



# EBOR ACADEMY TRUST

Policy Number

12

e-Safety Policy

Signed: \_\_\_\_\_

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# Ebor Academy Trust e-Safety Policy

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The Ebor Academy Trust has a duty to provide pupils with access to quality learning using internet technologies and electronic communications and, with this, the responsibility to ensure that this learning takes place safely.

This e-safety policy recognises our commitment to e-safety and acknowledges its part in the Academy's overall Safeguarding policies and procedures. It shows our commitment to meeting the requirements to keep pupils safe and operates in conjunction with other policies including those for Pupil Behaviour, Bullying, ICT Curriculum, Data Protection and Security, Safeguarding and Child Protection.

## 1. Good Habits

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure Academy network design and use.
- Safe and secure broadband, a procured ICT infrastructure contract including the effective management of content filtering.
- National Education Network standards and specifications.

## 2. Co-ordination of e-Safety

The Academy has designated the following members of staff to lead on e-Safety. They are:

- Head of School and Designated Child Protection Co-ordinator
- ICT and e-Safety co-ordinator

## 3. Why is Internet Use Important?

The purpose of Internet use in Ebor Academy Trust is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the academy's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Ebor Academy Trust has a duty to provide pupils with quality Internet access

Pupils will use the Internet outside the Academy and will need to learn how to evaluate Internet information and to take care of their own safety and security.

#### **4. How does Internet Use Benefit Education?**

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and DCSF; access to learning wherever and whenever convenient.

#### **5. How can Internet Use Enhance Learning?**

- Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

#### **6. Managing Internet Access**

- All staff must read the 'Staff Acceptable Use Agreement' before using any Academy ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access.
- E-Safety rule Posters will be displayed in classrooms – appropriate to the Key Stage.
- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the web filtering provider via the e-safety coordinator.
- All children must understand that if they see an unacceptable image on a computer screen, they must lower the screen (laptop) or turn off the screen, and then report immediately to a member of staff.
- The Academy will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
- Children will be taught about the risk of Online Bullying, how to avoid it and what to do if it happens, during lessons on ICT Safety
- The teaching of Internet safety is included in the Academy's ICT Scheme of Work, but all teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the Academy's computer systems;
- The appropriate use of the Academy's Learning Platform will be taught and pupils will be expected to conform to appropriate standards of behaviour in any forums that may be created.

## **7. Email**

- Pupils may only use approved e-mail accounts on the Academy system.
- All pupil e-mail accounts will be moderated by the class teacher in order to prevent exposure to offensive or inappropriate e-mails.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Pupil e-mail addresses will be assigned for use in the Academy.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known
- Access to external personal e-mail accounts will be allowed for staff only.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on Academy headed paper.
- The forwarding of chain letters is not permitted.

## **8. Social Networking**

- Academies should block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils should be advised not to place personal photos on any social network space.
- Pupils and parents will be advised that the use of social network brings a range of dangers for children and only moderated social networking sites should be used for a specific age range. Parents will be informed about that the minimum age for accessing most well-known sites is 13 (Year 8).

## **9. Staff Guidance on the use of Social Networking and messaging systems**

- The Ebor Academy recognises that many staff will actively use Facebook, Twitter and other such social networking, blogging and messaging services. It is recognised that some such services may have an appropriate application in school, however, where such activities are planned a separate account should be set up for the purpose and there should be no connection made between personal and Academy accounts used for educational purposes. Any such accounts and activities should be approved by a member of the SLT prior to use.
- Although these networks are used by staff in their own time, staff must recognise that it is not appropriate to discuss issues relating to children or other staff via these networks. Staff are encouraged to review their privacy settings to make sure that their profiles and photographs are not viewable by the general public.
- It is never acceptable to accept a friendship request from a child from the Academy as in almost all cases children of school age using such networks will be breaching the terms and conditions of use of those networks. It is also extremely inadvisable to accept as friends ex-pupils who are still minors.
- Staff are required to follow these guidelines and demonstrate acceptable conduct at all times when using the Academy's IT systems and also act in a professional manner when accessing the internet from home. The Ebor Academy Trust Disciplinary Procedures will be used in the case of misuse or unprofessional conduct.

## **10. Filtering**

- The Ebor Academy Trust work with their IT provider, Vital York, and the Internet Service Providers to ensure filtering systems are as effective as possible.

