



E-SAFETY POLICY

		Review Period	Annual
Date of next review	Autumn term 2021	Author(s)	M Payne
Type of Policy	Statutory	Approval	Governing Body
Signed by:			
Head Teacher		Date	
Chair of Governors		Date	

Vision and Values

Our vision at Hebburn Comprehensive School is to have a harmonious community where the emphasis for all is on learning and achievement, where pupils feel safe and where a culture of success and ambition is celebrated and embedded throughout the school and wider community. We aim to raise the aspirations of all our young people, inculcating a respect for one another and for the value of learning and citizenship. Through challenge, partnership and support, we aim to raise standards of achievement; create a genuine sense of community spirit; and enhance our pupils' life chances for the future.

All children deserve the opportunity to achieve their full potential. At Hebburn Comprehensive School, we have a commitment to securing the five outcomes set out below:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

**** It is the responsibility of all staff to read through this document and be fully aware of its contents. If any issues do arise in the future, failure to have read this policy and not being familiar with its contents cannot be used as a reason for not adhering to procedures.****

Rationale

- 1) Definition and usage
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Acceptable Use Policy

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4) Use of Information and Communication Technologies for pupils

Acceptable Use Policy

- A. Passwords
- B. Internet usage
- C. E-mail
- D. Social networking
- E. Mobile devices
- F. Monitoring and reporting
- G. Reporting accidental access
- H. Reporting deliberate abuse or misuse
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- J. Sanctions for misuse

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- A. Dealing with an e-safety incident
- B. Reporting an e-safety incident - guidance
- C. Committing an illegal act

Rationale

The safeguarding and well-being of all pupils at Hebburn Comprehensive School are of paramount importance.

The purpose of this document is to:

- Help ensure that all pupils and staff can work online confidently and safely, maintaining the professional standards and expectations of the school.
- Ensure that all pupils and staff have a clear understanding that illegal, inappropriate and unsafe behaviours are unacceptable and may well result in disciplinary action/sanctions.

Definition and Usage

This policy applies to all users of the school's ICT facilities, whether in school or connected remotely, from home or elsewhere. This includes all users, whoever they are, whatever technology is used, whenever and wherever they are, if connected to the school network.

It is the responsibility of all users of the school ICT facilities to be aware of and follow all school ICT policies and guidelines contained in this document. It is also the responsibility of all users of the school ICT facilities to seek advice, in case of doubt, from the E-safety Officers, Mrs Payne and Mrs Burdis.

1. Part-managed service

ICT facilities at Hebburn Comprehensive School are maintained by the Network Manager. Support is provided by USS under a Part-Managed Service Agreement.

2. Use of Information and Communication Technologies for staff

Acceptable Use Policy

A. Data security

- Networked computers are a critical asset to the school and must be managed carefully to maintain security, data integrity and efficiency.
- Software purchased by the school, which has been tested and installed by the school technician, may be used on the school network. ***Non-standard or unauthorised software must not be installed on the school network.***

The installation of copied software on the network is not authorised under any circumstances.

- Under no circumstances should members of staff disclose personal or other confidential information held on a computer or the school network (e.g. information contained in Bromcom) to unauthorised persons. The unauthorised access to and/or unauthorised modification of data is a criminal offence under the Computers Misuse Act 1990.
- It is USS and school policy to store data on regularly backed-up network drives. Members of staff should ensure that data that is not stored on the network is regularly backed-up.
- Anti-virus software is installed on all computers as standard and is updated regularly via the network. Files received or sent by e-mail are checked for viruses automatically.
- Users are strictly forbidden to intentionally access or transmit computer viruses.
- When a member of staff suspects that a virus has infected a computer, the Network Manger should be informed immediately.
- USS and the school do not allow the connection of external computer equipment to the network, other than external hard drives or memory sticks via USB ports.

B. Passwords

Passwords protect school computers and networks from access by unauthorised people: they protect the work of staff and pupils as well as school information, some of which may be sensitive and confidential. Therefore, users should be careful to safeguard their password at all times. Passwords should never be shared with anyone, even trusted people.

As per the school's managed service regulations, staff will be requested to change their log-in password regularly, and use letters, characters and numbers.

C. Internet usage

The overriding principle guiding the use of the internet is that it must not breach professional standards that are essential and expected in a school responsible for the education, well-being and safeguarding of children and young people.

Access to the Internet in school is **not for private use**. The Internet must only be used for educational purposes (e.g. accessing school e-mail and the Portal, downloading and making learning resources, etc.)

