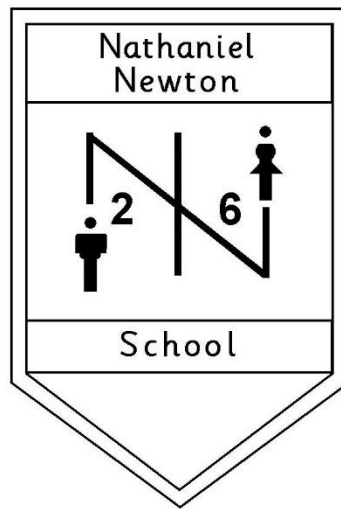


Nathaniel Newton Infant School



Online Safety Policy

Online Safety Policy

Introduction

Nathaniel Newton Infant School views the matter of Online Safety collaboratively with Child Protection and not independently as computing. All staff and pupils have a duty of care to be aware and vigilant of their own and others online safety at all times. As a result of our high standards regarding Online Safety, we are a '360 Safe' awarded school. This policy should be read alongside the Child Protection Policy, Acceptable Use Policy and Social Network Policy.

Roles and Responsibilities

Governors will view and agree to all policies before they are published.

The Head Teacher will have overall responsibility for all online safety matters and will be informed of all incidents in line with the reporting sheet used for recording and reporting online safety incidents.

The Online Safety Leader will ensure the Online Safety Policy is updated regularly and fall in line with the stated guidelines.

All staff have a responsibility to support online safety practices in school. Pupils and staff at all levels need to understand their responsibilities and liabilities in the event of deliberate attempts to breach online safety protocols or those laid out in the Acceptable Use Policy.

Aims

1.1 General aims of Nathaniel Newton Infant School

At Nathaniel Newton Infant School we strive to create an atmosphere that is happy, caring and challenging. We want every child to feel safe and secure. We believe in the importance of developing children through a broad, balanced and creative curriculum where both individuality and team work are valued. We help our children to begin to develop learning skills that will last a lifetime, so that they can make their best contribution to the community and beyond.

With regard to computing we will ensure:

- Pupils know how to communicate safely and respectfully online, keeping personal information private, and can recognise common uses of information technology beyond the school.
- A continued development of self-assessment of online safety using the 360° safe tool.

1.2 Aims of Online Safety

The requirement to raise awareness in children and young people of the risks associated with inappropriate contact via the internet and content on the internet is addressed as part of the wider duty of care to which all teaching staff are bound. It is essential that all pupils are taught the relevant skills and strategies to remain safe when using the internet and related technologies. This may be as discrete internet safety lessons delivered as part of the Computing curriculum, via whole school assemblies or embedded within all curriculum work wherever it is relevant. Recognising the issues and planning accordingly will help ensure appropriate, effective and safe pupil use.

- The internet is an essential element of modern life for education, business and social interaction. The school will provide the pupils with quality internet access as part of their learning experience.
- Internet use will be a part of the statutory curriculum and will be used as a necessary tool for staff and pupils.
- The Online Safety Policy will work alongside and cross reference with the Behaviour and Safeguarding Policy.

Teaching and Learning

2.1 Overview of the Online Safety Curriculum

In line with the Computing Curriculum pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

In line with the Nathaniel Newton Infant School Online Safety curriculum, pupils will:

- Build on existing skills and knowledge
- Access age appropriate use of the internet
- Be taught appropriate and acceptable internet use through modelling and discussions
- Use the internet to enhance cross curricular experiences
- Learn to be critically aware of the materials they read and validate information before accepting its accuracy
- Embed Nathaniel Newton Infant Schools 'Rules for staying safe when using the internet' (Appendix B)

To ensure the school remains at the forefront of online safety, there is an active Online Safety Committee including two designated safeguarding leads.

A member of the online safety team has also received the EPICT E-Safety Award.

Managing Internet Access

3.1 System Security

- The security of the school information systems will be regularly reviewed.
- Virus protection will be installed and updated regularly.
- The school uses Warwickshire Broadband with its firewalls and filters.
- The school provides an additional level of protection through the deployment of Policy Central in partnership with the Warwickshire ICT Development Service.

