staff lesson planning will guide pupils in online activities that will support the learning outcomes planned for the students' age and maturity.

Pupils will be taught to evaluate the accuracy, relevance, and suitability of internet material used in their learning.

### **Misuse and online bullying**

Children and young people are keen adopters of new technologies, but this can also leave them open to the threat of increased bullying - known as online bullying, e-bullying or cyber-bullying. This form of bullying can be defined as follows:

***“The use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.”***

Bullying can take the form of:

- **Text messaging**
- **Email**
- **Chat and Social Networking** – *this should not be an issue for pupils at our academy due to age. However, we are aware that this requirement can be inadvertently overlooked by parents if they fail to read the terms and conditions of use or their child signed up without seeking their permission*
- **Instant Messaging**

All report incidents of IT misuse and cyber-bullying will be dealt with in accordance with our Teaching and Learning Policies and our Behaviour / Anti-Bullying Policy. We do not see cyber-bullying as any less serious as non-electronic bullying and our standard policies, strategies and sanctions will apply.

### **Managing Information**

#### **Information system security**

The security of the academy information systems will be reviewed regularly but is the responsibility of all. All PCs, staff laptops must have academy approved antivirus software which will need to have internet access to allow it to be updated regularly.

Portable media may not be used without specific permission and followed by a virus check.

Unapproved system utilities and executable files will not be allowed in pupil' work areas or attached to an e-mail.

#### **Learning Platform**

We will issue pupils with approved Learning Platform accounts, which they may use for school work and related communication. They can only be used for this purpose, and other email accounts cannot be used for transferring files or communicating on academy related matters.

Pupils must immediately tell a teacher if they receive offensive communications and must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission. The forwarding of chain letters is not permitted.

#### **Management of published content**

The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils personal information must not be published. Staff academy e-mail addresses are not published, and all communications with parents must go via the school office@ or Headteacher@ email addresses.

The website and Learning Platform content will comply with our guidelines for publications, including respect for intellectual property rights and copyright. Training will be provided where appropriate.

#### **Publishing of pupil images**

Written permission from parents or carers will be obtained before images of students are electronically published. Images that include pupils will be selected carefully and will not enable individual pupils to be clearly identified unless permission has been obtained from parents or carers.

Work can only be published with the permission of the pupil.

Pupil images captured on camera or by other means by staff can only be edited and processed on the academy's IT system. No student images may be kept on file at home.

We will block/filter access to social networking site and newsgroups unless a specific use is approved. Pupils are advised never to give out personal details of any kind which may identify them and/or their location. Examples would include full name, address, mobile or landline phone numbers; school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc.

Pupils are advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the pupil or his/her location, e.g. house number, street name or school.

Teachers are not allowed to run social network spaces for pupil use on a personal basis.

Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

## **Web Filtering**

We will ensure that systems to protect students are reviewed and improved. We will provide a mechanism for reporting unsuitable sites to the Bursar/network manager. Any material that the school believes is illegal must be reported to appropriate agencies such as IWF or CEOP.

## **Video conferencing / SKYPE / FaceTime or similar**

Where practical - IP video conferencing should use the educational broadband network to ensure the quality of service and security, rather than the internet.

All video conferencing equipment in the classroom must be switched off when not in use.

External IP addresses should not be made available to other sites.

Video conferencing contact information should not be put on the school website.

Pupils may engage in video conferencing under supervision once parental or carer permission has been obtained. Pupils should ask permission from the supervising teacher before making or answering a video-conference call. Unique log on and password details for the educational video-conferencing services should only be issued to members of staff and kept secure.

Staff organising a video-conference should establish the parameters and content before taking part. They should ensure that written permission for student involvement has been obtained and are responsible for ensuring the conduct of the conference and that any recorded material is advised in advance, securely stored and is acceptable by all parties to avoid infringing property rights.

## **Emerging Technologies**

We embrace the potential of emerging technologies for their application in learning and teaching.