Material regarded as offensive under English law must not be accessed or published on the Internet. Such material would include content concerning sex, race, colour, religion, national origin, sexual orientation or disability. Deliberate access or publishing of offensive material would constitute misconduct and would invoke the school's disciplinary procedures and a possible criminal investigation. Copyright and licensing conditions must be observed when downloading software or other material from the internet.

All Internet usage from the school network is systematically monitored and logged.

D. E-mail

- The school's e-mail system is provided for school business purposes only.
- All staff e-mail messages should only be sent when the content is appropriate and relevant to all recipients.
- E-mail messages cannot be considered to be private, confidential, secure or temporary.
- Improper statements and attachments in e-mail communication can give rise to personal liability, as well as liability for the school, and can constitute a serious disciplinary matter.
- E-mail messages that may be defamatory, intimidating, hostile or offensive on the basis of sex, race, colour, religion, national origin, sexual orientation or disability must not be sent. Should you receive such e-mail, always report it to the E-safety Officer.
- Copyright law applies to e-mail.
- It is not permissible to access or to send e-mail from another user's personal account.
- Further guidance on the suitable use of e-mail is available in Appendix C.

E. Web filtering

All school computers must be authenticated and directed through the cache pilot, which contains set-up lists of approved sites. Attempts to access banned sites will result in users being reported to the E-safety Officer and the appropriate authority being notified (see Appendix A).

Accidental access to banned sites must be reported to the E-safety Officer immediately and logged.

F. Social networking

- Social networking sites have become a part of everyday life and have huge advantages; however, working with young people brings a set of responsibilities that staff are strongly advised to note: **pupils must never be online 'friends'**. Adding pupils as 'friends' on a personal social networking site is ***not appropriate***. This also applies to ex-pupils who have left the school.

There has been a lot of press coverage in recent years, relating to issues with social networking and young people. Whilst the school is not suggesting that any member of staff would put themselves in a vulnerable position, it must be stressed that there are cases nationally, where allegations have been made against staff working in schools, which have caused a great deal of distress for all parties involved.

The school would not wish to see anyone placed in a situation where they could be vulnerable to allegations, so the following guidance is offered:

- **Protect your information:** It is advisable to have privacy settings on your account to restrict access to personal information (be aware that this still does not guarantee privacy).
- **Be mindful about what you are publishing and the potential audience:** Although privacy controls may be set, the information could still be shared. It is sensible to think that, once published, the information is no longer private.
- **Be professional:** Do not discuss your school, colleagues, parents or pupils on social networking sites, as this could lead to potential issues.

G. Mobile Devices

School mobile phones are available for any activities taking place offsite, where staff may need access to a mobile phone.

Personal mobile phones (staff) should be kept secure at all times. In classrooms, mobile phones should be turned off or set to silent/vibrate.

Personal mobile devices **must not** be used to take photographs, videos or sound clips of pupils. Dedicated school cameras are available, on a sign-out basis, from reprographics and should be the only devices used to take pictures or videos of pupils. Staff should ensure that permission has been given and that permission forms have been signed before taking pictures of children.

When returned to reprographics, photographs will be downloaded to a secured area on the school network and stored in clearly labelled folders, where they will be accessible to staff only.

Subsequently, all images will be deleted before these cameras can be used again by other members of staff.

It is absolutely vital that parental permission is obtained before any pictures of a child are published, whether internally or externally. It is also essential, when publishing images of children, that there is no link between a particular picture and the names of the children shown within that picture.

H. Monitoring and reporting

Network and Internet usage is monitored at all times by USS and Securus, and a log is kept of all sites visited. Any violations identified will result in further investigation, may be reported to the Local Authority, and may lead to disciplinary and/or criminal action.

I. Reporting accidental access

Any member of staff who accidentally comes across illegal material should do the following:

- Report the incident to the E-Safety Officer and the Safeguarding Officer, or in their absence, the Deputy Head Teacher, who will log the incident.
- Not show anyone the content or make public the address of the website containing the illegal material

The E-Safety Officer will follow the guidelines in Appendix A, “Dealing with an E-Safety Incident”.