3.2 Accessing the Internet

- The school strives to keep in line with emerging technologies, with 15 Chrome Books, 30 iPad minis and 30 iPads for pupil use and iPad Airs for all teaching staff. Access to the internet on all these devices is managed and monitored closely by all members of staff. The Local Authority also monitors the websites visited and user's activity.
- Each child is given their own iPad number within class to support with the monitoring of internet use on iPads.

3.3 Reporting Concerns

3.3.1 Reporting System for staff

- Reporting forms are available in the staffroom and will be completed by any member of staff if they have a concern about the safety of any child using the internet, at school or home. (Appendix C)
- Reporting forms will be completed immediately and contain as much fact and detail as possible.
- On completion they will be passed to a member of the Child Protection team or the Online Safety Co-ordinator.
- The SLT or members of the Online Safety Committee will review all reports and decide on the best course of action.
- The governors will be made aware of higher level reports.
- The Online Safety Policy and Computing Curriculum will be changed and adapted to suit the needs highlighted by reports made.

3.3.2 Reporting system for pupils

- All pupils are encouraged to talk to adults if they ever feel unsafe on the internet. They are taught SID's top tips from CEOPs 'thinkuknow' site and encouraged to follow its guidelines.
- Posters showing Child Protection and Online Safety Officers are displayed in the corridor.
- PSHE Protective Behaviours unit works with children in developing a communication hand, highlighting people each child would feel comfortable talking to if they felt early warning signs.
- Children across the school are visually reminded through posters, assemblies and badges who the school Internet Buddies are. Children know to talk to an Internet Buddy if they have an Online worry and Internet Buddies are trained to pass this on to a member of staff.

3.4 E-mail

- Pupils and staff must only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive an offensive e-mail or message. These will be dealt with by the class teacher and head teacher and will include Child Protection Officers if necessary.
- Pupils must not reveal personal details of themselves or others, other than authorised information, in e-mail/message communication, or arrange to meet anyone without specific permission. This is taught throughout the year via assemblies, displays, computing sessions and P.S.H.E. lessons and throughout the curriculum where relevant.
- Use of words included in the Policy Central 'banned' list will be detected and logged and the Behaviour Policy will be followed.
- Whole class addresses will be used where appropriate.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.
- Members are to use their professional conduct when using the schools e-mail account system.

3.5 Photographing and Videoing

- All photographs and videos will be taken on school devices. If such equipment is being taken off the premises e.g. on an external trip, all existing content will be removed before leaving the school site.
- All photographs and videos will not be stored on memory sticks or laptops which are leaving the school site unless such devices are encrypted.

- Photographs and videos will only be taken of children whose parents have given signed permission. Such signed documents will remain on file for the duration of the child's time at Nathaniel Newton Infant School. (Appendix E)

3.6 Published content

3.6.1 School website

- The contact details on the school website are the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- No personal information will be published. If names are used it will only show first names and the year group or class number where needed for clarification e.g. in the instance of two children sharing the same name.
- The Head Teacher, Computing Lead and Business Manager will take overall editorial responsibility and ensure content is accurate and appropriate.

3.6.2 Publishing pupil's images and work

- Images of children and their work may be published on our school website or social media sites.
- Photographs that include pupils will be selected carefully and will show pupils in their intended learning context.
- Written permission from parents or carers will be obtained before photographs of pupils are published (Appendix E)
- Pupils names will not be used in association with photographs. In the instance of a necessity for pupil names to be published, separate permission would be sought from the parents or carers in addition to the photographic permission forms that we already hold. (See Appendix A for agreed guidelines regarding Tapestry online learning journals)

3.7 Social networking and personal publishing

- Social networking sites and newsgroups will be blocked in school for access by pupils and for school staff unless a specific use is approved.
- Throughout the academic year, pupils are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school, IM address, e-mail address, names of friends, specific interests and clubs etc.
- Pupils and parents will be advised that the use of social network spaces outside school may be inappropriate for primary aged pupils.

