



ESAFETY, ICT and DATA SECURITY POLICY

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CONTENTS

| | |
|---|----------|
| 1. PURPOSE | 1 |
| 4. Introduction | 1 |
| 5. MONITORING | 2 |
| 6. BREACHES | 3 |
| Reporting Breaches | 4 |
| 7. STAFF PROFESSIONAL RESPONSIBILITIES | 4 |
| 9. DATA SECURITY | 5 |
| Security | 5 |
| Protective Marking of Official Information | 5 |
| Relevant Responsible Persons | 6 |
| 10. DISPOSAL OF REDUNDANT ICT EQUIPMENT POLICY | 6 |
| 11. E-MAIL | 7 |
| Managing e-mail | 7 |
| Sending e-mails | 8 |
| Receiving e-mails | 8 |
| E-mailing Personal, Sensitive, Confidential or Classified Information | 9 |
| 12. EQUAL OPPORTUNITIES | 9 |
| Pupils with Additional Needs | 9 |
| 13. E Safety | 10 |
| eSafety in the Curriculum | 10 |
| eSafety Skills Development for Staff | 10 |
| Managing the School eSafety Messages | 11 |
| 14. INCIDENT REPORTING, ESafety INCIDENT LOG & INFRINGEMENTS | 11 |

| | |
|--|----|
| Incident Reporting..... | 11 |
| eSafety Incident Log | 11 |
| 15. Misuse and Infringements | 11 |
| 16. INTERNET ACCESS | 12 |
| Managing the Internet | 12 |
| Internet Use | 12 |
| Infrastructure | 12 |
| 17. MANAGING OTHER ONLINE TECHNOLOGIES | 13 |
| 18. PARENTAL INVOLVEMENT | 14 |
| 19. PASSWORDS AND PASSWORD SECURITY | 15 |
| Passwords | 15 |
| Password Security | 15 |
| Zombie Accounts..... | 16 |
| 20. PERSONAL OR SENSITIVE INFORMATION | 16 |
| Protecting Personal, Sensitive, Confidential and Classified Information | 16 |
| Storing/Transferring Personal, Sensitive, Confidential or Classified Information Using Removable Media | 16 |
| 21. REMOTE ACCESS..... | 17 |
| 22. SAFE USE OF IMAGES | 17 |
| Taking of Images and Film | 17 |
| Consent of Adults Who Work at the School | 17 |
| Publishing Pupil’s Images and Work..... | 17 |
| Storage of Images..... | 18 |
| Webcams and CCTV..... | 18 |
| Video Conferencing | 19 |
| Trust ICT Equipment | 19 |

| | |
|---|----|
| Portable & Mobile ICT Equipment | 20 |
| 24. Mobile Technologies | 20 |
| 25. TELEPHONE SERVICES..... | 21 |
| 26. Removable Media | 22 |
| 27. SERVERS | 22 |
| 28. SOCIAL MEDIA, INCLUDING FACEBOOK AND TWITTER | 22 |
| 29. SYSTEMS AND ACCESS | 23 |
| 30. WRITING AND REVIEWING THIS POLICY..... | 24 |
| Review Procedure | 24 |
| Appendix 1 Flowcharts for Managing an eSafety Incident | 25 |
| Appendix 2 Information Risk Actions Form..... | 28 |
| Appendix 3 Policy in Brief..... | 29 |
| APPENDIX 4 PRIMARY PUPIL ACCEPTABLE USE AGREEMENT / ESAFETY RULES | 30 |
| APPENDIX 5 STAFF, GOVERNOR AND VISITOR ACCEPTABLE USE AGREEMENT / CODE OF CONDUCT | 32 |

1. Purpose

This policy, supported by the school's acceptable use agreements for staff, governors, visitors and pupils, is designed to protect the interests and safety of the whole school community. It is based on the Hertfordshire County Council model policy.

2. Related documents

- Child protection policy
- Health and safety policy
- Home school agreements
- Behaviour policy
- PSHE policy

3. Delegation of Authority

ICT and eSafety are important aspect of strategic leadership within the Trust, who develop and oversee policies and practices. The Head of School and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored at a local level. The named eSafety co-ordinator in this school is xxx who has been designated this role as a member of the senior leadership team. All members of the school community have been made aware of who holds this post. It is the role of the eSafety co-ordinator to keep abreast of current issues and guidance through organisations such as Herts LA, Herts for Learning Ltd, CEOP (Child Exploitation and Online Protection) and Childnet. Senior Management and governors are updated by the Head/ eSafety co-ordinator and all governors have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.

4. Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites

- Apps
- E-mail, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices including tablets and gaming devices
- Online Games
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video sharing
- Downloading
- On demand TV and video, movies and radio / Smart TVs

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies and that some have minimum age requirements (13 years in most cases).

At the Aspire Academies Trust, we understand the responsibility to educate our pupils on eSafety Issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

We hold personal data on learners, staff and others to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the school. This can make it more difficult for your school to use technology to benefit learners.

Everybody in the school community has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Both this policy and the Acceptable Use Agreement (for all staff, governors, regular visitors [for regulated activities] and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones and other mobile devices).

5. Monitoring

Authorised ICT staff may inspect any ICT equipment owned or leased by the school at any time without prior notice. If you are in doubt as to whether the individual requesting such access is authorised to do so, please ask for their identification badge and contact their department. Any ICT authorised staff member will be happy to comply with this request.

ICT authorised staff may monitor, intercept, access, inspect, record and disclose telephone calls, e-mails, instant messaging, internet/intranet use and any other electronic communications (data, voice, video or image) involving its employees or contractors, without consent, to the extent permitted by law. This may be to confirm

or obtain school business related information; to confirm or investigate compliance with school policies, standards and procedures; to ensure the effective operation of school ICT; for quality control or training purposes; to comply with a Subject Access Request under the Data Protection Act 1998, or to prevent or detect crime.

ICT authorised staff may, without prior notice, access the e-mail or voice-mail account where applicable, of someone who is absent in order to deal with any business-related issues retained on that account.

All monitoring, surveillance or investigative activities are conducted by ICT authorised staff and comply with the Data Protection Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 (RIPA) and the Lawful Business Practice Regulations 2000.

Please note that personal communications using Trust ICT may be unavoidably included in any business communications that are monitored, intercepted and/or recorded.

6. Breaches

A breach or suspected breach of policy by an employee, contractor or pupil may result in the temporary or permanent withdrawal of ICT hardware, software or services from the offending individual.

Contractor

In addition to the temporary or permanent withdrawal of ICT hardware, software or services from the offending individual, a full report will be made back to the employing body for any contractor breaching this policy.

