

# Longdean School



## e-Safety Policy

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Next review: October 2015

## **e-Safety Policy**

This policy 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 policy aims to ensure that the internet is used effectively for its intended purpose, without infringing legal requirements or creating unnecessary risk. The content is based on advice from the SW grid for learning, Kent schools e-safety core Policy, Becta ICT advice and the Hertfordshire Grid for Learning eServices.

### **1. Introduction**

- The Longdean Internet Policy has been agreed by the senior management and approved by governors. It will be reviewed annually in accordance with the policy review schedule taking into account any changes in IT infrastructure and government guide lines

### **2. Why the Internet use is important**

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems
- Internet use is a part of the statutory curriculum and a necessary tool for staff and students
- Internet access is an entitlement for students who show a responsible and mature approach to its use
- The prime purpose of the web site is to enable access of Staff, Students, Parents, Community and Business to promote the school plus provide a learning environment from the school site or home

### **3. How the Internet benefits education**

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries
- inclusion in government initiatives such as the DfES ICT in Schools and the Virtual Teacher Centre (VTC)
- educational and cultural exchanges between students world-wide
- access to a virtual learning environment, school portal and remote access to files in school and at home
- cultural, vocational, social and leisure use in libraries and at home
- access to experts in many fields for students and staff
- staff professional development through access to national developments, educational materials and good curriculum practice
- communication with support services, professional associations and colleagues
- exchange of curriculum and administration data with the LEA and DfES
- mentoring of students and provide peer support for them and teachers

**4. How Internet use will enhance learning**

- Students 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 students
- Staff should guide students in on-line activities that will support the learning outcomes planned for the students' age and maturity

**5. How Students will learn to evaluate Internet content**

- If staff or students discover unsuitable sites, the URL (address) and content must be reported to the ICT co-ordinator
- Ensure that the use of Internet derived materials by staff and by students complies with copyright law
- Students will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work
- Training should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes

**6. Management of e-mail**

- Students may only use approved e-mail accounts on the school system
- Students must immediately tell a teacher if they receive offensive e-mail
- Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone
- Access in school to external personal e-mail accounts may be blocked
- 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
- Staff should only use the school e-mail address and not personal ones

**7. Management of Web site content**

- The point of contact on the Web site will be the school address, school e-mail and telephone number. Staff or students' home information will not be published
- Web site photographs that include students will be selected carefully and will not enable individual students to be clearly identified
- Students' full names will not be used anywhere on the Web site, particularly in association with photographs
- Written permission from parents or carers will be obtained before photographs of students are published on the school Web site
- The Headteacher or Director of e-Learning will take overall editorial responsibility and ensure that content is accurate and appropriate

- The Web site should comply with the school's guidelines for publications
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained

#### **8. Newsgroups and e-mail lists**

- Newsgroups may be made available to students through the LEARNING PLATFORM, but only when an educational requirement for their use has been demonstrated
- Students will be advised never to give out personal details of any kind which may identify them or their location

#### **9. Rules on Chat rooms**

- Students will not be allowed access to public or unregulated chat rooms
- Students should use only regulated educational chat environments such as those provided by the LEARNING PLATFORM. This use will be supervised and the importance of chat room safety emphasised

#### **10. 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
- Mobile phones will not be used during lessons or formal school time unless deemed permissible by a member of staff. The sending of abusive or inappropriate text messages is forbidden. Plus the taking of pictures or voice recording on a phone is banned on the school site without authorisation of a staff member
- Cyber bullying will not be tolerated, any evidence of this must be reported immediately and appropriate action taken in accordance with the bullying policy
- Use of audio visual devices will only be used as authorised by a staff member

#### **11. Authorisation of Internet access**

- The school will keep a record of all staff and students who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn
- Students must apply for Internet access individually by agreeing to abide by the Responsible Internet Use statement
- Parents will be asked to sign and return a consent form. Please see the sample form later in this document
- The use of the LEARNING PLATFORM by students in school or at home and parents from home will be monitored. Parents will be made aware of operating an e-safe environment and about data protection/copywrite infringement
- The LEARNING PLATFORM provides access to learning materials allowing collaborative working and submission of work to teachers both at school and home
- 6<sup>th</sup> form students using their own laptops in school will access the internet via a unique wireless portal which will be monitored