- Pupils are taught of the possible risks involved with online gaming e.g. communicating with unknown people, sending and receiving files.
- Parents are asked not to publish any photos or videos taken when on the school site on any social networking sites. In the case of these guidelines not being followed appropriate action from the Head Teacher will be implemented.
- Members of staff wishing to be involved in Social Networking sites outside school will do so using their professional conduct and in accordance with the school Social Networking Policy.

3.8 Management

3.8.1 Filtering

- The school will work in partnership with the Warwickshire ICT Development Service to ensure filtering systems are as effective as possible.
- If staff or pupils discover unsuitable sites, the URL, time and date must be reported to the class teacher, school Online Safety Co-ordinator and Head Teacher.
- The Head Teacher and Online Safety Co-ordinator will ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

3.8.2 Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- The Local Authority and Governors will be consulted when deciding on which emerging technologies to purchase. All new technologies and software will link to the LIP and aid the teaching and learning of pupils.
- Staff and pupil mobile phones will not be used during lessons or formal school time and will not be used to photograph or video children.
- Wearable technology such as apple watches/fitbits etc may be worn by staff, however they are not to be connected through Bluetooth to devices such as mobile phones during the teaching day. No wearable devices with a camera can be worn by any member of staff or child within the school.

3.9 Mobile devices

- The school embraces the use of mobile technologies in school by both staff and pupils.

3.9.1 School owned mobile devices at home

- School owned mobile devices are available to take home by staff to support work done outside of school hours. They will be used for school tasks only.
- Internet use on these devices will be monitored when in school, sites visited at home will be flagged when on the school site and will be reported if inappropriate.
- Personal pupil information will be stored on encrypted devices if it is to be taken off the school site.
- Photographs and videos will be regularly removed from mobile devices and stored on the school secure shared system.

3.9.2 Personal mobile devices in school

- All personal devices will remain in a secure lockable cabinet during school hours.
- They will not be used during school hours unless in the designated areas (school office and staffroom).

3.10 Cyber bullying

- All pupils are taught the expectations and sanctions of cyber bullying via 'Nathaniel Newton Schools Rules for staying safe when using the internet'. (Appendix B)
- All staff and pupils are aware of the reporting process they should follow if they become aware of cyber bullying (see section 3.3 reporting concerns).
- Any pupil found to be involved in any form of cyber bullying will have internet privileges removed.

3.11 Data protection and filtering

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018 and in line with GDPR guidelines.
- All internet content will be continuously monitored by the Local Authority with any issues flagged to the Head Teacher.
- All members of staff will continuously monitor and filter the use of internet during lessons when using mobile devices, following the suitable reporting of inappropriate websites process if needed.

3.12 Passwords

- All Governors, Teachers, TAs, Support Staff and Pupils are provided with a secure password, gaining them access to the school system and Learning Platform.
- Adults in school are responsible for the security of their own passwords. They will keep them private and ensure devices are locked when not in use to ensure positive security of personal details.
- Teachers are able to change the passwords of pupils in their class, either at their discretion or at the request of parents should they believe they have been compromised.
- Pupils log in details may be printed in order to support their use during lessons, but will be stored securely when not in use.

Policy decisions

4.1 Authorising internet access

- The school will maintain a current record of all staff and pupils who are granted internet access.
- All staff must read and sign the 'Warwickshire Acceptable Use Policy', before using a school ICT resource. (Appendix G)
- All pupils must be made aware of, and agree to, 'Our rules to help us to stay safe when we use the computers and the internet' agreement at the beginning of each academic year. (Appendix B)
- Parents will be asked to sign and return an online safety and internet use consent form. (Appendix D)

4.2 Assessing risks

- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor WCC can accept liability for the material accessed, or any consequences of internet access.
- The Head Teacher will ensure that the Online Safety Policy is implemented and compliance with the policy monitored.

4.3 Handling Online Safety Complaints

- Complaints of internet misuse will be dealt with by a senior member of staff.