Employees

For staff any policy breach is grounds for disciplinary action in accordance with the Trust Disciplinary Procedure or in their Probationary Period as stated.

Policy breaches may also lead to criminal or civil proceedings.

The Information Commissioner's powers to issue monetary penalties came into force on 6 April 2010, allowing the Information Commissioner's office to serve notices requiring organisations to pay up to £500,000 for serious breaches of the Data Protection Act.

The data protection powers of the Information Commissioner's Office are to:

- Conduct assessments to check organisations are complying with the Act;
- Serve information notices requiring organisations to provide the Information Commissioner's Office with specified information within a certain time period;
- Serve enforcement notices and 'stop now' orders where there has been a breach of the Act, requiring organisations to take (or refrain from taking) specified steps in order to ensure they comply with the law;
- Prosecute those who commit criminal offences under the Act;
- Conduct audits to assess whether organisations' processing of personal data follows good practice,
- Report to Parliament on data protection issues of concern

Pupils

The academy employs a number of sanctions to enforce our rules and to ensure a safe and positive learning environment. Sanctions are applied appropriately to each individual situation, with a graduated response, to promote positive behaviour using a range of sanctions. These sanctions are listed in the appendix of the Behaviour Policy.

Reporting Breaches

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's relevant responsible person. Additionally, all security breaches, lost/stolen equipment or data (including remote access SecureID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to the relevant responsible person. The relevant responsible individuals are as follows: **XXXX**.

Please refer to the relevant section on Incident Reporting, eSafety Incident Log & Infringements.

Comment [LR1]: Please insert job title

7. Staff Professional Responsibilities

Aspire Academies Trust employees are clear of our expectations to:

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with their professional role and in line with Aspire policies.
- Not talk about their professional role in any capacity when using social media such as Facebook and YouTube.
- Not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with their professional role.
- Use Trust ICT systems and resources singly for their professional role unless they have prior authorisation. This includes email address, mobile phone and video camera.
- Not give out their own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others.
- Not disclose any passwords and will ensure that personal data (such as data held on software) is kept secure and used appropriately.
- Only take images of pupils and/ or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that their online activity, **both in school and outside school**, will not bring your organisation or professional role into disrepute.

Employees have a duty to report any eSafety incident which may impact on you, your professionalism or your organisation

8. Computer Viruses

- All files downloaded from the Internet, received via e-mail or on removable media such as a memory stick must be checked for any viruses using school provided anti-virus software before being used.
- Never interfere with any anti-virus software installed on school ICT equipment.
- If your machine is not routinely connected to the network, you must make provision for regular virus updates through your IT team.
- If you suspect there may be a virus on any Trust ICT equipment, stop using the equipment and contact your ICT support provider immediately. The ICT support provider will advise you what actions to take and be responsible for advising others that need to know.

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9. Data Security

The accessing and appropriate use of Trust data is something that the Trust takes very seriously.

While we are a Multi Academy Trust, we are aware of and adhere to the Local Authority guidance documents listed below :

[HGfL: School Admin: School Office: Data Protection and Freedom of Information](#)

- Headteacher's Guidance – Data Security in Schools – Dos and Don'ts
- Network Manager/MIS Administrator or Manager Guidance – Data Security in Schools
- Staff Guidance – Data Security in Schools – Dos and Don'ts
- Data Security in Schools - Dos and Don'ts

Security

- The Trust gives relevant staff access to its Management Information System, with a unique username and password
- It is the responsibility of everyone to keep passwords secure
- Staff are aware of their responsibility when accessing school data
- Staff have been issued with the relevant guidance documents and the Policy for ICT Acceptable Use
- Staff have read the relevant guidance documents available on the SITSS website concerning 'Safe Handling of Data' (available on the grid at - <http://www.thegrid.org.uk/info/dataprotection/index.shtml#securedata>)
- Leadership have identified relevant responsible persons as defined in the guidance documents on the SITSS website (available - <http://www.thegrid.org.uk/info/traded/sitss/>)
- Staff keep all school related data secure. This includes all personal, sensitive, confidential or classified data
- Staff should avoid leaving any portable or mobile ICT equipment or removable storage media in unattended vehicles. Where this is not possible, keep it locked out of sight
- Staff should always carry portable and mobile ICT equipment or removable media as hand luggage, and keep it under your control at all times
- It is the responsibility of individual staff to ensure the security of any personal, sensitive, confidential and classified information contained in documents faxed, copied, scanned or printed. This is particularly important when shared copiers (multi-function print, fax, scan and copiers) are used
- Anyone sending a confidential or sensitive fax should notify the recipient before it is sent

Protective Marking of Official Information

Staff must be trained to understand that they are personally responsible for securely handling any information that is entrusted to them, in line with local business processes.

- There is no requirement to mark routine OFFICIAL information.
- Optional descriptors can be used to distinguish specific type of information.
- Use of descriptors is at an organisation's discretion.

Aspire Academies E-Safety and ICT Acceptable Use Policy 2015

- Existing information does not need to be remarked.

In such cases where there is a clear and justifiable requirement to reinforce the 'need to know', assets should be conspicuously marked: '**OFFICIAL-SENSITIVE**'

Relevant Responsible Persons

All senior members of staff should be familiar with information risks and the school's response. Previously called a Senior Information Risk Officer (SIRO), there should be a member of the senior leadership team who has the following responsibilities:

- they lead on the information risk policy and risk assessment
- they advise Trust staff on appropriate use of technology
- they act as an advocate for information risk management

The member of the senior leadership team with those responsibilities is:

Comment [LR2]: Please insert job title or name

10. Disposal of Redundant ICT Equipment Policy

- All redundant ICT equipment will be disposed of through an authorised agency. This should include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data
- All redundant ICT equipment that may have held personal data will have the storage media over written multiple times to ensure the data is irretrievably destroyed. Or if the storage media has failed it will be physically destroyed. We will only use authorised companies who will supply a written guarantee that this will happen
- Disposal of any ICT equipment will conform to the following:

The Waste Electrical and Electronic Equipment Regulations 2006
The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007
Data Protection Act 1998
Electricity at Work Regulations 1989

- The school will maintain a comprehensive inventory of all its ICT equipment including a record of disposal
- The school's disposal record will include:
 - Date item disposed of
 - Authorisation for disposal, including:
 - verification of software licensing
 - any personal data likely to be held on the storage media? *

- How it was disposed of eg waste, gift, sale
- Name of person & / or organisation who received the disposed item

* if personal data is likely to be held the storage media will be over written multiple times to ensure the data is irretrievably destroyed.