## **11. *Managing Emerging Technologies***

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in the Academy is allowed.
- Mobile phones are not allowed to be used by pupils in the Academy and will not be used by staff for personal use during lessons or formal Academy time. The sending of abusive or inappropriate text messages, files by Bluetooth or any other means is forbidden.
- Staff will be encouraged to use an Academy phone where contact with pupils is required.
- Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care is required in any use in Academy or other officially sanctioned location.

## **12. *Published Content and the Academy Web Site***

- The contact details on the Web site should be the Academy address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The Deputy or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

## **13. *Publishing Pupils' Images and Work***

Websites within the Academy Trust will reflect the diversity of activities, individuals and education that can be found throughout the Academy Trust. However, the Academy recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles must be followed:

- Photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the Web site or Learning Platform, in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the Academy Website.
- No link should be made between an individual and any home address (including simply street names);

## **14. *Information System Security***

- Academies ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Trusts IT partner, Vital York.

## **15. *Protecting Personal Data***

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

## **16. *Assessing Risks***

- The Academy will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on an Academy computer. Neither the Trust nor the academy can accept liability for the material accessed, or any consequences of Internet access.
- The Academy should audit ICT use to establish if the e-safety policy is adequate, effective or in need of modification and that the implementation of the e-safety policy is appropriate.

## **17. Community Use of the Internet**

- The Ebor Academy Trust will develop further guidance if the academy's network and IT equipment has a community use

## **18. Handling e-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 of School.
- Complaints of a child protection nature must be dealt with in accordance with the Academy child protection procedures.
- Pupils and parents will be informed of the Academy's complaints procedure; this can be found on the Ebor website.

## **19. Use of ICT Equipment**

"The computer system" means all computers and associated equipment belonging or leased to the Academy, whether part of the Academy's integrated network or stand-alone, or taken offsite. The Academy provides portable ICT equipment such as laptop computers, voice recorders, video cameras and digital cameras to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

- The installation of software or hardware unauthorised by the Academy, whether legitimately licensed or not, should be checked with either the ICT Leader or Headteacher before proceeding.
- Ebor Academy Trust reserves the right to examine or delete any files that may be held on its computer systems and to monitor any Internet sites visited.
- All personal data held on the Academy's network is subject to the Data Protection Act 1998 and the Academy's Data Protection Policy.
- Certain equipment will remain in the care of the ICT co-ordinator, and may be used according to staff requirements. Once equipment has been used, it should be returned to the ICT Leader;
- Equipment such as Laptop computers is encouraged to be taken offsite for use by staff in accordance with the Acceptable Use Policy (Appendix C). The equipment is fully insured from the moment it leaves the Academy premises.
- Any costs generated by the user at home, such as phone bills, internet connection, printer cartridges etc. are the responsibility of the user;
- Where a member of staff is likely to be away from work through illness, professional development (such as secondment etc.) or maternity leave, arrangements must be made for any portable equipment in their care to be returned to the Academy. In the event of illness, it is up to the Academy to collect the equipment if the individual is unable to return it;
- If an individual leaves the employment of Ebor Academy Trust, any equipment must be returned;
- Care should be taken over the use of USB pens, re-writeable CDs etc to transfer data from external computer systems. Where information has been downloaded from the internet, or copied from another computer, wherever possible, it should be emailed to ensure that it undergoes anti-virus scanning;
- Staff may install software on laptops to connect to the Internet from home. Advice may need to be taken before attempting this;
- Where data of a personal nature such as reports, IEPs, correspondence, photographs and assessment data is taken home on an Academy laptop or other storage device, it must be recognised that this data comes under the Data Protection Act and is subject to the Academy's Data Protection Policy. Care must therefore be taken to ensure its integrity and security. If data is transferred to home computers it should be treated sensitively and removed from the hard drive and any portable device including encrypted USB pens and memory cards as soon as is possible.

## **20. Communication of Policy**

### **Pupils**

- Rules for Internet access will be posted in all areas where internet access is accessible.
- Pupils will be informed that Internet use will be monitored.