- Any complaint about staff misuse must be referred to the Head Teacher.
- Complaints of a Child Protection nature must be dealt with in accordance with school Child Protection procedures.
- Online safety complaints are reviewed and the Online Safety Policy and curriculum planning is adapted accordingly.

Communications Policy

5.1 Introducing the online safety policy to pupils

- Rules for internet access will be posted in all classrooms.
- Pupils will be informed that internet use will be monitored.
- Pupils are encouraged to play an active role in the development of the Online Safety Policy and 360° tool e.g. through the School Council and Internet Buddies Committee.

5.2 Staff and the online safety policy

- All staff will sign to confirm they have read and adhere to the school Online Safety Policy and are aware of its importance alongside associated documents e.g. Safeguarding and Child Protection Policy, Anti-Bullying Policy, Behaviour Policy and PSHE Policy.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- All staff will sign the Warwickshire Acceptable Use Policy, including regular before, during and after school club teachers.
- All staff will ensure their personal phones or other devices capable of taking photographs or videos will not remain in the classroom during teaching hours but will be stored in secure lockers provided in the staffroom.
- New staff will be given an induction pack which includes:
 - The Online Safety policy
 - The Warwickshire Acceptable use Policy
 - The Safeguarding policy
 - Procedures for reporting online safety concerns
 - Staff image consent form (Appendix F)

5.3 Enlisting parent support

- Parents attention will be drawn to the school Online Safety Policy on the school website and in newsletters.

- Parents will have opportunities to attend online safety sessions in school led by either an internally trained member of staff or a member of the LA.
- Parents are regularly asked for their opinion regarding the online safety provision and are given the opportunity to offer suggestions which could develop it further.

5.4 Visitors and the online safety policy

- All visitors will be provided with an Online Safety Guidelines Leaflet, outlining the basic guidelines of this policy. These are also available in the school entrance foyer. (Appendix H)

SEN

The school strives to enable all pupils to reach their full potential. Staff will plan for those needing extra support to access online safety education throughout the curriculum where needed. The pupils are supported by teachers, teaching assistants and outside agencies.

Equal opportunities

The policy reflects the school policy on equal opportunities and inclusion, where all children, irrespective of religion, age, gender, ethnicity, language or disability have equal entitlement to receive a quality of education, covering the full extent of the curriculum including online safety.

Health and Safety

This policy will comply with the Health and Safety Policy and associated and associated risk assessments.

Appendix

- A- Tapestry online guidelines (letter for parental signature)
- B- 'Rules for staying safe when using the internet'
- C- Online safety reporting form
- D- Internet use permission slip for parents
- E- Image consent for pupils
- F- Image consent for staff
- G- Warwickshire AUP for staff
- H- Online Safety Visitor Guideline Leaflet

Named Persons Responsible

Head Teacher – Mrs J Forshew_____

Computing and
Online Safety Coordinator – Miss T Ford_____

Chair of Governors – Mr S Donovan_____

Online safety Governor – Mr Dave Hughes_____

This policy was ratified in May 2020

Date of next review – May 2021

Dear Parents,

At Nathaniel Newton we create individual 'learning journeys' for your child through a piece of educational software called 'Tapestry'. By logging on with a secure username and password you will be able to view all of your children's observations, photographs and even video from their time in Reception. You will even receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress closely and you can reflect upon achievements with your child. You can add comments so that we as a staff find out about which activities your child really enjoyed and the learning they get up to at home. Staff will reference your child's learning to the EYFS profile so you will know which area of learning your child is achieving in and the age-band they were working in for that activity. All of this information is stored on a highly secure server which is monitored closely.

Samples of your child's work will continue to be kept in school in their workbooks, but as we now have the option of photographing your child's work and uploading it to their journal, the children will be able to bring home their treasured painting or piece of writing on the day they have made it!

If you do not have access to the internet to view your child's learning journey, the computer room will be available on a Wednesday from 3.15 – 4pm for you to do this in school.

E-safety is extremely important to us at Nathaniel Newton, therefore we ask you to provide us with the following information and to sign the agreement and other information overleaf to show that you understand and will agree with our guidelines. Please return by Wednesday 10th February.