- Any redundant ICT equipment being considered for sale / gift will have been subject to a recent electrical safety check and hold a valid PAT certificate

11. e-mail

The use of e-mail is an essential means of communication for both staff and pupils. In the context of the Trust and its academies, e-mail should not be considered private. We recognise that pupils need to understand how to style an e-mail in relation to their age and how to behave responsible online.

Staff, governors and trustees should use a school email account for all official communication to ensure that children are protected through the traceability of all emails through the Trust email system. In addition, it is important that governors are protected against possible allegations of inappropriate contact with children. This is to help mitigate the chance of issues occurring and is an essential element of the safeguarding agenda.

Managing e-mail

- The Trust gives all staff & governors their own e-mail account to use for all Trust business as a work based tool This is to protect staff, minimise the risk of receiving unsolicited or malicious e-mails and avoids the risk of personal profile information being revealed. Staff & governors should use their Trust email for all professional communication.
- Staff, governors and trustees should use their school email for all professional communication.
- It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary e-mail histories can be traced. The school email account should be the account that is used for all school business
- Under no circumstances should staff contact pupils, parents or conduct any Trust business using personal e-mail addresses
- The Trust requires a standard disclaimer to be attached to all e-mail correspondence, stating that, 'the views expressed are not necessarily those of the Trust'. The responsibility for adding this disclaimer lies with the account holder
- All e-mails should be written and checked carefully before sending, in the same way as a letter written on Trust headed paper
- Pupils may only use Trust approved accounts on the Trust system and only under direct teacher supervision for educational purposes
- E-mails created or received as part of your professional role will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000. You must therefore actively manage your e-mail account as follows:
 - Delete all e-mails of short-term value

- Organise e-mail into folders and carry out frequent house-keeping on all folders and archives
- All pupils use a class/ group e-mail address unless an individual email account is authorised by the academy SIRO
- The forwarding of chain emails is not permitted. However, each academy has set up a dummy account (**specify address**) to allow pupils to forward any chain emails causing them anxiety. No action will be taken with this account by any member of the Trust community
- All pupil e-mail users are expected to adhere to the generally accepted rules of responsible online behaviour particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arrange to meet anyone without specific permission, virus checking attachments
- Pupils must immediately tell a teacher/ trusted adult if they receive an offensive or upsetting e-mail
- Staff must inform (the eSafety co-ordinator or line manager) if they receive an offensive e-mail
- Pupils are introduced to e-mail as part of the Computing Programme of Study
- However you access your Trust e-mail (whether directly, through webmail when away from the office or on non-Trust hardware) all the Trust e-mail policies apply

Comment [LR3]: Please insert

Sending e-mails

- If sending e-mails containing personal, confidential, classified or financially sensitive data to external third parties or agencies, refer to the Section on E-mailing Personal, Sensitive, Confidential or Classified Information
- Use your own Trust e-mail account so that you are clearly identified as the originator of a message
- Keep the number and relevance of e-mail recipients, particularly those being copied, to the minimum necessary and appropriate
- Do not send or forward attachments unnecessarily. Whenever possible, send the location path to the shared drive rather than sending attachments
- Trust e-mail is not to be used for personal advertising

Receiving e-mails

- Check your e-mail regularly
- Activate your 'out-of-office' notification when away for extended periods

- Never open attachments from an untrusted source; consult your network manager first
- Do not use the e-mail systems to store attachments. Detach and save business related work to the appropriate shared drive/folder
- The automatic forwarding and deletion of e-mails is not allowed

E-mailing Personal, Sensitive, Confidential or Classified Information

Where your conclusion is that e-mail must be used to transmit such data:

Either:

Obtain express consent from your manager to provide the information by e-mail and exercise caution when sending the e-mail and always follow these checks before releasing the e-mail:

- Encrypt and password protect. See <http://www.thegrid.org.uk/info/dataprotection/#securedata>
 - Verify the details, including accurate e-mail address, of any intended recipient of the information
 - Verify (by phoning) the details of a requestor before responding to e-mail requests for information
 - Do not copy or forward the e-mail to any more recipients than is absolutely necessary
- Do not send the information to any person whose details you have been unable to separately verify (usually by phone)
 - Send the information as an encrypted document **attached** to an e-mail
 - Provide the encryption key or password by a **separate** contact with the recipient(s)
 - Do not identify such information in the subject line of any e-mail
 - Request confirmation of safe receipt

OR:

Use Hertsfx or Schools fx, Hertfordshire's web-based Secure File Exchange portal that enables schools to send and receive confidential files securely

<http://www.thegrid.org.uk/eservices/schoolsfx.shtml>

12. Equal Opportunities

Pupils with Additional Needs

The school endeavours to create a consistent message with parents/carers for all pupils and this in turn should aid establishment and future development of the schools' eSafety rules.

However, staff are aware that some pupils may require additional support or teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of eSafety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of eSafety. Internet activities are planned and well managed for these children and young people.

13. E Safety

eSafety in the Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for eSafety guidance to be given to the pupils on a regular and meaningful basis. eSafety is embedded within our curriculum and we continually look for new opportunities to promote eSafety.

- The school has a framework for teaching internet skills in **Computing/ICT/ PSHE** lessons **(state which, and where it can be found.)**
- The school provides opportunities within a range of curriculum areas to teach about eSafety
- Educating pupils about the online risks that they may encounter outside school is done informally when opportunities arise and as part of the eSafety curriculum
- Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them
- Pupils are taught about copyright, respecting other people's information, safe use of images and other important areas through discussion, modeling and appropriate activities
- Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Cybermentors, Childline or CEOP report abuse button
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the Computing curriculum **(state examples, ie Year 5 QCA unit 5c. Year 8 ICT and PSHCE units)**

eSafety Skills Development for Staff

- Our staff receive regular information and training on eSafety and how they can promote the 'Stay Safe' online messages
- Details of the ongoing staff training programme are held by the Head of School and / or the Head of HR
- New staff receive information on the Trust's acceptable use policy as part of their induction
- All staff have been made aware of their individual responsibilities relating to the safeguarding of children within the context of eSafety and know what to do in

- the event of misuse of technology by any member of the school community (see eSafety Co-ordinator)
- All staff are encouraged to incorporate eSafety activities and awareness within their curriculum areas and ensure they are adequately informed with up-to-date areas of concern.

Managing the School eSafety Messages

- We endeavour to embed eSafety messages across the curriculum whenever the internet and/or related technologies are used
- The eSafety policy will be introduced to the pupils at the start of each school year
- eSafety posters will be prominently displayed
- The key eSafety advice will be promoted widely through school displays, newsletters, class activities and so on
- Academies will participate in Safer Internet Day every February.

14. Incident Reporting, eSafety Incident Log & Infringements

Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the Trust's relevant responsible person or eSafety Co-ordinator. Additionally, all security breaches, lost/stolen equipment or data (including remote access SecureID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to your Information Asset Owner.

eSafety Incident Log

Keeping an incident log can be a good way of monitoring what is happening and identify trends or specific concerns. See appendix.