Emerging technologies will, therefore, be examined for educational benefit, and a risk assessment will be carried out before use in school is allowed. Emphasis on all technologies will be on their appropriate use in lessons. Inappropriate use could result in confiscation.

## **Protection of personal data**

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

## **Policy Decisions**

### **Authorisation to use the internet**

We will maintain a current record of all staff and students who are granted access to the academy IT and other electronic communications systems. Use is only available to those who agree to the Acceptable Use Protocol.

### **Risk Assessment**

We 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 an academy computer. We cannot 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.

### **E-safety complaints procedure**

Complaints of internet misuse will be dealt with in the first instance by the class teacher in accordance with the Behaviour & Discipline Policy. If a decision is invoked to restrict or withdraw internet or other IT access to individuals that must be approved by the Principal in consultation with the Bursar. Remedial action must also be agreed at that point. Any complaint about staff misuse must be referred to the Principal

## **Communicating the Policy**

### **Policy introduction**

E-Safety guidance will be posted in rooms with internet access. Pupils will be informed that network and internet use will be monitored. E-safety awareness is the responsibility of all staff, and pupils should have their attention drawn as appropriate to issues of e-safety and personal security and security of personal information. Staff will work with pupils to raise the awareness and importance of safe and responsible internet use. This will be done as appropriate through the Curriculum, PSHE, assemblies, and other communication methods. Instruction in responsible and safe use should precede internet access. An e-safety module will be included in the PSHE, Citizenship or IT programmes covering both academy and home use.

### **Staff sharing of e-Safety policy**

All staff will be given our e-Safety Policy, and its application and importance explained. Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are essential. Staff training in safe and responsible internet use and on the e-Safety Policy will be provided as required.

### **Parental involvement**

Parents and carer's attention will be drawn to our e-Safety Policy in newsletters, the academy prospectus and on the academy website. Internet issues will be handled sensitively, and parents and carers will be advised accordingly. A partnership approach with parents and carers will be encouraged. Advice on filtering systems and educational and leisure activities that include responsible use of the internet will be made available to parents and carers.

## **FILTERING POLICY**

### **Introduction**

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so. It is therefore important that the academy has a Filtering Policy to manage the associated risks and to provide preventative measures which are relevant to the situation in the school.

### **Responsibilities**

The responsibility for the management of the academy's Filtering Policy will be held by the Bursar. The Bursar will manage the academy filtering systems, in line with this Policy and will keep records/logs of changes and of breaches of the filtering systems.

To ensure that there is a system of checks and balances and to protect those responsible, changes to the academy filtering service must:

- be logged in change control logs
- be reported to and authorised by the Bursar / Headteacher

All users have a responsibility to report immediately to the Bursar any infringements of the academy Filtering Policy of which they become aware, or any sites that are accessed, which they believe should have been filtered.

Users must not attempt to use any programmes or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.

### **Education / Training / Awareness**

Pupils will be made aware of the importance of filtering systems through the e-safety education programme. They will also be warned of the consequences of attempting to subvert the filtering system.

Staff users will be made aware of the filtering systems through:

- signing the Acceptable Use Policy
- induction training
- staff meetings,
- briefings,
- Inset

Parents and carers will be informed of the academy's Filtering Policy through the Acceptable Use agreement and e-Safety awareness sessions/newsletter etc.

### **Changes to the Filtering System**

Staff may request a change to the filtering system by email to the Bursar.

Providing there is an educational reason for the change and guarantees are provided that changes to filtering will not be abused; permission will be granted. This could include access to YouTube or similar sites. A decision will be made about who will be given access and whether this is a temporary change, i.e. for particular pieces of work. Any changes will be logged by the Bursar showing who has been given access, the period of access and the reasons for access being granted.

The Bursar will check with the Principal before the final decision is made to allow access.

The filtering log will be audited by the Bursar once every half term.

Users who gain access to, or have knowledge of others being able to access, sites which they feel should be filtered (or unfiltered) should report this in the first instance to the Bursar who will consider whether to make changes.

