Lockyer's Middle School

E-Safety Policy

1. Rationale

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. Our school e-safety policy should help to ensure safe and appropriate use. The development and implementation of such a strategy involves all the stakeholders in a child's education from the Headteacher and governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the students / pupils themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement. However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of/sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video/internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this e-safety policy is used in conjunction with other school policies (e.g. behaviour, anti-bullying and child protection policies).

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

The main template of this Policy was created by the South West Grid For Learning and adapted by the school to fit our specific needs.

2. Schedule for Development

The implementation of this e-safety policy will be monitored by R Ettling (DSL) and G West (e-safety champion) and the Senior Leadership Team.

Should serious e-safety incidents take place, the following external persons/ agencies should be informed: LA (ICT Manager), LA Safeguarding Officer, Police Safer Schools Team.

3. Scope of the Policy

This policy applies to all members of the school community (including staff, pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of school.

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate e-safety behaviour that take place out of school.

4. Roles and Responsibilities

Governors:

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about e-safety incidents and monitoring reports. A member of the Governing Body has taken on the role of E-Safety Governor who will oversee E-Safety with relevant school staff.

The E-safety Governor will be: E Turner

Headteacher and Senior Leaders:

- The Headteacher is responsible for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the E-Safety Co-ordinator (also known as the E-Safety Champion).
- The Headteacher and Senior Leaders are responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues, as relevant

- The Headteacher and Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Headteacher and another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

E-Safety Co-ordinator:

- Takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies/documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- Provides training and advice for staff
- Liaises with the Local Authority
- Liaises with school ICT technical staff
- Receives reports of e-safety incidents
- Reports to Senior Leadership Team

Technical staff:

Technical staff are responsible for ensuring:

- That the school's ICT infrastructure is secure and is not open to misuse or malicious attack
- That users may only access the school's networks through password protected accounts
- SWGfL is informed of issues relating to the filtering applied by the Grid
- The school's filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- Unfiltered access to the internet is provided only to teaching and technical staff and this is only accessible through an additional layer of password protection which logs user activity
- That they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- That monitoring systems are implemented and updated as agreed in school policies

Teaching and Support Staff:

Are responsible for ensuring that:

- They have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- They have read, understood and signed the school's E-Safety Policy
- They report any suspected misuse or problem to the E-Safety Co-ordinator or Headteacher for investigation/action/sanction
- Digital communications with pupils and parents/carers (e-mail/Virtual Learning Environment (VLE)/voice) should be on a professional level and only carried out using official school systems

- E-safety issues are embedded in all aspects of the curriculum and other school activities
- Pupils understand and follow the school e-safety and acceptable use procedure
- Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- They monitor ICT activity in lessons, extra curricular and extended school activities
- They are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices
- In lessons where internet use is pre-planned, pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Designated Safeguarding Lead

Is responsible for monitoring the potential for serious child protection issues to arise from:

- Sharing of personal data
- Access to illegal / inappropriate materials
- Inappropriate on-line contact with adults / strangers
- Potential or actual incidents of grooming
- Cyber-bullying

Pupils:

- Are responsible for using the school ICT systems in accordance with the Pupil Acceptable Use Procedure which they will be required to sign before being given access to school systems.
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school

Parents/Carers

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the

use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues.

Parents and carers will be responsible for:

- Endorsing (by signature) the Pupil Acceptable Use Procedure
- Accessing the school website, VLE/on-line pupil records in accordance with the relevant school Acceptable Use Procedure

5. Policy Statements

Education – pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-Safety education will be provided in the following ways:

- A planned e-safety programme should be provided as part of ICT and PHSEE lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school
- Key e-safety messages should be reinforced as part of a planned programme of assemblies and tutorial/pastoral activities
- Pupils should be taught in all lessons to be critically aware of the materials they access on-line and be guided to validate the accuracy of information
- Pupils should be helped to understand the need for the Pupil AUP and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Rules for use of ICT systems and internet will be posted in all rooms and displayed on log-on screens
- Staff should act as good role models in their use of ICT, the internet and mobile devices
- Students / pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.