15. Misuse and Infringements

Complaints

Complaints and/ or issues relating to eSafety should be made to the eSafety co-ordinator or Head of School. Incidents should be logged and the incident reporting flowchart should be followed. See appendix.

Inappropriate Material

- All users must be made aware of the procedures for reporting accidental access to inappropriate materials; the breach must be immediately reported to the eSafety co-ordinator
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the relevant responsible person, and an investigation by the Head of School. Depending on the seriousness of the offence, sanctions could include immediate suspension, possibly leading to dismissal and involvement of police for very serious offences (see flowchart)
- Users are made aware of sanctions relating to the misuse or misconduct through their induction.

16. Internet Access

The internet is an open worldwide communication medium, available to everyone, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. All internet use through the HICS network (Hertfordshire Internet Connectivity Service) is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected it will be followed up.

Managing the Internet

- The Trust provides pupils with supervised access to Internet resources (where reasonable) through the Trust's fixed and mobile internet connectivity
- Staff will preview any recommended sites, online services, software and apps before use
- Searching for images through open search engines is discouraged when working with pupils
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research
- All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources
- All users must observe copyright of materials from electronic resources

Internet Use

Employees:

- must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise the intended restricted audience
- must not reveal names of colleagues, pupils, others or any other confidential information acquired through your job on any social networking site or other online application
- participate in on-line gambling or gaming

It is at the Head of School's discretion as to what internet activities are permissible for staff and pupils and how this is disseminated.

Infrastructure

- Hertfordshire Local Authority has a monitoring solution via the Hertfordshire Grid for Learning where web-based activity is monitored and recorded
- Trust internet access is controlled through the HICS web filtering service. For further information relating to filtering please go to <http://www.thegrid.org.uk/eservices/safety/filtered.shtml>

Possible statements

Aspire Academies E-Safety and ICT Acceptable Use Policy 2015

- Our Trust also employs some additional web-filtering which is the responsibility of **(state who)**
- The Trust is aware of its responsibility when monitoring staff communication under current legislation and takes into account; Data Protection Act 1998, The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Regulation of Investigatory Powers Act 2000, Human Rights Act 1998
- Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required
- The school does not allow pupils access to internet logs
- The school uses management control tools for controlling and monitoring workstations
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the e-safety coordinator or teacher as appropriate
- It is the responsibility of the Trust, by delegation to the network manager, to ensure that anti-virus protection is installed and kept up-to-date on all school machines
- Pupils and Staff using personal removable media are responsible for measures to protect against viruses, for example making sure that additional systems used have up-to-date virus protection software. It is not the Trust's responsibility nor the network manager's to install or maintain virus protection on personal systems. If pupils wish to bring in work on removable media it must be given to the *teacher* for a safety check first
- Pupils and staff are not permitted to download programs or files on school based technologies without seeking prior permission from Head of School
- If there are any issues related to viruses or anti-virus software, the network manager should be informed

17. Managing Other Online Technologies

Online technologies, including social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However, it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage our pupils to think carefully about the way that information can be added and removed by all users, including themselves, from these sites.

- At present, the Trust endeavors to deny access to social networking and online games websites to pupils within school
- All pupils are advised to be cautious about the information given by others on such websites, for example users not being who they say they are
- Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such websites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online

- Pupils are always reminded to avoid giving out personal details on websites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ email address, specific hobbies/ interests)
- Our pupils are advised to set and maintain their online profiles to maximum privacy and deny access to unknown individuals
- Pupils are encouraged to be wary about publishing specific and detailed private thoughts and information online
- Our pupils are asked to report any incidents of Cyberbullying to the academy
- Staff may only create blogs, wikis or other online areas in order to communicate with pupils using the school learning platform or other systems approved by the Head
- Services such as Facebook and Instagram have a 13+ age rating which should not be ignored

18. Parental Involvement

We believe that it is essential for parents/carers to be fully involved with promoting eSafety both in and outside of school and to be aware of their responsibilities. We regularly consult and discuss eSafety with parents/ carers and seek to promote a wide understanding of the benefits of new technologies, together with the associated risks.

- Parents/carers and pupils are actively encouraged to contribute to adjustments or reviews of the school eSafety policy
- Parents/carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to the school
- Parents/carers are required to make a decision as to whether they consent to images of their child being taken and used in the public domain (eg, on school website)
- Parents/carers are expected to sign a Homeschool agreement containing the following statement.
 - I/we will support the Trust approach to online safety and not upload or add any text, image, sound or videos that could upset or offend any member of the school community, or bring the school name into disrepute.
 - I/we will ensure that my/our online activity would not cause the Trust, staff, pupils or others distress or bring the school community into disrepute.
 - I/we will support the school's policy and help prevent my/our child/children from signing up to services such as Facebook, Instagram, Snapchat and YouTube whilst they are underage (13+ years in most cases).
 - I/we will close online accounts if I/we/teachers find that these accounts are active for our underage child/children.

- The school disseminates information to parents relating to eSafety where appropriate in the form of;
 - Information evenings
 - Practical training sessions eg current eSafety issues
 - Posters
 - School website information
 - Newsletter items

19. Passwords and Password Security

Passwords

Strong passwords and password security are essential.

- **Always use your own** personal passwords
- Passwords must contain a minimum of six characters and be difficult to guess
- Passwords should contain a mixture of upper and lowercase letters, numbers and symbols
- Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures
- Staff should change temporary passwords at first logon
- Change passwords whenever there is any indication of possible system or password compromise
- Do not record passwords or encryption keys on paper or in an unprotected file
- Only disclose your personal password to authorised ICT support staff when necessary, and never to anyone else. Ensure that all personal passwords that have been disclosed are changed once the requirement is finished
- Never tell a child or colleague your password
- If you aware of a breach of security with your password or account inform the Head of School immediately
- User ID and passwords for staff and pupils who have left the Trust are removed from the system within 1 week.

Password Security

Password security is essential for staff, particularly as they are able to access and use pupil data. Staff are expected to have secure passwords which are not shared with anyone. The pupils are expected to keep their passwords private and not to share with others, particularly their friends. Staff and pupils are regularly reminded of the need for password security.

- All users must read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's e-Safety Policy and Data Security
- Users are provided with an individual network, email, learning platform and Management Information System log-in username.
- Pupils are not allowed to deliberately access on-line materials or files on the school network or local storage devices of their peers, teachers or others
- Staff are aware of their individual responsibilities to protect the security and confidentiality of the school networks, MIS systems and/or learning platform, including ensuring that passwords are not shared and are changed periodically. Individual staff users must also make sure that workstations are not left unattended and are locked.