Once we have received your signed agreement, we will issue you with your personal log in details and a simple Tapestry user guide.

We are sure that you will love this new way of viewing your child's achievements as much as we do!

Many thanks,
Mrs Doherty
EYFS co-ordinator

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

A learning journey will be used to reflect your child's time in Reception. It will include photographs of your child at play with other children, for example in a group building a model or working in the role play area.

As a parent I will..

- **Not** publish any of the observations, photographs or videos included in my child's learning journey on any social media site.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the guidelines:

Print name: _____

Name of child: _____

Signature: _____ Date: _____

Email: _____

Please return to your child's teacher and Mrs Doherty will set up your account and send out your login details shortly ☺

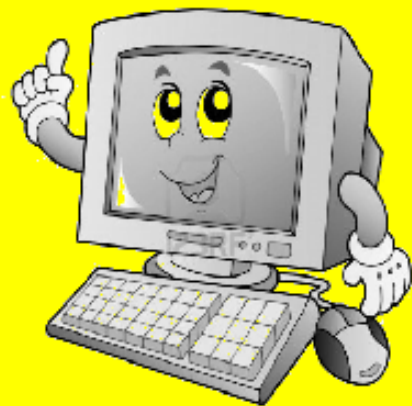
APPENDIX B- 'Rules for staying safe when using the internet'



Our rules to help us stay safe
when we use the computers
and the internet



- I will only use my login or the class login
- I will not tell anyone else my computer password
- I will not look at other peoples computer files without their permission and will only ever delete files that are my own
- At school, I will only use the internet when an adult is in the room and will ask permission first
- I will only email or message people I know, or my teacher or parent has approved
- I will be polite when I am sending messages to others online devices
- I will not tell anyone my personal details, such as my address or school, or send photographs of myself to anyone on the internet
- I will never arrange to meet anyone that I have met on the internet without a parent giving permission and going with me
- I will click on the red cross, or press the home button on a tablet if I see something on the screen that worries me
- If I see anything online that upsets me or get a message that I do not like, I will tell a grown up straight away



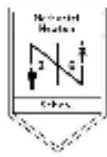


Nathaniel Newton Infant School

E-Safety Incident Log



Incident reported by -
<i>Name -</i>
<i>Date -</i>
Pupil / member of staff involved
<i>Name -</i>
Nature of concern -
Where did this incident take place?
Date and time of day of the incident -
Action taken -
Member of staff informed -
<i>Name -</i>
Date above member of staff informed -
<i>Date -</i>



NATHANIEL NEWTON INFANT SCHOOL



Internet Permission Form

Dear Parent,

As part of the schools' Computing curriculum requirements, Nathaniel Newton Infant School provides the children with access to ICT facilities and supervised access to the internet.

We believe that the effective use of the worldwide web is an essential skill for children as they grow up in the modern world. Please would you read the Rules for Responsible Internet Use (overleaf) and sign and return the consent form so that your child may use the internet at school. We will explain these rules to your child at the start of each school year as part of our e-Safety curriculum, and they will sign to say they understand them.

In order to protect your children from access to undesirable content, our school Internet Service provider operates a filtering system. This system restricts access to inappropriate materials. Your children will be supervised at all times when they are using the Internet, and every reasonable precaution will be taken to protect your children from accessing undesirable material. However, it is impossible to give an absolute guarantee that the supervision and filtering devices will prevent access to undesirable material.

Yours sincerely,

Mrs J. Forshew
Headteacher

.....

Child's Name _____ Class _____

I give permission for my son \ daughter to use the Internet.

I also understand that whilst every reasonable endeavour is made to ensure that suitable precautions are taken, the school nor the Local Education Authority can guarantee that children do not see undesirable material.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's online safety.

Signed

(Parent\Guardian) Date

Consent Form For Recording Images of Children

Dear Parent or Carer

During your child's time at Nathaniel Newton Infant School we may wish to take photographs and audio of activities that involve your child. The photographs may be used for displays, publications and the school website, or by the local newspapers.