J. Reporting suspected deliberate abuse or misuse

Any member of staff suspecting another person of deliberate misuse or abuse of the school network should take the following action:

- Report, in confidence, the incident to the E-Safety Officer and/or the Safeguarding Officer (Mrs Margaret Payne), or in their absence, directly to the Head Teacher.
- The Head Teacher may inform the Local Authority, if necessary.
- The E-Safety Officer and the Safeguarding Officer will complete an internal investigation.
- If the investigation results in confirmation of access to illegal materials or the committing of illegal acts, the school will inform the police and a criminal investigation may follow.
- The school’s disciplinary procedures will be followed by the Head Teacher.

Further Guidance is available in Appendix B, “Reporting an E-Safety Incident – Guidance”

K. Cyber-bullying

The Department for Education has produced comprehensive advice on cyber-bullying as part of the Safe to Learn guidance. It can be accessed online from www.digizen.org/cyberbullying.

All suspected incidents of cyber-bullying should be reported to the E-safety Officer/Safeguarding Officer, Mrs M Payne.

3. Use of Information and Communication Technologies for pupils

Acceptable Use Policy

A. Passwords

Passwords protect the school's systems from access by unauthorised people.

Pupils should only access the system with their own log-in ID and password, which **must be kept secret**.

Passwords will be required to be changed regularly.

Pupils must never use anyone else's password.

Should pupils ever leave their computer unattended, it is their responsibility to ensure they lock their desktop.

B. Internet usage

- All Internet usage from the school network is logged and monitored.
- Pupils must only access the Internet using their own log-in details.
- Internet usage is for the purpose of learning.

The following are strictly forbidden:

- Using the Internet to download, send, print, display or otherwise gain access to materials which are unlawful, obscene or abusive.
- Posting or uploading images of other people using school ICT facilities.
- Attempting to change or by-pass the filtering and security systems on devices belonging to the school, either on the school premises or from home.
- Arranging to meet someone or give any personal information over the Internet while in school.

C. E-mail

- The school's e-mail system is provided for learning purposes only.
- All e-mail messages should only be sent when the content is appropriate and relevant to the recipient(s).
- E-mail messages cannot be considered to be private, confidential, secure or temporary.
- Improper statements in e-mail can give rise to a serious disciplinary matter.
- E-mail messages that may be defamatory, intimidating, hostile or offensive on the basis of sex, race, colour, religion, national origin, sexual orientation or disability must not be sent. Should pupils receive such e-mail, they must report it a member of staff.
- Copyright law applies to e-mail.
- It is not permissible to access or to send e-mail from another pupil's personal account.

D. Social networking

Social networking websites must not be accessed in school.

Should pupils access social networking sites in their own time, they should bear in mind that:

- There are no privacy settings that truly protect anyone's privacy.
- Comments and images posted on social network sites are on the Internet forever.
- Things said online can be taken and shared with other people, sometimes out of context. This can be dangerous.

The following guidance is offered:

- **Protect your information:** Make sure you understand the privacy settings and can restrict access to information you consider personal (be aware that this still does not guarantee privacy).
- **Think about what you are publishing:** Although you may have set strict privacy controls, the information could still be shared by one of your 'friends'. It is sensible to think that, once published, the information is no longer private.
- **Watch who comments:** Although you might be careful with what you are posting, it is possible that you may receive inappropriate comments, pictures or videos from your contacts.
- **Protect your image.**
- **Never arrange to meet anyone through a social networking site.**

E. Mobile devices

Hebburn Comprehensive takes no responsibility for the security of any type of mobile device.

Whilst the school does recognise that, for safeguarding reasons, parents may wish for their children to have mobile phones with them for contact on the way to and from school, **they must not be used at all during the school day, including lunchtime.**

- Mobile phones/electronic devices **must not** be used, at any time, for videoing or taking pictures.
- If a phone rings/beeps 'accidentally' (has been left switched on), pupils will be told to switch it off and put it out of sight.
- Should a mobile phone/electronic device cause disruption to learning during a lesson (pupils has it out when they shouldn't), it will be confiscated and placed in the main office. If this is deemed to be sufficient for that particular incident, it will be returned to the pupil at the end of the school day, with no further action needed.
- If a pupil's mobile phone/electronic device causes persistent problems, the Head of Learning may decide to confiscate it until a parent or carer comes to collect it from school.
- If a pupil is requested to hand a mobile phone/electronic device over and refuses to do so, they will be taken to a HoD, HoL or a member of the SLT. Should the pupil persist in refusing to hand over their mobile phone, parents/carers will be contacted to help resolve the matter. This will be followed by a placement in the inclusion unit (Amber Zone).