Aspire Academies E-Safety and ICT Acceptable Use Policy 2015

- Due consideration should be given when logging into the school learning platform, virtual learning environment or other online application to the browser/cache options (shared or private computer)
- All ICT password policies are the responsibility of the Trustees, and all staff and pupils are expected to comply with the policies at all times

Zombie Accounts

Zombie accounts refers to accounts belonging to users who have left the school and therefore no longer have authorised access to the school's systems. Such Zombie accounts when left active can cause a security threat by allowing unauthorised access.

- Ensure that all user accounts are disabled once the member of the school has left
- Prompt action on disabling accounts will prevent unauthorised access
- Regularly change generic passwords to avoid unauthorised access

20. Personal or Sensitive Information

Protecting Personal, Sensitive, Confidential and Classified Information

- Ensure that any Trust information accessed from your own PC or removable media equipment is kept secure, and remove any portable media from computers when not attended.
- Ensure you lock your screen before moving away from your computer during your normal working day to prevent unauthorised access
- Ensure the accuracy of any personal, sensitive, confidential and classified information you disclose or share with others
- Ensure that personal, sensitive, confidential or classified information is not disclosed to any unauthorised person
- Ensure the security of any personal, sensitive, confidential and classified information contained in documents you fax, copy, scan or print. This is particularly important when shared copiers (multi-function print, fax, scan and copiers) are used and when access is from a non-school environment
- Only download personal data from systems if expressly authorised to do so by your manager
- You must not post on the internet personal, sensitive, confidential, or classified information, or disseminate such information in any way that may compromise its intended restricted audience
- Keep your screen display out of direct view of any third parties when you are accessing personal, sensitive, confidential or classified information
- Ensure hard copies of data are securely stored and disposed of after use in accordance with the document labeling

Storing/Transferring Personal, Sensitive, Confidential or Classified Information Using Removable Media

- Ensure removable media is purchased with encryption
- Store all removable media securely
- Securely dispose of removable media that may hold personal data
- Encrypt all files containing personal, sensitive, confidential or classified data
- Ensure hard drives from machines no longer in service are removed and stored securely or wiped clean

21. Remote Access

- You are responsible for all activity via your remote access facility
- Only use equipment with an appropriate level of security for remote access
- To prevent unauthorised access to school systems, keep all dial-up access information such as telephone numbers, logon IDs and PINs confidential and do not disclose them to anyone
- Select PINs to ensure that they are not easily guessed, eg do not use your house or telephone number or choose consecutive or repeated numbers
- Avoid writing down or otherwise recording any network access information. Any such information that is written down must be kept in a secure place and disguised so that no other person will be able to identify what it is
- Protect Trust information and data at all times, including any printed material produced while using the remote access facility. Take particular care when access is from a non-school environment

22. Safe Use of Images

Taking of Images and Film

Digital images are easy to capture, reproduce and publish and, therefore, misuse. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with Trust equipment
- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on field trips. However with the express permission of the Head, images can be taken provided they are transferred immediately and solely to the Trust's network and deleted from the staff device
- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of pupils, staff and others without advance permission from the Head
- Pupils and staff must have permission from the Head before any image can be uploaded for publication

Consent of Adults Who Work at the School

- Permission to use images of all staff who work for the Trust is sought on induction and a copy is located in the personnel file

Publishing Pupil's Images and Work

On a child's entry to the Trust, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- on the Trust or Academy web site

Aspire Academies E-Safety and ICT Acceptable Use Policy 2015

- in the academy prospectus and other printed publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcam
- on the school's learning platform or Virtual Learning Environment
- in display material that may be used in the Trust's communal areas
- in display material that may be used in external areas, ie exhibition promoting the Trust or its academies
- general media appearances, eg local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)

This consent form is considered valid for the entire period that the child attends at the Trust academies unless there is a change in the child's circumstances where consent could be an issue, eg divorce of parents, custody issues, etc.

Parents or carers may withdraw permission, in writing, at any time. Consent must also be given in writing and will be kept on record locally, by the Trust.

Pupils' names will not be published alongside their image and vice versa. E-mail and postal addresses of pupils will not be published. Pupils' full names will not be published.

Before posting student work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed.

The ICT Manager or Head of School has overall responsibility for what is to upload to the internet, or the Head of HR for the Trust website. This must be regularly monitored.

Storage of Images

- Images/ films of children are stored on the Trust's network only
- Pupils and staff are not permitted to use personal portable media for storage of images (eg, USB sticks) without the express permission of the Head of School
- Rights of access to this material are restricted to the teaching staff and pupils within the confines of the Trust network or other online school resource
- The ICT Manager has the responsibility of deleting the images when they are no longer required, or when the pupil has left the school

Webcams and CCTV

- The Trust uses CCTV for security and safety. The only people with access to this are **(state who)** Notification of CCTV use is displayed at the front of each academy.
- We do not use publicly accessible webcams in school, and where we do use webcams, they will not be used for broadcast on the internet without prior parental consent
- Misuse of the webcam by any member of the Trust community will result in sanctions (as listed under the ' inappropriate materials' section of this document)
 - Notification is given where webcams are in use by signage
 - Consent is sought from parents/carers and staff on joining the Trust, in the same way as for all images
- Webcams include any camera on an electronic device which is capable of producing video. Trust policy should be followed regarding the use of such personal devices

Video Conferencing

- Permission is sought from parents and carers if their children are involved in video conferences with end-points outside of the school
- All pupils are supervised by a member of staff when video conferencing
- The school keeps a record of video conferences, including date, time and participants
- Approval from the Head of School is sought prior to all video conferences within school to end-points beyond the school
- The Trust conferencing equipment is not set to auto-answer and is only switched on for scheduled and approved conferences
- No part of any video conference is recorded in any medium without the written consent of those taking part.