### **Staff**

- All staff will be given the Ebor Academy Trust e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- All staff to sign to confirm that they have read and remain aware of the Staff Acceptable use Policy

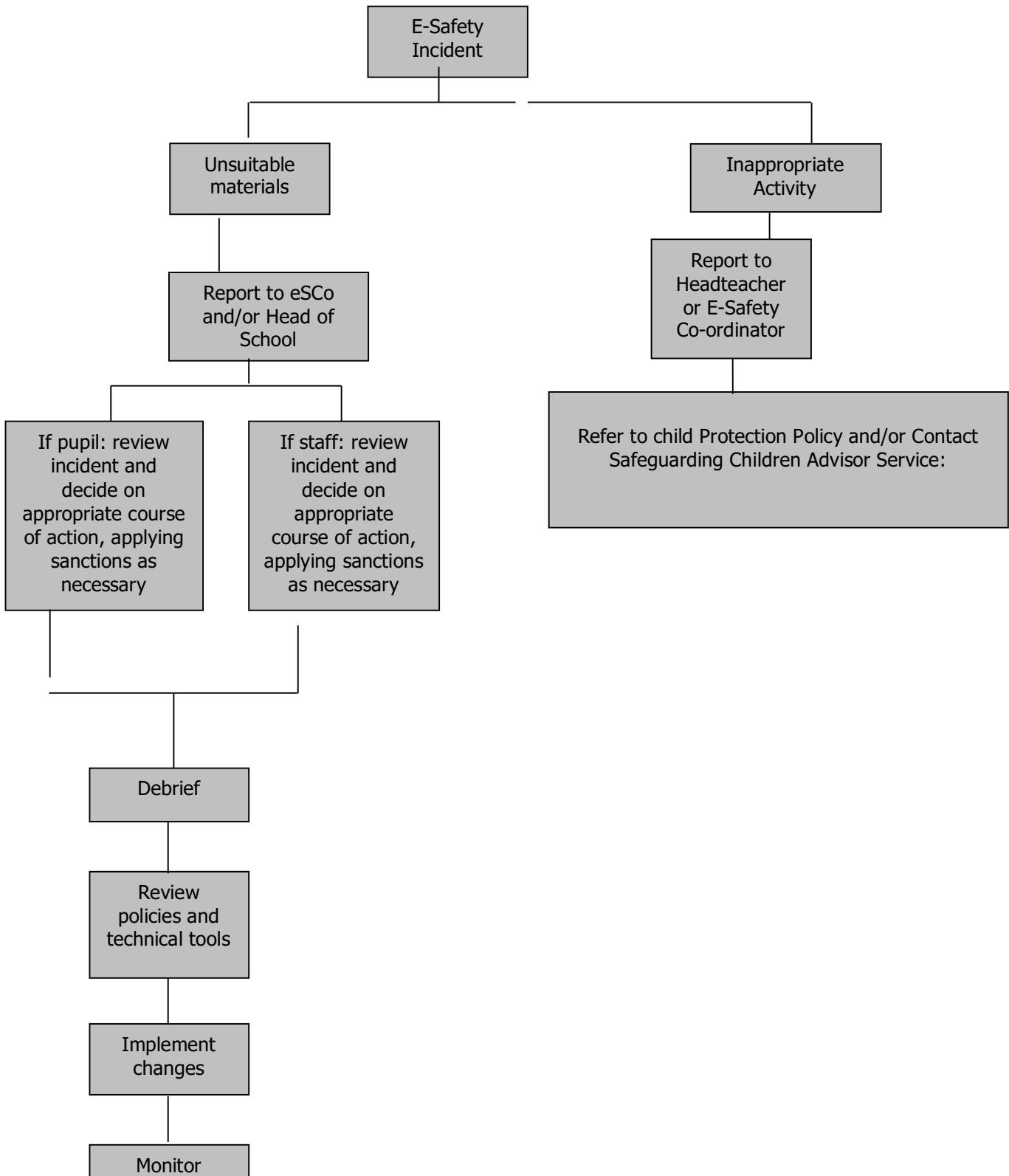
### **Parents**

- Parents' attention will be drawn to the Academy e-Safety Policy in newsletters, the Academy brochure and on the Academy Website.
- The Academy will maintain a list of e-Safety resources for parents/carers
- The Academy will ask all new parents to sign the parent/pupil agreement when they register their child with the Academy.

**Please Note:** Trustees of the Ebor Academy Trust have overall responsibility for this policy, however where applicable responsibility is delegated to the individual schools Local Governing Body.