# Appendix One

## Staff (and Volunteer) Acceptable Use Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools/academy's and in their lives outside. 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 the academy 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 academy will try to ensure that staff and volunteers will have good access to IT to enhance their work, to enhance learning opportunities for pupil 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 the academy IT systems in a responsible way, to ensure that there is no risk to my safety or 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 academy 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 academy IT systems (e.g. laptops, email, Learning Platform, etc.) outside of the academy.
- I understand that the academy 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 academy.
- 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 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 academy 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 academy 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 (e.g. on the academy website / Learning Platform) it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use social networking sites in the academy in accordance with the academy policies. "Staff should not have students as 'online-friends' on social networking websites" outside of the academy
- I will only communicate with pupils and parents/carers using official academy systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities, and therefore, I will avoid contact with parents on social networking sites.
- The academy has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the facilities and systems it offers.

- When I use my personal handheld / external devices (PDAs / laptops / mobile phones / USB devices etc.) within the academy building and grounds, I will follow the rules set out in this agreement, in the same way as if I was using academy equipment. I will also follow any additional rules set by the academy 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 academy IT 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 academy policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, 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 academy policies.
- I will not disable or cause any damage to academy equipment, or the equipment belonging to others.
- I will not, hold, disclose or share personal information about myself or others.
- I will ensure that where I transport personal data outside the secure academy network, it must be encrypted.
- I understand that the 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 academy 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 academy 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 online actions inside and outside the academy.
- I understand that this Acceptable Use Policy applies not only to my work and use of the academy IT equipment in the building but also applies to my use of academy IT systems and equipment outside of the academy and my use of personal equipment within the building/grounds or in situations related to my employment by the academy.
- 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 or referral to Governors and, in the event of illegal activities, the involvement of the police.
- I have read and understood the above and agree to use the academy IT systems (both inside and outside of the academy) and my own devices (within the building/grounds and when carrying out communications related to the academy) within these guidelines.

**Staff / Volunteer Name**

Print name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Appendix Two

## STUDENT / PARENT / CARER ACCEPTABLE USE POLICY AGREEMENT

New technologies have become integral to the lives of children and young people in today's society, both within schools/academy's and in their lives outside. 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. Young people should have an entitlement to safe internet access at all times.

**This 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 academy IT 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 online behaviour

The academy will try to ensure that pupils will have effective and useful access to IT to enhance their learning and will, in return, expect pupils to agree to be responsible users.

A copy of the Acceptable Use Policy is attached to this permission form so that parents/carers will be aware of the academy's expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support for the academy in this important aspect of the academy's work.

### Permission Form

**Parent / Carers Name** \_\_\_\_\_

**Student / Pupil Name** \_\_\_\_\_

As the parent/carers of the above student, I give permission for my son/daughter to have access to the internet and IT systems at Hollinsclough C of E Academy.

I know that my son/daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of IT – both inside and outside the control of the academy staff.

I understand that the academy will take every reasonable precaution, including the use of monitoring and filtering systems, to ensure that young people will be safe when they use the internet and IT systems.

I also understand that the academy cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the IT systems will be monitored and that the academy will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt the safe use of the internet and digital technologies at home and will inform the academy if I have concerns over my child's e-safety.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Equality Duty**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## **British Values**

Children who attend our academy experience an enabling environment in which they will develop self-knowledge, self-esteem and self-confidence. Coupled with this, they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment, your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely.

While with us parents can expect their children to acquire a broad general knowledge of and respect for public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our academy, it is unacceptable on the part of any stakeholder to promote discrimination against people or groups based on their belief, opinion or background.

## **Implementation of this procedure/policy**

We will manage the implementation of this procedure/policy with the support and guidance of a variety of information sources to ensure its concurrency

## **General**

This procedure/policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision/requirement to ensure full access to all.

**Signed...**

**Designation:** Chair of Governors

**Date...** April 2019

**Signed...**

**Designation:** Headteacher

**Date...** April 2019

August 2017 This procedure/policy is to be reviewed by Governors during Autumn Term 2022