Photography or filming will only take place with the permission of the head teacher and under appropriate supervision. When filming or photography is carried out by news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and with separate consent from you at that time. Home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

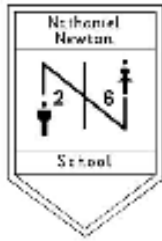
Before taking any photographs of your child, we need your permission. Complete, sign and date the form and return it to the school. You can ask to see images of your child held by the establishment. You may withdraw your consent at any time.

Name of child (Block Capitals) :	
Name of person responsible for the child:	
I understand that:	
<ul style="list-style-type: none">• the local media may take images and audio of activities that show the school and children in a positive light, e.g. Reception Year pictures of new starters, drama and musical performances, sports and prize giving;• photographers or staff acting on behalf of the school may take images for use in displays, publications, on the school website or school social media site;• embarrassing or distressing images will not be used;• images will not be associated with distressing or sensitive issues;• the school will regularly review and delete unwanted material;• pupils names will not be used in association with photographs.	
I give my consent for images to be taken and used:-	Please tick:
<ul style="list-style-type: none">• internally within the school (e.g. display boards)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none">• externally (e.g. local newspaper)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none">• on the school website	Yes <input type="checkbox"/> No <input type="checkbox"/>
<ul style="list-style-type: none">• on school social media sites (e.g. Facebook)	Yes <input type="checkbox"/> No <input type="checkbox"/>

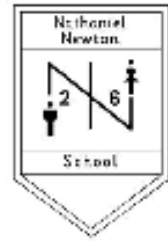
Signature of person responsible for the child:
Relationship to the child:
Date:

NB There may be other circumstances, beyond those identified above, in which images and audio of children are requested. The establishment recognises that in such circumstances specific consent from you will be required before recording of children can be permitted.

Please return the completed form to School Office



Nathaniel Newton Infant School



Consent Form Publishing Images of Staff

We sometimes take photographs or video footage for publicity purposes. These images may appear in our printed publications and publicity materials, on our website, or both.

We may also send the images to the news media, who may use them in printed publications and on their website, and store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, or on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before we take and use images of you, we need your permission. Please answer the questions below and sign and date the form.

<p>1. May we use your image(s) in our publicity material, including printed publications, video recordings and on our website?</p> <p>Yes / No</p>
<p>2. We sometimes send publicity material about our services, including photographs where appropriate, to the news media and partner organisations, who may use the image in printed and/ or electronic form and then store it in their archive. Can we use your photograph in this way?</p> <p>Yes / No</p>
<p>3. May we use your name in conjunction with images?</p> <p>Yes / No</p>
<p>Signature: _____</p> <p>Date: _____</p>
<p>Please print your name:</p>

WARWICKSHIRE SCHOOL ACCEPTABLE USE POLICY

1. INTRODUCTION

- 1.1 The internet and e-mail play an essential role in the conduct of our business in school. The systems within school are made available to students, teaching staff, support staff and other authorised persons to further enhance both educational and professional activities including teaching, research, administration and management. We value the ability to communicate with colleagues, pupils and business contacts. There has been a substantial investment in information technology and communications (ICT) systems which enable us to work more efficiently and effectively.
- 1.2 How we communicate with people not only reflects on us as individuals but on the School. Therefore, although we respect your personal autonomy and privacy, we have established this policy to ensure that you know what we expect from you and what you can expect from us in your use of e-mail and the internet.
- 1.3 We trust you to use the ICT facilities sensibly, professionally, lawfully, consistent with your duties, with respect for your colleagues and in accordance with this Policy.
- 1.4 For your safety, we are able to monitor all web pages visited, email sent and received. This helps us monitor inappropriate use, such as bullying.
- 1.5 This policy applies to you as an employee whatever your position, whether you are a Head Teacher, Teacher, support staff, permanent, temporary or otherwise. Any inappropriate use of the School's internet & e-mail systems whether under this policy or otherwise may lead to disciplinary action being taken against you under the appropriate disciplinary procedures which may include summary dismissal.
- 1.6 It is important that you read this policy carefully. If there is anything that you do not understand, please discuss it with the Head Teacher or your line manager. Once you have read and understood this policy thoroughly, you should sign this document, retain a copy for your own records and return the original to the Head Teacher