- If pupils follow the advice of not having mobile phones/electronic devices out and having them switched to silent mode, there should not any issues.

F. Monitoring and reporting

Network and Internet usage is monitored and a log is kept of all sites visited. Any pupil misusing the system will have internet, e-mail and network access suspended. Sanctions for misuse may apply.

G. Reporting accidental access

Any pupil who accidentally comes across inappropriate material should report the incident to their teacher **immediately**.

H. Reporting suspected deliberate abuse or misuse

Any pupil suspecting another person of deliberate misuse or abuse of the school network should inform their teacher **immediately**.

I. Cyber-bullying

Cyber-bullying involves the use of new information and communication devices and services, including e-mail, instant messaging, text messages, mobile phones and social networking websites to bully, harass or intimidate an individual or group of young people.

The school takes all cyber-bullying incidents very seriously, and deals with all incidents according to the school's Anti-bullying and Behaviour Policies.

Further information can be found in the school's Cyber bullying, Anti-bullying and Behaviour Policies.

J. Sanctions for misuse

The school wishes to promote the highest standards in relation to good practice and security in the use of information technology.

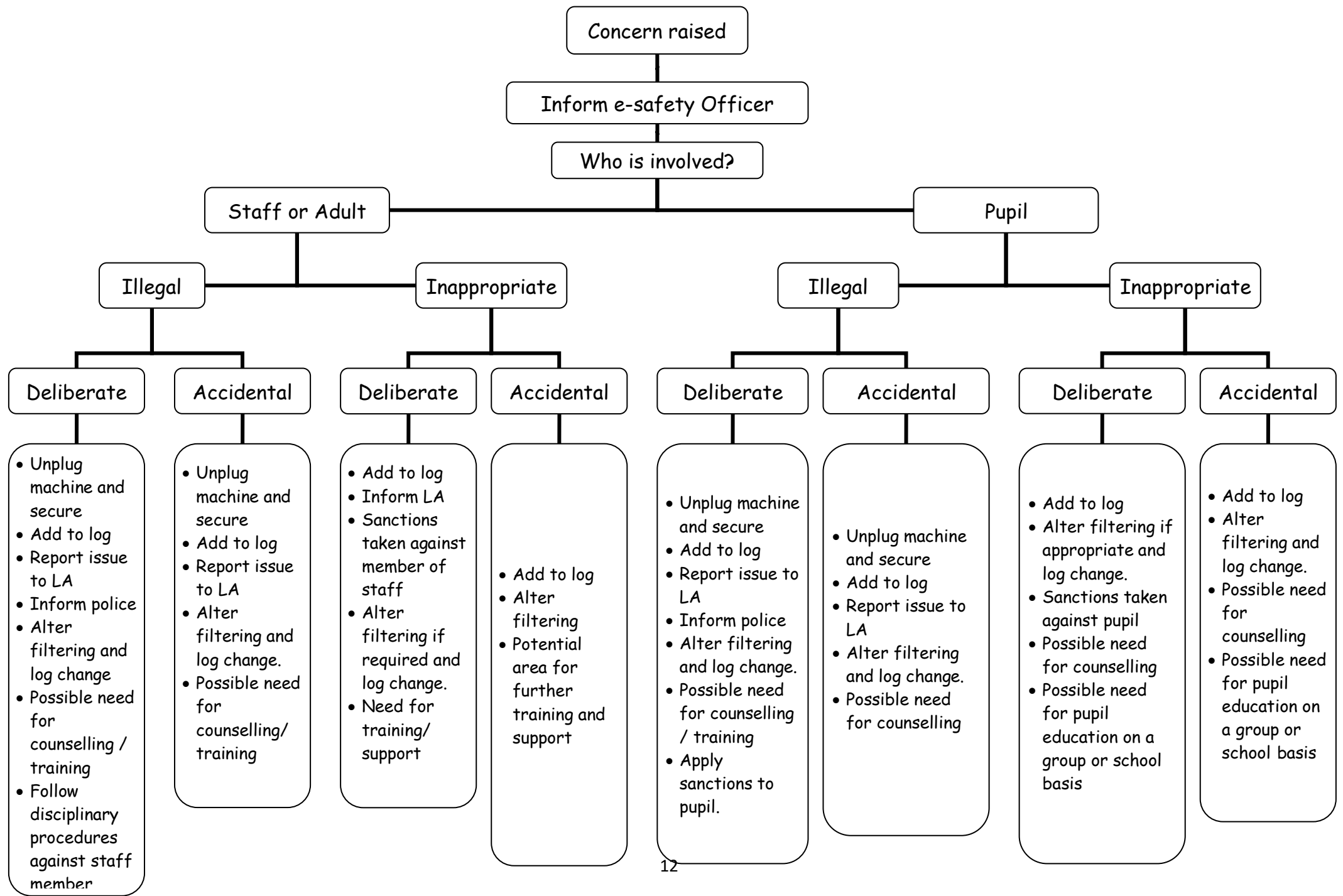
Sanctions will result in a temporary or permanent ban from use of the Internet/computer.

Parents/carers will be informed.

Behaviour policy sanctions will be applied for use of inappropriate language or behaviour.

If necessary, external agencies and the police may be contacted and informed.

Dealing with an E-Safety Incident



Reporting an E –Safety Incident Guidance

Introduction

E-safety incidents can take many forms, from the accidental access of inappropriate content, to serious incidents, including illegal images or behaviours by adults or children.

Schools need to be clear in their understanding of the differences between **'inappropriate'** and **'illegal'** content. Examples of **inappropriate** content can include soft porn, political extremism and online gaming, whilst **illegal** content is defined by the Internet Watch Foundation as 'child sexual abuse content hosted worldwide and criminally obscene and incitement to racial hatred content hosted in the UK'.

Adults (including teachers, support staff, governors, visitors)

Where **illegal** content is accessed deliberately or accidentally, the incident needs to be logged, reported to the Head Teacher and the Local Authority. Where the incident is believed to be deliberate, the school must also notify the police but must ensure that the Local Authority is informed first.

Although **illegal** sites are filtered, it is unlikely that either a child or an adult will access them accidentally. Having said this, there *is* a possibility that an illegal site not yet listed with the Internet Watch Foundation is not filtered and a genuine accidental incident could occur. In some extreme cases, the police may need to be informed of accidental access to illegal material; the Local Authority contact will advise schools on the appropriateness of this action when the incident is reported to them.

In either accidental or deliberate cases, the equipment will need to be isolated and the Local Authority or police will arrange for forensic examination of the device. The Local Authority will provide assistance in adjusting the in-school filtering and provide further training, support and guidance.

Where **inappropriate** content is accessed accidentally, the filtering policies can be amended and further training and support provided, if required. In the case of deliberate access, the school should follow established disciplinary procedures, amend filtering and notify the Local Authority.

Children and Young People

The reporting processes remain the same as those for incidents relating to adults. Where **illegal** activity has taken place accidentally or deliberately, the device needs to be isolated, forensically analysed and restored prior to using again within the establishment.

In the case of either deliberate or accidental access to **illegal** content, it is likely that the person will need counselling and support within school and other agencies. The Local Authority will be able to assist with identifying this.

Where a child or young person has deliberately or accidentally accessed **inappropriate** content, there is an opportunity to provide further education to the individuals involved and the pupils. Your Local Authority can provide in-school support and provide information on other sources of information and teaching and learning resources.

In each instance, it is important to ensure that parents and carers are aware of the incident and encouraged to support the school's actions.

COMMITTING AN ILLEGAL ACT

1

Receiving unsolicited emails that may contain potentially illegal material (either as an attachment or in a URL) is not an illegal offence.

4

Showing anyone else illegal material that you have received **is an illegal act.**

7

Within 4 simple steps you could easily break the law 4 times. Each is a serious offence.

2

If you receive potentially illegal material you could easily commit an illegal act - **do not open the material or investigate personally.**

5

Printing a copy of the offensive email to report it to someone else **is an illegal act** and is classed as producing illegal material.

8

Never open unsolicited URLs or attachments. If you are suspicious that the content could be illegal report it and log that you have received it.

3

Opening an attachment or URL that proves to hold illegal content **is an illegal act** and is classed as possession of illegal material.

6

Printing a copy of the material to give to someone else **is an illegal act** and is classed as distributing illegal material.

9

Always report potential illegal content to the Internet Watch Foundation at www.iwf.org.uk They are licensed to investigate: **you are not.**

Never investigate personally.

If you open illegal content accidentally, report it to the school's E-safety Officer/Safeguarding Officer/ Head Teacher.

Do not copy and paste the URL into an e-mail, write it down. This prevents accidental opening.

Once the e-mail has been reported and logged, delete it from your inbox.

If you are unsure, contact the Internet Watch Foundation for advice.