23. Trust ICT Equipment including Portable & Mobile ICT Equipment & Removable Media

Trust ICT Equipment

- As a user of the Trust ICT equipment, you are responsible for your activity
- It is recommended that Trust logs ICT equipment issued to staff and record serial numbers as part of the school's inventory
- We will not allow visitors to plug their ICT hardware into the Trust network points (unless special provision has been made). They should be directed to the wireless ICT facilities if available
- Ensure that all ICT equipment that you use is kept physically secure
- Do not attempt unauthorised access or make unauthorised modifications to computer equipment, programs, files or data. This is an offence under the Computer Misuse Act 1990
- It is imperative that you save your data on a frequent basis to the Trust's network. You are responsible for the backup and restoration of any of your data that is not held on the Trust's network
- Personal or sensitive data should not be stored on the local drives of desktop PC, laptop, USB memory stick or other portable device. If it is necessary to do so the local drive must be encrypted
- It is recommended that a time locking screensaver is applied to all machines. Any device accessing personal data must have a locking screensaver as must any user profiles
- Privately owned ICT equipment should not be used on a school network
- On termination of employment, resignation or transfer, return all ICT equipment to your Manager. You must also provide details of all your system logons so that they can be disabled
- It is your responsibility to ensure that any information accessed from your own PC or removable media equipment is kept secure, and that no personal, sensitive, confidential or classified information is disclosed to any unauthorised person
- All ICT equipment allocated to staff must be authorised by the appropriate Line Manager. Authorising Managers are responsible for:

- maintaining control of the allocation and transfer within their unit
- recovering and returning equipment when no longer needed

Portable & Mobile ICT Equipment

This section covers such items as laptops, mobile devices and removable data storage devices. Please refer to the relevant sections of this document when considering storing or transferring personal or sensitive data

- All activities carried out on Trust systems and hardware will be monitored in accordance with the general policy
- Staff must ensure that all Trust data is stored on the school network, and not kept solely on the laptop. Any equipment where personal data is likely to be stored must be encrypted
- Equipment must be kept physically secure in accordance with this policy to be covered for insurance purposes. When travelling by car, best practice is to place the laptop in the boot of your car before starting your journey
- Synchronise all locally stored data, including diary entries, with the central school network server on a frequent basis
- Ensure portable and mobile ICT equipment is made available as necessary for anti-virus updates and software installations, patches or upgrades
- The installation of any applications or software packages must be authorised by the ICT support team, fully licensed and only carried out by your ICT support
- In areas where there are likely to be members of the general public, portable or mobile ICT equipment must not be left unattended and, wherever possible, must be kept out of sight
- Portable equipment must be transported in its protective case if supplied

24. Mobile Technologies

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. Mobile technologies such as Smartphones, Blackberries, iPads, games players, are generally very familiar to children outside of school. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use. Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed. Our school chooses to manage the use of these devices in the following ways so that users exploit them appropriately.

Personal Mobile Devices (including phones)

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

Comment [VP4]: Please add in any additional procedures regarding timing, location and taking of images on mobile phones specific to your school

- Pupils are allowed to bring personal mobile devices/phones to school but may not use them for personal purposes within school hours. At all times the device must be switched off.
- This technology may be used for educational purposes, as mutually agreed with the Head of School. The device user, in this instance, must always ask the prior permission of the bill payer
- The Trust is not responsible for the loss, damage or theft of any personal mobile device
- The sending of inappropriate text messages between any member of the school community is not allowed
- Permission must be sought before any image or sound recordings are made on these devices of any member of the school community
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device

School Provided Mobile Devices (including phones)

- The sending of inappropriate text messages between any member of the Trust community is not allowed
- Permission must be sought before any image or sound recordings are made on the devices of any member of the school community
- Where the Trust provides mobile technologies such as phones, laptops and iPads for offsite visits and trips, only these devices should be used
- Where the Trust provides a laptop for staff, only this device may be used to conduct Trust business
- Never use a hand-held mobile phone whilst driving a vehicle

25. Telephone Services

You may make or receive personal telephone calls on the landline provided:

- They are infrequent, kept as brief as possible and do not cause annoyance to others
- They are not for profit or to premium rate services
- They conform to this and other relevant HCC and school policies.

School telephones are provided specifically for school business purposes and personal usage is a privilege that will be withdrawn if abused

- Be aware that the laws of slander apply to telephone calls. Whilst a telephone call may seem to have a temporary and private existence it still qualifies as admissible evidence in slander law cases
- Ensure that your incoming telephone calls can be handled at all times
- Follow the appropriate procedures in the event of receiving a telephone call containing a bomb threat. These procedures should be made readily available

Aspire Academies E-Safety and ICT Acceptable Use Policy 2015

throughout your office. If you do not have a copy, please ask the Head of **School**.

Comment [VP5]: Please add any individual procedures you have in place

26. Removable Media

If storing or transferring personal, sensitive, confidential or classified information using Removable Media please refer to the section '**Storing/Transferring Personal, Sensitive, Confidential or Classified Information Using Removable Media**'.

- Always consider if an alternative solution already exists
- Only use recommended removable media
- Encrypt and password protect
- Store all removable media securely
- Removable media must be disposed of securely by your ICT support team

27. Servers

- Always keep servers in a locked and secure environment
- Limit access rights
- Always password protect and lock the server
- Existing servers should have security software installed appropriate to the machine's specification
- Backup tapes should be encrypted by appropriate software
- Data must be backed up regularly
- Backup tapes/discs must be securely stored in a fireproof container
- Back up media stored off-site must be secure
- Remote backups should be automatically securely encrypted. SITSS provide an encrypted remote back up service. Please contact the SITSS helpdesk for further information – 01438 844777
- Newly installed Office Master PCs acting as servers and holding personal data should be encrypted, therefore password protecting data. At the moment SITSS do not encrypt servers, however Office PCs (including Office Master PCs) installed by SITSS are supplied with encryption software installed

28. Social Media, including Facebook and Twitter

Facebook, Twitter and other forms of social media are increasingly becoming an important part of our daily lives.

- Our school uses **Facebook** and Twitter to communicate with parents and carers. The Head of School (or their nominee) is responsible for all postings on these technologies and monitors responses from others
- Staff are not permitted to access their personal social media accounts using school equipment
- Staff are able to setup Social Learning Platform accounts, using their Trust email address, in order to be able to teach pupils the safe and responsible use of Social Media

Comment [VP6]: Please delete if need be

- Pupils are not permitted to access their social media accounts whilst at school
- Staff, pupils, parents and carers, governors and trustees are regularly provided with information on how to use social media responsibly and what to do if they are aware of inappropriate use by others
- Staff, pupils, parents and carers, governors and trustees are aware that the information, comments, images and video they post online can be viewed by others, copied and stay online forever
- Staff, pupils, parents and carers, governors and trustees are aware that their online behaviour should at all times be compatible with UK law