Education – parents/carers

Parents and carers play an essential role in the education of their children and in the monitoring/regulation of the children's on-line experiences. Parents may not always realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. The school will therefore seek to provide information and awareness to parents and carers.

Education & Training – Staff

All staff receive e-safety training and understand their responsibilities, as outlined in this policy. The E-Safety Co-ordinator will provide advice, guidance and training as required to individuals as required.

Technical – infrastructure/equipment, filtering and monitoring

The school will be responsible for ensuring that the school network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

- School ICT systems will be managed in ways that ensure that the school meets the e-safety technical requirements outlined in any relevant Local Authority E-Safety Policy and guidance
- There will be regular reviews and audits of the safety and security of school ICT systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school ICT systems. Details of the access rights available to groups of users will be recorded by technical staff
- All users will be provided with a username and password by technical staff who will keep an up to date record of users and their usernames.
- The school has a policy for regular changes of passwords
- The “administrator” passwords for the school ICT system, used by technical staff must also be available to the Headteacher or other nominated senior leader and kept in a secure place (e.g. school safe)
- Users will be made responsible for the security of their username and password, must not allow other users (except technical staff) to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.
- The school maintains and supports the managed filtering service provided by SWGfL
- Internet filtering should ensure that children are safe from terrorist and extremist material when accessing the internet.
- In the event of technical staff needing to switch off the filtering for any reason, or for any user, this must be logged and carried out by a process that is agreed by the Headteacher (or other nominated senior leader).
- Any filtering issues should be reported immediately to SWGfL.
- School ICT technical staff may monitor and record the activity of users on the school ICT systems.
- An appropriate system is in place for users to report any actual / potential e-safety incident to the Network.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc from accidental or malicious attempts which might threaten the security of the school systems and data.

- An agreed policy is in place for the provision of temporary access of “guests” (e.g. trainee teachers, visitors) onto the school system.
- An agreed policy is in place regarding the extent of personal use that users (staff/pupils/community users) and their family members are allowed on laptops and other portable devices that may be used out of school.
- An agreed policy is in place that prevents staff from installing programmes on school workstations/portable devices.
- An agreed policy is in place regarding the use of removable media (e.g. memory sticks/CDs/DVDs) by users on school workstations/portable devices.
- The school infrastructure and individual workstations are protected by up to date virus software.
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

Curriculum

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of ICT across the curriculum.

- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, e.g. using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that technical staff can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.
- Pupils should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

Use of digital and video images - Photographic, Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff and pupils need to be aware of the risks associated with sharing images and with posting digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential

and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Staff are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes. In instances where the school identifies a need for a staff member or governor to use their own camera/video recording device, this must be agreed with either the Deputy Headteacher or the E-safety Champion. Memory cards/stored images must be downloaded and wiped from the memory/memory card of such equipment prior to the equipment being removed from the school site.
- Care should be taken when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Parents will have the option to request that their child is not photographed while in the care of the school on admission. They can also make this request at any time while their child is at the school.
- Pupil's work can only be published with the permission of the pupil and parents or carers.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

Following a number of “high profile” losses of personal data by public organisations, schools are likely to be subject to greater scrutiny in their care and use of personal data.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly “logged-off” at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

When personal data is stored on any portable computer system, USB stick or any other removable media:

- The data must be encrypted and password protected
- The device must be password protected (many memory sticks / cards and other mobile devices cannot be password protected)
- The device must offer approved virus and malware checking software
- The data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education balances against their risks / disadvantages:

	Staff & other adults				Students / Pupils			
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	✓					✓		
Use of mobile phones in lessons				✓				✓
Use of mobile phones in social time	✓							✓
Taking photos on mobile phones or other camera devices				✓				✓

Use of hand held devices e.g. PDAs, PSPs	✓					✓		
Use of personal e-mail addresses in school, or on school network	✓							✓
Use of school e-mail for personal e-mails	✓							✓
Use of chat rooms / facilities				✓				✓
Use of instant messaging				✓				✓
Use of social networking sites				✓				✓
Use of blogs	✓						✓	