## Appendix A

### Flowchart for responding to e-safety incidents within the Academy



Adapted from Becta – E-safety 2005



## Appendix B

### **E-Safety Acceptable Use Policy** **For All Staff- including temporary or supply staff and visitors to school**

**As a member of staff, either temporary or permanent, or a visitor to the school I recognise that it is my responsibility to follow school eSafety procedures and that I have a responsibility to ask for advice if I am not sure of a procedure.**

**I confirm that I will use all electronic communication equipment provided by the school, and any personal devices which I bring into in school, in a responsible manner and in accordance with the following guidelines:**

- I will only use the school network for the purpose I have been given access, related to the work I am completing in the school
- I will not use my personal mobile phone or other personal electronic equipment to photograph or video pupils
- I will not publish photographs or videos of pupils without the knowledge and agreement of the school or the pupils concerned
- I will not give my personal contact details such as email address, mobile phone number, IM account details to any pupil or parent in the school. Contact will always be through a school approved route. I will not arrange to Video conference or use a web camera with pupils unless specific permission is given by the Head of school and parent/guardian.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will take all reasonable steps to ensure the safety and security of school ICT equipment, including ensuring that any memory devices I use are **encrypted** and fully virus protected and that protection is kept up to date.
- I will only use my personal mobile phone during non-teaching time unless on a school trip; it will be kept on silent mode during lessons except in an emergency situation.
- I will report any accidental access to material which might be considered unacceptable immediately to a senior member of staff and ensure it is recorded and will report any incidents of concern regarding children's safety (including unsuitable materials or inappropriate activity) to the e-Safety Coordinator, the Designated Child Protection Coordinator or Headteacher.
- If I have access to any confidential school information, pupil information or data it will only removed from the school site with permission from the Head of school and if so, it will be carried on an **encrypted** memory device given to me by the school.
- I will report immediately any accidental loss of confidential information to a senior member of staff so that appropriate action can be taken
- I will respect copyright and intellectual property rights.
- I understand that I have a duty of care to ensure that students in school use all forms of electronic equipment and devices safely and should report any inappropriate usage to a senior member of staff
- I will not publish or share any information or photographs I have obtained whilst working in the school on any personal website, blog, social networking site or through any other means, unless I have permission from the school.
- I understand that the school may monitor or check my use of ICT equipment and electronic communications to ensure policy compliance.

<b>Signed:</b>	<b>Date:</b>
<b>Please print name:</b>	
<b>Please Circle:    STAFF            SUPPLY            VISITORS            VOLUNTEERS</b>	
Please complete, sign and return to the school office	

## Appendix C

Other policies which relating to this subject include

Ebor Academy Child Protection & Safeguarding Policy

<http://www.eboracademytrust.co.uk/wp-content/uploads/2016/04/Child-Protection-and-Safeguarding-4.pdf>

Ebor Behaviour Policy

<http://www.eboracademytrust.co.uk/wp-content/uploads/2016/04/behaviour-policy-ebor.pdf>

Keeping Children safe in Education

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

### Useful resources for teachers

BBC Stay Safe [www.bbc.co.uk/cbbc/help/safesurfing/](http://www.bbc.co.uk/cbbc/help/safesurfing/)

Becta <http://schools.becta.org.uk/index.php?section=is>

Chat Danger [www.chatdanger.com/](http://www.chatdanger.com/)

Child Exploitation and Online Protection Centre [www.ceop.gov.uk/](http://www.ceop.gov.uk/)

Childnet [www.childnet-int.org/](http://www.childnet-int.org/)

Cyber Café [http://thinkuknow.co.uk/8\\_10/cybercafe/cafe/base.aspx](http://thinkuknow.co.uk/8_10/cybercafe/cafe/base.aspx)

Digizen [www.digizen.org/](http://www.digizen.org/)

Kidsmart [www.kidsmart.org.uk/](http://www.kidsmart.org.uk/)

Think U Know [www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)

Safer Children in the Digital World [www.dfes.gov.uk/byronreview/](http://www.dfes.gov.uk/byronreview/)

### Useful resources for parents

Care for the family [www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf](http://www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf)

Childnet International "Know It All" CD <http://publications.teachernet.gov.uk>

Family Online Safe Institute [www.fosi.org](http://www.fosi.org)

Internet Watch Foundation [www.iwf.org.uk](http://www.iwf.org.uk)

Parents Centre [www.parentscentre.gov.uk](http://www.parentscentre.gov.uk)

Internet Safety Zone [www.internetsafetyzone.com](http://www.internetsafetyzone.com)