29. Systems and Access

- You are responsible for all activity on school systems carried out under any access/account rights assigned to you, whether accessed via school ICT equipment or your own PC
 - Do not allow any unauthorised person to use school ICT facilities and services that have been provided to you
 - Ensure you remove portable media from your computer when it is left unattended
 - Use only your own personal logons, account IDs and passwords and do not allow them to be used by anyone else
 - Keep your screen display out of direct view of any third parties when you are accessing personal, sensitive, confidential or classified information
 - Ensure you lock your screen before moving away from your computer during your normal working day to protect any personal, sensitive, confidential or otherwise classified data and to prevent unauthorised access
 - Ensure that you logoff from the PC completely when you are going to be away from the computer for a longer period of time
 - Do not introduce or propagate viruses
 - It is imperative that you do not access, load, store, post or send from Trust ICT any material that is, or may be considered to be, illegal, offensive, libelous, pornographic, obscene, defamatory, intimidating, misleading or disruptive to the school or may bring the school or HCC into disrepute. This includes, but is not limited to, jokes, chain letters, files, emails, clips or images that are not part of the school's business activities; sexual comments or images, nudity, racial slurs, gender specific comments, or anything that would offend someone on the basis of their age, sexual orientation, religious or political beliefs, national origin, or disability (in accordance with the Sex Discrimination Act, the Race Relations Act and the Disability Discrimination Act)
 - Any information held on Trust systems, hardware or used in relation to School business may be subject to The Freedom of Information Act
 - Where necessary, obtain permission from the owner or owning authority and pay any relevant fees before using, copying or distributing any material that is protected under the Copyright, Designs and Patents Act 1998
 - It is essential that any hard drives which may have held personal or confidential data are 'scrubbed' in way that means the data can no longer be read. It is not
- Aspire Academies E-Safety and ICT Acceptable Use Policy 2015

sufficient to simply delete the files or reformat the hard drive. Whoever you appoint to dispose of the equipment must provide a **written guarantee** that they will irretrievably destroy the data by multiple over writing the data.

30. Writing and Reviewing this Policy

Review Procedure

There will be on-going opportunities for staff to discuss with the eSafety coordinator any eSafety issue that concerns them

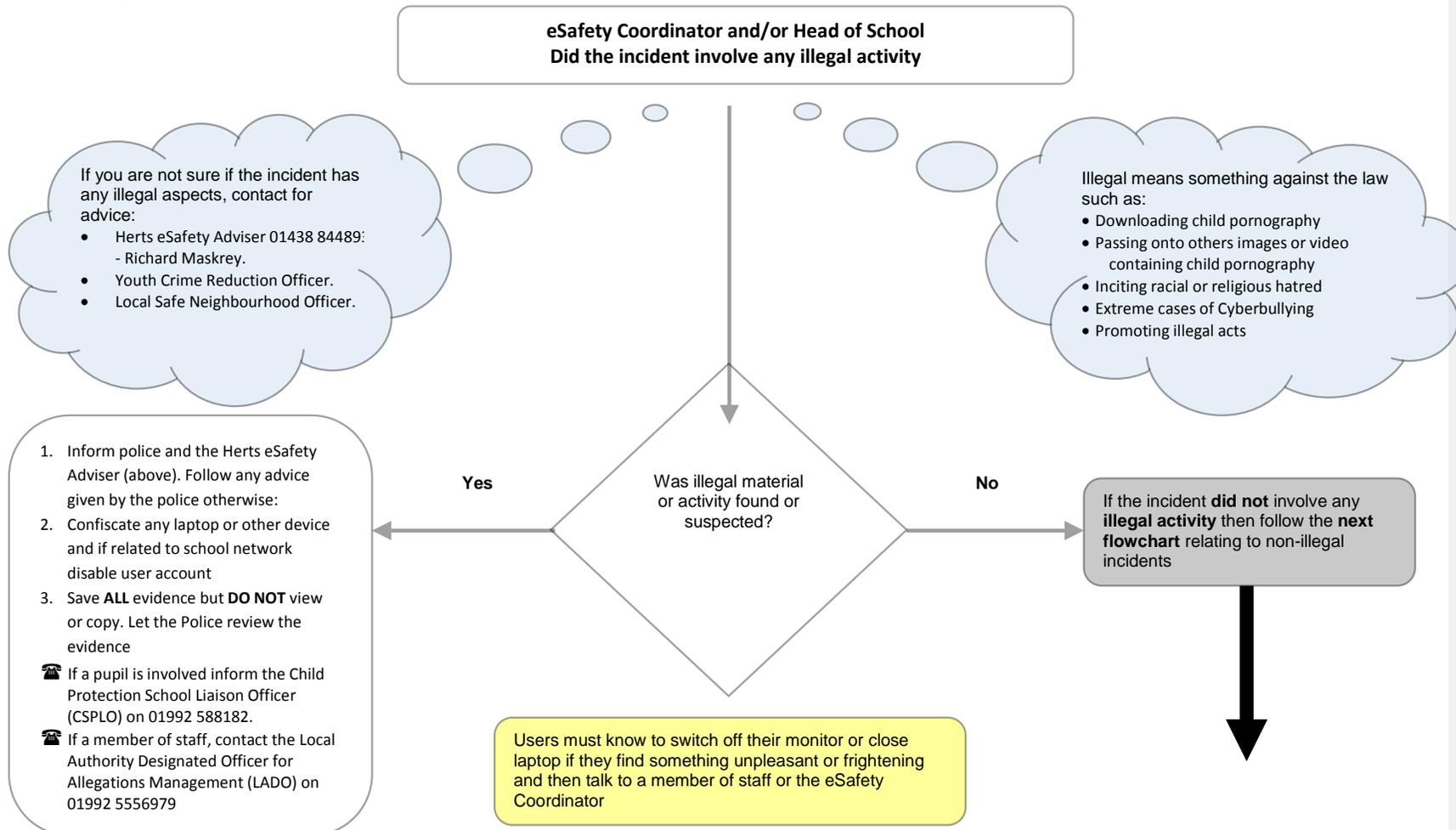
There will be on-going opportunities for staff to discuss with the AIO any issue of data security that concerns them

This policy will be reviewed every (24) months and consideration will be given to the implications for future whole school development planning

The policy will be amended if new technologies are adopted or Central Government change the orders or guidance in any way

Appendix 1 Flowcharts for Managing an eSafety Incident

Hertfordshire Flowchart to support decisions related to an illegal eSafety Incident
Executive Principal to be informed of all incidents



Hertfordshire Managing an eSafety Incident Flowchart
Executive Principal to be informed of all incidents

If the incident **did not** involve and illegal activity then follow this flowchart

If member of staff has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Contact the LADO on: 01992 556979 if the incident does not satisfy the criteria in 10.1.1 of the HSCB procedures 2007, then follow the bullet points below:

- Review the evidence and determine if the incident is accidental or deliberate
- Decide upon the appropriate course of action
- Follow the school disciplinary procedures (if deliberate) and contact the Head of HR

Trust action to support pupil by one or more of the following:

- Class teacher
- eSafety Coordinator
- Senior Leader or Head
- Designated Senior Person for Child Protection (DSP)
- PCSO

Inform parents/ carer as appropriate
If the child is at risk inform CSPLO immediately
 Confiscate the device, if appropriate.