When using communication technologies the school considers the following as good practice:

- The official school e-mail service may be regarded as safe and secure and is monitored. Staff and pupils should therefore use only the school e-mail service to communicate with others when in school, or on school systems (e.g. by remote access).
- Users need to be aware that e-mail communications may be monitored
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any e-mail that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such e-mail.
- Any digital communication between staff and pupils or parents/carers (e-mail, chat, VLE etc) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal e-mail addresses, text messaging or public chat/social networking programmes must not be used for these communications.
- Pupils should be taught about e-mail safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate e-mails and be reminded of the need to write e-mails clearly and correctly and not include any unsuitable or abusive material.
- Personal information should not be posted on the school website and only official e-mail addresses should be used to identify members of staff.

Protecting Professional Identity

All schools have a duty of care to provide a safe learning environment for pupils and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyber bully, discriminate on the grounds of sex, race or disability or who defame a third-

party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through:

- Ensuring that personal information is not published
- Providing training, including: acceptable use; social media risks; checking of settings; data protection; reporting issues
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- No reference should be made in social media to pupils, parents/carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinion should not be attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information

When official school social media accounts are established there should be:

- A process for approval by senior leaders
- Clear processes for the administration and monitoring of these accounts – involving at least two members of staff
- A code of behaviour for users of the accounts
- Systems for reporting and dealing with abuse and misuse
- Understanding of how incidents may be dealt with under school disciplinary procedures

Personal use

- Personal communications are those made via a personal social media account. In all cases, where a personal account is used which associates itself with the school, or impacts on the school, it must be made clear that the member of staff is not communicating on behalf of the school with an appropriate disclaimer. Such personal communications are within the scope of this policy.
- Personal communications which do not refer to or impact upon the school are outside the scope of this policy.
- Where excessive personal use of social media in school is suspected, and considered to be interfering with relevant duties, disciplinary action may be taken.

Unsuitable / inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other ICT systems. Other activities e.g. Cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of

the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images – The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					✓
	Grooming, incitement, arrangement or facilitation of sexual acts against children contrary to the Sexual Offences Act 2003					✓
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) contrary to the Criminal Justice and Immigration Act 2008					✓
	Criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) – contrary to the Public order Act 1986					✓
	Pornography					✓
	Promotion of any kind of discrimination					✓
	Promotion of extremism or terrorism					✓
	Threatening behaviour, including promotion of physical violence or mental harm					✓
	Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				✓	
Using school systems to run a private business						✓