2. GENERAL PRINCIPLES AND LEGAL ISSUES

- 2.1 All information relating to our pupils, parents and staff is confidential. You must treat all School information with the utmost care whether held on paper or electronically.
- 2.2 Care must be taken when using e-mail as a means of communication as all expressions of fact, intention or opinion may implicate you and/or the school. Electronic information can be produced in court in the same way as oral or written statements.
- 2.3 We trust you to use the internet sensibly. Please be aware at all times that when visiting an internet site the unique address for the computer you are using (the IP address) can be logged by the site you visit, thus identifying your school.
- 2.4 The main advantage of the internet and e-mail is that they provide routes to access and disseminate information. However the same principles apply to information exchanged electronically in this way as apply to any other means of communication. For example, sending defamatory, sexist or racist jokes or other unsuitable material via the internet or email system is grounds for an action for defamation, harassment or incitement to racial hatred in the same way as making such comments verbally or in writing.
- 2.5 Internet and e-mail access is intended to be used for school business or professional development, any personal use is subject to the same terms and conditions and should be with the agreement of your headteacher.
- 2.6 As an employee, you should exercise due care when collecting, processing or disclosing any personal data and only process personal data on behalf of the School where it is necessary for your duties. The processing of personal data is governed by the Data Protection Act 1998. Schools are defined in law as separate legal entities for the purposes of complying with the Data Protection Act. Therefore, it is the responsibility of the School, and not the Local Authority, to ensure that compliance is achieved.

- 2.7 All aspects of communication are protected by intellectual property rights which might be infringed by copying. Downloading, copying, possessing and distributing material from the internet may be an infringement of copyright or other intellectual property rights.
- 3. MONITORING COMMUNICATIONS**
- 3.1 This policy takes into account legislation which aims to ensure a minimum level of personal privacy for employees in their employment. The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 allows for interception of "business" communications for business purposes:
- 3.1.1 to establish the existence of facts
- 3.1.2 to ascertain compliance with applicable regulatory or self regulatory practices or procedures.
- 3.1.3 to ascertain or demonstrate effective system operation technically and by users.
- 3.1.4 for national security/crime prevention or detection.
- 3.1.5 for confidential counselling/support services.
- 3.1.6 for investigating or detecting unauthorized use of the system
- 3.1.7 for monitoring communications for the purpose of determining whether they are communications relevant to the business.
- 3.2 Warwickshire LA has an obligation to monitor the use of the Internet and e-mail services provided as part of the Warwickshire Broadband service to schools, in accordance with the above Regulations. Traffic data and usage information may be recorded and may be used in disciplinary procedures if necessary. Warwickshire LA and the school reserve the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request. If there is any evidence that this particular policy is being abused by individuals, we reserve the right to withdraw from employees the facility to send and receive electronic communications
- 3.3 If the email is personal, it is good practice to use the word 'personal' in the subject header and the footer text should indicate if it is a personal email the school does not accept responsibility for any agreement the user may be entering into.
- 3.4 Your privacy and autonomy in your business communications will be respected. However, in certain circumstances it may be necessary to access and record your communications for the School's business purposes which include the following:
- 3.4.1 providing evidence of business transactions;
- 3.4.2 making sure the School's business procedures are adhered to;
- 3.4.3 training and monitoring standards of service;
- 3.4.4 preventing or detecting unauthorised use of the communications systems or criminal activities.
- 3.4.5 maintaining the effective operation of communication systems.
- 4. USE OF INTERNET AND INTRANET**
- 4.1 When entering an internet site, always read and comply with the terms and conditions governing its use.
- 4.2 Do not download any images, text or material which is copyright protected without the appropriate authorisation.
- 4.3 Do not download any images, text or material which is inappropriate or likely to cause offence.
- 4.4 If you want to download any software, first seek permission from the Head Teacher and/or member of staff responsible. They should check that the source is safe and appropriately licensed.
- 4.5 If you are involved in creating, amending or deleting our web pages or content on our web sites, such actions should be consistent with your responsibilities and be in the best interests of the School.