The eSafety Coordinator and/ or Head should:

- Record in the school eSafety Incident Log
- Keep any evidence



Incident could be:

- Using another person's user name and password
- Accessing websites which are against school policy e.g. games, social networks
- Using a mobile phone to take video during a lesson
- Using the technology to upset or bully (in extreme cases could be illegal)

Users must know to switch off their monitor or close laptop if they find something unpleasant or frightening and then talk to a member of staff or the eSafety Coordinator

Hertfordshire Managing an eSafety Incident Flowchart involving staff as victims
Executive Principal to be informed of all incidents

All incidents should be reported to the Head and/ or Governors who will:

- Record in the school eSafety Incident Log
- Keep any evidence – printouts and/ screen shots
- Use the 'Report Abuse' button, if appropriate
- Consider including the Chair of Governors and/ or reporting the incident to the Governing Body

If you feel unable to report an incident to your HT you could talk to a member of SLT or contact the Hertfordshire eSafety Adviser 01438 844893
richard.maskrey@hertsforlearning.co.uk

Parents/ carers as instigators

Follow some of the steps below:

- Contact the person and invite into school and discuss using some of the examples below:
 - You have become aware of discussions taking place online...
 - You want to discuss this
 - You have an open door policy so disappointed they did not approach you first
 - They have signed the Home School Agreement which clearly states ...
 - Request the offending material be removed.
- If this does not solve the problem:
 - Consider involving the Chair of Governors
- You may also wish to send a letter to the parent

Staff as instigator

Follow some of the steps below:

- Contact Schools HR for initial advice and/ or contact Schools eSafety Adviser in all serious cases this is the first step.
- Contact the member of staff and request the offending material be removed immediately. (In serious cases you may be advised not to discuss the incident with the staff member)
- Refer to the signed ICT Acceptable Use Agreement, Professional Code of Conduct and consider if this incident has an impact on the Contract of Employment of the member of staff.

Pupils as instigators

Follow some of the steps below:

- Identify the pupil involved
 - Ask pupil to remove offensive material. Refer to the signed Acceptable Use Agreement.
- If the perpetrator refuses to remove the material and is under 13 contact the Social Network who will close the account
- Take appropriate actions in line with school policies/ rules
 - Inform parents/ carers if serious or persistent incident
- For serious incidents or further advice:
- Inform your Local Police Neighbourhood Team
 - Anti-Bullying Adviser Karin Hutchinson 01438 844767
 - If the child is at risk talk to your school DSP (Child Protection Officer) who may decide to contact LADO

Further contact to support staff include:

- District School Effectiveness Adviser DSEA
- Schools eSafety Adviser
- Head of HR
- School Governance
- Hertfordshire Police
- HCC Legal Helpline 01992 555536

The HT or Chair of Governors can be the single point of contact to coordinate responses.

- The member of staff may also wish to take advice from their union

Appendix 3 Policy in Brief

For use by visitors, contractors and as workstation reminders

- We have an ICT Acceptable Use policy which is reviewed at least annually, which all staff sign. Copies are kept on file.
- ICT Acceptable Use Agreements are signed by all Staff/Governors/Students/Visitors.
- Safe Handling of Data Guidance documents are issued to all members of the school who have access to sensitive or personal data.

Protect and Restricted material must be encrypted if the material is to be removed from the school.

- In Aspire, we encrypt flash drives for this purpose and limit such data removal.
- We use <the DfE S2S site> to securely transfer CTF pupil data files to other schools.
- At this school we follow LA guidelines for the transfer of any other internal data transfer, using <Outlook> <secure export to Local Authority Pupil Database>.

Comment [LR7]: Please amend as necessary

Comment [LR8]: Please insert / amend

Sensitive or personal material must be held in a lockable storage area or cabinet if in an un-encrypted format (such as paper)

- We store such material in lockable storage cabinets in a lockable storage area.
- All servers are in lockable locations and managed by CRB-checked staff.
- We follow LA back-up procedures and lock the tapes in a secure cabinet. Back-ups are encrypted. No back-up tapes leave the site on mobile devices.
- At this school we use <protocol> for disaster recovery on our admin server.

Comment [LR9]: Please amend

Disposal: Sensitive or personal material electronic files must be securely overwritten and other media must be shredded, incinerated or otherwise disintegrated for data.

- We use the LA's recommended <current disposal firm <other named firm> for disposal of system hard drives where any protected or restricted data has been held.
- Paper based sensitive information is shredded.
- Laptops used by staff at home (loaned by the Trust) where used for any protected data are brought in and disposed of through the same procedure. From 2009 all laptops have been set-up with laptop harddrive encryption.
- SuperUsers with access to setting-up usernames and passwords which enable users to access data systems eg for email, network access, SLG and Learning Platform access are controlled by the <LA processes, supported by the LA ICT Support Service> and / or by <name /role>.
- Security policies are reviewed and staff updated at least annually and staff know who to report any incidents where data protection may have been compromised. Staff have guidance documentation.

Comment [LR10]: Please amend

Comment [LR11]: Please check

Appendix 4 Primary Pupil Acceptable Use Agreement / eSafety Rules

- I will only use ICT in school for school purposes
- I will only use my class e-mail address or my own school e-mail address when e-mailing
- I will only open e-mail attachments from people I know, or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher

Dear Parent/ Carer

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact XXXXX

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

✂

Parent/ carer signature

We have discussed this document with(child's name) and we agree to follow the eSafety rules and to support the safe use of ICT.

Parent/ Carer Signature

Class Date

Appendix 5 Staff, Governor, Trustee and Visitor Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with XXXX.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will not give out my own personal details, such as mobile phone number, personal e-mail address, personal Twitter account, or any other social media link, to pupils
- I will only use the approved, secure e-mail system(s) for any school business
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted, eg on a password secured laptop or memory stick
- I will not install any hardware or software without permission of XXX
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member
- Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head of School
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head of School
- I will respect copyright and intellectual property rights
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional role or that of others into disrepute
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature Date Full Name Job title

Appendix 7 Aspire Academies Trust eSafety Incident Log

Details of ALL eSafety incidents to be recorded by the eSafety Coordinator. This incident log will be monitored termly by the Head of School, Member of SLT or Chair of Governors. Any incidents involving Cyberbullying may also need to be recorded elsewhere

| Date & time | Name of pupil or staff member | Male or Female | Room and computer/ device number | Details of incident (including evidence) | Actions and reasons |
|-------------|-------------------------------|----------------|-------------------------------------|---|---------------------|
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Appendix 8 Smile and Stay Safe Poster



Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

Meeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you

Information online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'

Let a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online

Emails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply