Adventure Learning Academy Trust

Gulval School E-Safety Policy

Including Use of Digital Images and Video

JULY 15

Policy Review Audit

Date Policy Adopted:	Monday July 20th 2015
Authorised by:	
Review Cycle:	Every 3 Years
Date of Next Review:	July 2018

Policy Review Dates:	Actual Review Date:	Reviewed by:	Date Approved by the Trust

Policy Review Dates:	Reviewer	Signature of Reviewer

Signature of the Trust Board:

Contents

1.   Mission Statement

Adventure Learning Academy Trust (ALAT) brings a new energy and approach to providing the best education for our pupils. Through proven practices, ALAT will transform the learning of pupils, raise standards and provide the highest quality learning environments, enabling pupils and teaching staff to thrive and be the best. ALAT's aim is to break down the barriers that limit educational progress. We do this through adopting a personal learning pathway for every child – one that takes account of individual needs, aspirations and talents.

ALAT's values:

Learn	Grow	Prosper
Provide the best education for every pupil.	Grow our pupils' futures.	Lead the way in education.
Ensure the highest quality teaching and learning.	Develop the best teaching staff.	Realise the opportunities.
Work with the family, parent or carer.	Provide the best learning environment and supporting technology.	Be connected to the community.

2.   Writing, Reviewing & Implementing the Policy

The E-Safety Policy has been written by the school to give guidance about all aspects of e-safety. The policy has been written in consultation with staff, parents and governors and will be reviewed annually. Any issues relating to e-safety should be discussed with a member of the Senior Leadership Team.

3.   Teaching and Learning

Use of the Internet

The school recognises that the Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;

- educational and cultural exchanges between pupils world-wide;

- vocational, social and leisure use in libraries, clubs and at home;

- 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 LEA and DfES;

- Access to learning wherever and whenever convenient.

Using the Internet to Enhance Learning

- The School Internet access will be designed expressly for educational use and the purposes of running the school and will include 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. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

- Staff guide pupils in online activities that will support the 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.

Evaluating Internet Content

- The school will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.

- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

- The evaluation of on-line materials is a part of every subject.

Internet Access

- Internet access will be supervised and children will be encouraged to use previously vetted websites used through favourites. Children will be taught how to use safely a variety of search engines and be taught specific skills in locating information effectively using search engines.

- Pupils will sign annually the acceptable use policy and these will be sent home to parents with an accompanying letter to support parents in keeping their children safe when using the Internet at home.

4.   Acceptable Use of Internet Statement

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and engagement.   The school's 'Acceptable Use Policy' has been drawn up to protect all parties - the pupils, the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited. Staff and pupils using internet access should sign a copy of this Acceptable Use Policy and return it to the school office. See Appendix to read Staff and Pupil contracts.

5.   Managing Communication

E Mail

- Pupils may only use approved e-mail accounts.

- Pupils must immediately tell a teacher if they receive an offensive e-mail.

- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

- E-mail sent to external organisations 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.

- Pupils and staff should be aware that school email may be monitored.

- All staff will have access to work email addresses which will form an integral part of communication within the school.

- All email (both incoming and outgoing) is checked for banned words and for viruses. Any breach of content is reported and dealt with.

Mobile Phones

- It is inappropriate for children or parents to contact members of staff on their mobile phone.

- Mobile phones will not be used during lessons or formal school time. Mobile phones should not be used in the corridors or in learning areas during the school day. The sending of abusive or inappropriate text messages is unacceptable.

- Children will not use mobile phones in school. If they bring a phone to school, because they need it when walking home, they must hand it in to the school office and collect it at the end of the day. This is the same on school trips. Children should hand any mobile phones to teachers before going on the trip as they are not needed on school trips.

- Staff and parents should not use cameras and videos on mobile phones to record images or videos whilst on school trips or visits.

6. Use of Digital and Video Images

The use of cameras and video is an essential and integral part of everyday life. Staff and children should be encouraged to use this technology in a positive and responsible way. With digital technology there is an increased potential for cameras and images to be misused and we recognise that having the appropriate policy and practices in place will protect school staff from misunderstanding, false accusations and damage to reputation around the use of digital images. The guidelines below will aim to ensure safer and appropriate use of cameras and images through our acceptable use policy. This is in line with legislative requirements and will aim to respect the rights of individuals and promote effective safeguarding practices. This will apply to use of any photographic equipment; mobile phones, video cameras, webcams as well as other forms of digital technology and resources for storing and printing images.

This policy complies with the requirements of the Data Protection Act 1998, Freedom of Information Act 2000, Human Rights Act 1998 and other relevant Acts regarding the taking and use of photographic images of children. The Senior Leadership Team is responsible for ensuring the acceptable, safe use and storage of camera technology and images.

All staff parents and children (where age appropriate) will be asked to sign the appropriate Acceptable Use Policy. Additionally parents are asked to sign to give consent to photographs, digital images and videos being taken and are made aware of the contexts, nature and the use to which they will be put.

In our school:

- We gain parental / carer permission for use of digital photographs or video involving their child as part of a school agreement. From this point forwards this will be when children join the school.

- Digital images / videos will be stored in shared documents, PHOTOGRAPHS, and will be deleted at the end of Year 6 unless an item is being kept for a specific purpose e.g. school publication.

- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video / DVD materials.

- Staff sign the Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils.

7. Published Content

The School Website

- The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information must not be published.

- E-mail addresses should be published carefully, to avoid spam harvesting.

- The Senior Leadership Team will take overall editorial responsibility and ensure that content is accurate and appropriate.

Pupils' Images or Work

- Images that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

- Parents or carers are asked to return a signed form if they do not wish images of their children to be used electronically.

8. Managing Social Networking and Personal Publishing in School

- The school will block/filter access to social networking sites.

- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, instant messaging and e-mail addresses, full names of friends, specific interests and clubs etc.

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

- Staff are advised not to run social network spaces for student use on a personal basis.

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

- Pupils are advised not to publish specific and detailed private thoughts.

- The school is aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.

- Pupils will be shown how to publish and present information to a wider audience.

Social Networking - Staff

- Staff are advised to be cautious of information shared on social network sites and be mindful of who has access to this information and the importance of good privacy settings.   (Facebook "Friends only" / Do you want all your tweets public for the school community to read?)

- Check what can be accessed on your profile – it could be your contact details and photos people have posted.

- Think about the content of what you write and of the photographs published. Ask yourself, if you would feel comfortable about a current or prospective employer, colleague, pupil or parent, viewing your content.

- Social networking sites create a written record of what you write which can be used in disciplinary action if it is used unprofessionally or inappropriately.

- Staff should not be friends or share information with pupils. Keep a professional distance from parents at the school.

- If staff have any concerns about the use of social networking sites in relation to school please speak to the Principal

Advice from unions include:

- Be sensible and mind your language! Don't make negative or inappropriate comments about your colleagues, pupils or school.

- Don't be friends with pupils on Facebook. Keep a professional distance at all times.

- Don't appear in inappropriate photos.

- **Increase the privacy settings for your own profile.**

9.   Managing Filtering

- The school will work with the LEA, Becta and the Internet Service Provider (ICT4) to ensure that systems to protect pupils are reviewed and improved.

- If staff or pupils discover unsuitable sites, the URL must be reported to the Principal.

- The Knowledge Network (TKN) will manage the configuration of the school's filtering.

- Any material that the school believes is illegal must be reported to the Principal who will report it to appropriate agencies such as IWF or CEOP.

10. Managing Information Systems

Security & Protecting Personal Data

- The security of the school information systems will be reviewed regularly.

- Virus protection will be updated regularly.

- Personal data sent over the Internet will be encrypted or otherwise secured.

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

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

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

11. Risk Assessment

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor the Trust can accept liability for the material accessed, or any consequences resulting from Internet use. Websites to be used during a lesson or recommended for home learning should be checked prior to use for inappropriate content, e.g. advertisements, although it is acknowledged that these can change between this check and the site being used by pupils.

- The school audits ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

12. Handling E Safety Complaints

- Complaints of internet misuse will be dealt with by the Principal.

- Any complaint about staff misuse must be referred to the Principal.

- Parents and pupils will need to work in partnership with staff to resolve issues.

- Discussions will be held with the local Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

13. Implementing this Policy

With children

- E-Safety rules are posted in rooms with Internet access.

- Pupils are informed that network and Internet use will be monitored.

- The school incorporates e-safety learning into the Computing curriculum to raise the awareness and importance of safe and responsible internet use.

- Instruction in responsible and safe use of the Internet is an integral part of Computing in school.

With staff

- All staff have access to the School e-Safety Policy and its application and importance explained.

- Staff are aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

- Staff training in safe and responsible Internet use and on the school e-Safety Policy will be provided as required.

With Parents / Carers

- Parents' attention will be drawn to the school's e-Safety Policy in newsletters, the school brochure and on the school website.

- Internet issues will be handled sensitively, and parents will be advised accordingly.

- A partnership approach with parents is encouraged. This includes parent evenings with demonstrations and suggestions for safe home Internet use.

14. Related documents:

Behaviour Policy (including Anti-Bullying Policy), Child Protection Policy, Home School Agreement, Acceptable Use Agreements.

15. Appendix

Expectations for Use of ICT: Staff Contract

This statement and the e-safety policy will ensure that members of staff are fully aware of their professional responsibilities when using information and communication systems and to protect children, staff and the school by clearly stating what is acceptable and what is not.

- I will access the school network via my authorised account and password and not share this with others.

- I will use the school computers and access the Internet appropriately for the pupil's education or for my own professional activity.

- I will not use the ICT systems for private purposes unless I seek permission from the Principal.

- I will access only those sites and materials relevant to my work in school. I will respect copyright and intellectual property rights.

- I will not give my email address, mobile number or telephone number to children or parents.

- I understand that I am responsible for email I send and for contacts made.

- I will write email carefully and politely and understand that messages may be forwarded and that **email is best regarded as public property.**

- I will not send anonymous messages and chain letters.

- I will not use public chat rooms.

- I will ensure I have appropriate privacy settings on social networking sites and ensure I have read and adhere to the guidelines in the E-Safety Policy.

- I will not use the Internet or ICT system for personal financial gain, gambling, political purposes or advertising.

- I am aware that by accessing inappropriate materials I will expect to have my permission to use the system removed.

- I will not install any software or hardware without permission.

- I will promote e-safety with children in my care and will help them to develop a responsible attitude to system use, communications and publishing.

- I will report any incidents of concern regarding children's safety or inappropriate use to a member of the Senior Leadership Team.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of Emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

I have read, understood and accept the Staff Expectations for Use of ICT.

SIGNED: DATE:

Expectations for Responsible Internet Use: Pupils

The internet enhances your learning opportunities and offers you a wealth of information but you need to be responsible for your own use of the Internet and the rules below will ensure your surfing of the Internet is safe and successful.

- I will only use the Internet when I have been given permission from a member of staff.

- I will ensure there is an adult supervising when I use the Internet.

- I will use the Internet appropriately for e-mails, home learning or learning for school.

- I will only e-mail people I know, or whom my teacher has approved.

- The messages I send will be polite and responsible.

- I will not give my home address or telephone number, or arrange to meet anyone.

- I will report any unpleasant material or messages sent to me to a Teaching Assistant or Teacher. I understand my report would be confidential and would help to protect other pupils and myself.

- I understand that the school may check my computer files and may monitor the Internet sites I visit.

- I will only access my own e-mail account with my password, which I will keep secret.

- I will not access other people's files or use their log-in unless given permission by an adult.

- I will not plagiarise by using work off the Internet as my own.

- I will not bring in pen drives or discs in from outside school unless I have been given permission to help stop computer viruses from spreading.

I agree to abide by the above rules to ensure my time surfing the Internet is safe and effective. I understand that if I break these rules I may lose my Internet access.

SIGNED: DATE:

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