- 4.6 You are expressly prohibited from:
 - 4.6.1 introducing packet-sniffing software (i.e. software which is used to intercept data on a network) or password detecting software;
 - 4.6.2 seeking to gain access to restricted areas of the network;
 - 4.6.3 knowingly seeking to access data which you are not authorised to view;
 - 4.6.4 introducing any form of computer viruses;
 - 4.6.5 carrying out other hacking activities.
- 4.7 For your information, the following activities are criminal offences under the Computer Misuse Act 1990:
 - 4.7.1 unauthorized access to computer material i.e. hacking;
 - 4.7.2 unauthorized modification of computer material;
 - 4.7.3 unauthorized access with intent to commit/facilitate the commission of further offences.

5. USE OF ELECTRONIC MAIL

- 5.1 You should agree with recipients that the use of e-mail is an acceptable form of communication. If the material is confidential, privileged, or sensitive you should be aware that un-encrypted e-mail is not secure.
- 5.2 Do not send sensitive personal data via email unless you are using a secure site or portal. It is good practice to indicate that the email is 'Confidential' in the subject line
- 5.3 Copies of emails with any attachments sent to or received from parents should be saved in a suitable secure directory.
- 5.4 Do not impersonate any other person when using e-mail or amend any messages received.
- 5.5 It is good practice to re-read e-mail before sending them as external e-mail cannot be retrieved once they have been sent.

6. DATA PROTECTION

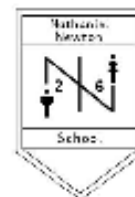
- 6.1 Through your work personal data will come into your knowledge, possession or control. In relation to such personal data whether you are working at the School's premises or working remotely you must:
 - 6.1.1 keep the data private and confidential and you must not disclose information to any other person unless authorized to do so. If in doubt ask your Head Teacher or line manager;
 - 6.1.2 familiarize yourself with the provisions of the Data Protection Act 1998 and comply with its provisions;
 - 6.1.3 familiarize yourself with all appropriate School policies and procedures;
 - 6.1.4 not make personal or other inappropriate remarks about staff, pupils, parents or colleagues on manual files or computer records. The individuals have the right to see all information the School holds on them subject to any exemptions that may apply.
- 6.2 The School views any breach of the Data Protection Act 1998 as gross misconduct which may lead to summary dismissal under appropriate disciplinary procedures.
- 6.3 If you make or encourage another person to make an unauthorized disclosure knowingly or recklessly you may be held criminally liable.

I have read through and fully understand the terms of the policy. I also understand that the School may amend this policy from time to time and that I will be issued with an amended copy.

Signed:

PRINT NAME:

Dated:



Online-Safety Visitor Guidelines

To ensure that visitors are fully aware of their responsibilities with respect to ICT use, they are asked to read this acceptable use agreement.

- I understand that the network is the property of the school and agree that my use of this network must be compatible with my professional role.
- I understand that the school ICT systems may not be used for private purposes, without specific permission from the Head Teacher.
- I understand that use for financial gain, gambling, political purposes or advertising is not permitted.
- I understand and agree that the school monitors my network and Internet use to ensure policy compliance.
- I will respect ICT system security and understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will not install any software or hardware without permission.
- I will not disclose any password or login name to anyone, other than, where appropriate, the staff responsible for maintaining the system.
- I will take all reasonable precautions to secure data and equipment taken off the school premises.
- I will report any incidents of concern to the schools Designated Safeguarding Officer or Online Safety Coordinator.
- I will ensure that my electronic communications with pupils are compatible with my professional role and cannot be misinterpreted.
- I will promote online safety with pupils (where professional role allows.)
- I will respect copyright and intellectual property rights.

The school may exercise its right to monitor the use of the school's ICT systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of schools ICT system is or may be taking place, or the system is being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.