## **12. Risk assessment**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. 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 HCC can accept liability for the material accessed, or any consequences of Internet access
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990
- The Headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored

## **13. Filtering Management**

- The school will work in partnership with parents, the LEA, DfES and the Internet Service Provider to ensure systems to protect students are reviewed and improved
- If staff or students discover unsuitable sites, the URL (address) and content must be reported to the Director of e-Learning
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable, by consultation with education and technical experts
- Filtering strategies will be selected by Longdean School, in discussion with the filtering provider where appropriate. The filtering strategy will be selected to suit the age and curriculum requirements of the pupil

## **14. Introduction of the policy to Students**

- Rules for Internet access will be posted in all rooms where computers are used
- Additionally, this information will be included in the Student Planner. (YES – MUST DO - do we intend to do this?)
- Students will be informed that Internet use will be monitored
- Instruction in responsible and safe use should precede Internet access
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use

## **15. Staff consultation**

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet 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
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management

- Staff development in safe and responsible Internet use and on the school Internet policy will be provided as required and as part of a new staff induction programme

#### **16. Management of the ICT system security**

- The school ICT systems will be reviewed regularly with regard to security
- Virus protection will be installed and updated regularly
- Security strategies will be discussed with the LEA, particularly where a wide area network connection is being planned
- Personal data sent over the Internet will be encrypted or otherwise secured
- Use of portable media such as, memory sticks and CD-ROMs will be reviewed  
Portable media may not be brought into school without specific permission and a virus check
- Unapproved system utilities and executable files will not be allowed in students' work areas or attached to e-mail
- Files held on the school's network will be regularly checked
- The Director of e-Learning and the Technical Support Team will ensure that the system has the capacity to take increased traffic caused by Internet use
- The use of the ICT systems for extended schools will need to be approved by the Technical Support Team and suitable ID's set up

#### **17. Handling of Complaints regarding Internet use**

- Responsibility for handling incidents will be delegated to a member of the SLT and the Director of e-Learning
- Any complaint about staff misuse must be referred to the Headteacher
- Students and parents will be informed of the complaints procedure
- Parents and students will need to work in partnership with staff to resolve issues.
- Sanctions available include:
  - interview/counselling by Head of Year;
  - informing parents or carers;
  - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system, including examination coursework.

#### **18. Enlisting support of Parents**

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site
- Internet issues will be handled sensitively to inform parents without undue alarm
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents
- Interested parents will be referred to organisations such as PIN, Parents Online and NCH Action for Children (URLs in reference section)

**19. Internet used across the community**

- Adult users will need to sign the acceptable use policy
- Parents/carers of children under 16 years of age will generally be required to sign an acceptable use policy on behalf of the child

**20. Protecting personal data**

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

# Longdean Secondary School

## Responsible Internet Use

### Rules for Staff and Students

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not. [ICT and the related technologies such as the internet and email are an important part of learning in our school.](#)

- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- School's [ICT system including Internet, email, digital video etc](#) use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made [and will not send material that could be considered offensive or illegal.](#)
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed [unless through the LEARNING PLATFORM.](#)
- The school ICT systems may not be used for private purposes, unless the Headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- [These rules are designed to keep people safe and if they are not followed, school sanctions will be applied and parents/carers may be contacted.](#)

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials 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 unauthorised or unlawful text, imagery or sound.



For display near computers.

## Longdean School Consent Form

For students above the age of 16 and not living at home or for students 18 or older, the school should be able to rely on the consent of the pupil alone. Otherwise parent's consent must be obtained.

<b>Our School</b> <b>Responsible Internet Use</b> Please complete, sign and return to the school secretary	
<b>Student:</b>	<b>Form:</b>
<b>Student's Agreement</b> I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
<b>Signed:</b>	<b>Date:</b>
<b>Parent's Consent for Internet Access</b> I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.	
<b>Signed:</b>	<b>Date:</b>
<b>Please print name:</b>	
<b>Parent's Consent for Web Publication of Work and Photographs</b> I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.	
<b>Signed:</b>	<b>Date:</b>

### Longdean School E-Safety Policy Addendum – Emerging Technologies: Social Networking

Many Adults working in schools use the web and social networking services such as Facebook, Bebo, My Space, Flickr etc personal use. Whilst school employees are private individuals, and have the right to use such services to communicate and share with

friends and relatives across the globe, they also have professional reputations and careers to maintain.

Staff are strongly advised, in their own interests, to take steps to ensure that their personal data is not accessible to anybody who does not have permission to access it. All staff need to be aware that parents and pupils may carry out web and social network service searches to find on-line information about staff - background, interests, career experiences and self-presentation. All staff, especially new staff, those in training and induction, are advised to ensure that information available publicly about them is accurate and appropriate.

Colleagues are advised to ensure that they enable all privacy and security settings on their social networking accounts, including the prevention of messages being sent to them as a result of an internet search. This will prevent young people accessing and potentially misusing their personal information, or making inappropriate contact.

Once information is posted on the internet it enters the public domain. Even if security is set on such sites that only 'friends' can see your activities, these friends can pass the information on to others, and re-post on the internet. This can lead to instances of identity theft and cyber bullying, and can seriously affect reputations and careers.

Adults working in Longdean are advised to deny access as 'friends' to students or parents of students. This includes alumni, such as students who have gone on to higher education. It is recognised that there will be rare occasions where students or parents are close personal friends or relatives of Adults working in Longdean. Colleagues are advised that to consider carefully these situations, compare appropriateness of electronic communications with those you would be comfortable putting on paper. If you are unsure, please seek advice from the AHT responsible for e-learning.

All school related e-communications should be made using official school methods – Exchange e-mail, LEARNING PLATFORM, Portal, SLG, or School Telephone / Mobile. Records of verbal communications should be maintained in case of future query. If it is necessary in an emergency to use a personal mobile or landline, then colleagues are encouraged to use 141 before dialling to protect their mobile or landline number.

Social Networking is an ideal medium for 'co-constructive' learning, for sharing ideas, working collaboratively, reflecting on work, and for constructively criticising work. Facilities exist within our LEARNING PLATFORM that mirror social networking sites, in a safe educational environment.

This is a non-exhaustive list:

Educational Use	Commercial Website	LEARNING PLATFORM function
Personal / Public Reflection	Facebook, Twitter, My Space, Blogger	Journal / Forum
Showcase – Information	Facebook, My Space, Bebo	Forum
Showcase – Photos	Flickr, Picassa	Lightbox

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Showcase – Video	YouTube, Facebook	FlowPlayer
Showcase – Audio	Soundpedia, My Space, Bebo	Podcast
Open editing of documents	Wikipedia	Wiki
Chat / Messaging	MSN, Live, YIM, Twitter, Facebook	Messaging Service, Chat

All use of the LEARNING PLATFORM is logged. Any e-safety issues can be followed up and fed through existing school pastoral system.

Within School, access to social networking sites is denied to pupils through the school network on the Herts Grid. Network activity is monitored using ISA and 'Ranger' software. Any attempts to circumvent these filters, including using anonymous proxies are checked and logged weekly. Any e-safety issues are fed into the existing pastoral system on a case by case basis. All computer use, including the use of the internet on both connections is logged.

Staff have access to social networking sites through the Opal/Open Reach internet connection. They should consider their use carefully during their own time, such as lunchtime or after school. All use of the Opal/Open Reach line is logged using ISA.

Students are advised on e-safety during lessons in Year 7, and are reminded throughout the school on the LEARNING PLATFORM, during PSICHE lessons, and as it arises in the wider curriculum.

E-safety incidents inside school, and incidents related to school occurring outside of school, should be reported to the ICT support team for investigation, the results of which will be fed into the pastoral system, and on to external agencies as required.

E-safety incidents outside of school not related to school should be logged with ceop through the thinkuknow website below:

Advice for staff and young people regarding social networking sites is available here:

<http://www.thinkuknow.co.uk/>