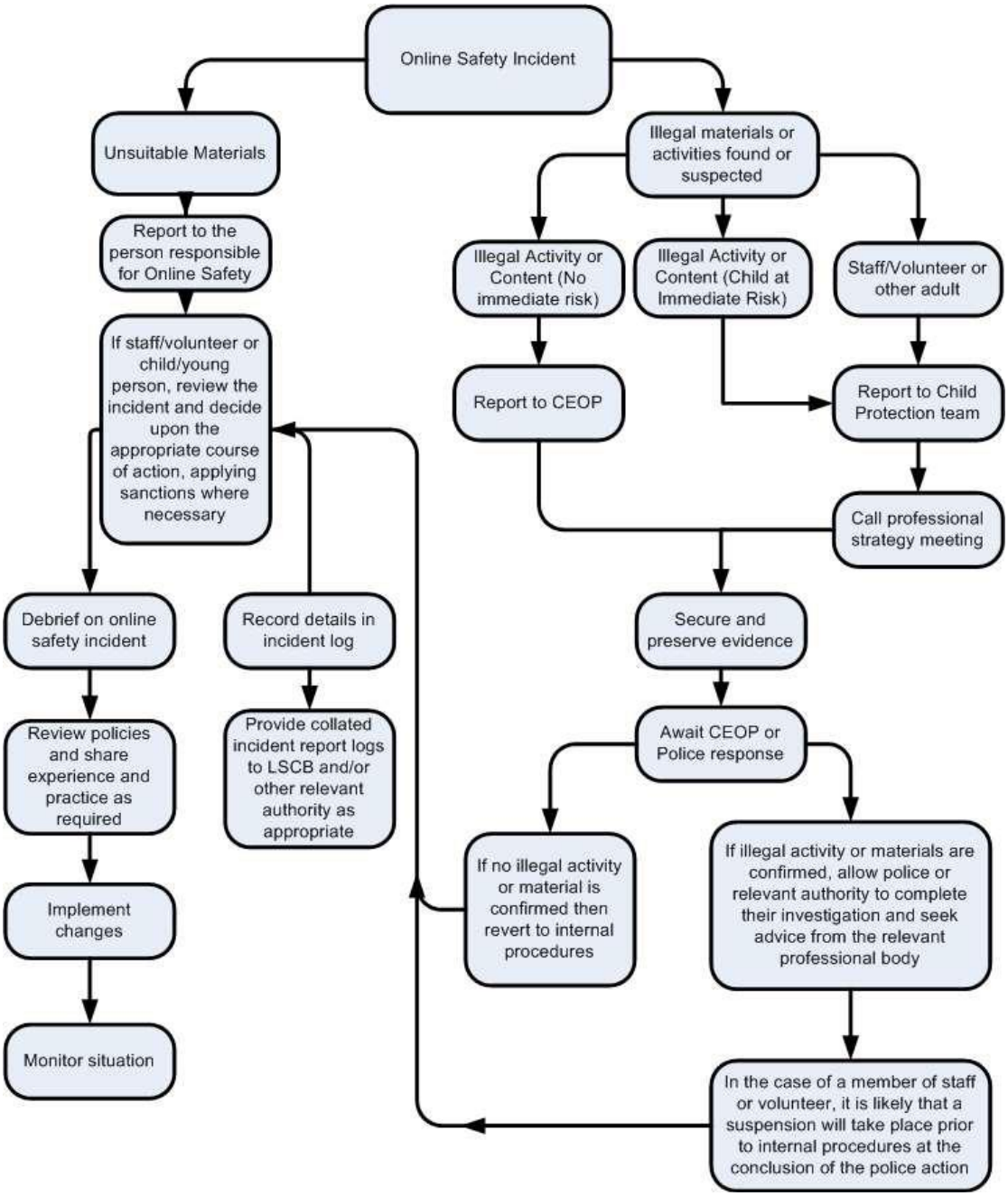
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by SWGfL and / or the school					✓
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions					✓
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)					✓
Creating or propagating computer viruses or other harmful files					✓
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet				✓	
On-line gaming (educational)		✓			
On-line gaming (non-educational)		✓			
On-line gambling					✓
On-line shopping / commerce			✓		
File sharing					✓
Use of social networking sites				✓	
Use of video broadcasting e.g. YouTube				✓	

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see "User Actions" above).

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below) for responding to online safety incidents and report immediately to the police



Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
    - o Internal response or discipline procedures
    - o Involvement by Local Authority.
    - o Police involvement and/or action
- If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
    - o Incidents of 'grooming' behaviour
    - o The sending of obscene materials to a child
    - o Adult material which potentially breaches the Obscene Publications Act
    - o Criminally racist material
    - o Promotion of terrorism or extremism
    - o Other criminal conduct, activity or materials
- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for safeguarding purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions and Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour/disciplinary procedures as follows:

Actions / Sanctions

Pupil Incidents:	Refer to class teacher / tutor	Refer to Head of Department / Head of Year / other	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction e.g. detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).			✓	✓		✓	✓		✓
Unauthorised use of non-educational sites during lessons	✓	✓							
Unauthorised use of mobile phone / digital camera / other handheld device		✓							
Unauthorised use of social networking / instant messaging / personal e-mail	✓	✓							
Unauthorised downloading or uploading of files		✓	✓			✓	✓	✓	
Allowing others to access school network by sharing username and passwords		✓	✓			✓	✓	✓	
Attempting to access or accessing the school network, using another student's / pupil's account		✓	✓			✓	✓		
Attempting to access or accessing the school network, using the account of a member of staff		✓	✓			✓	✓		
Corrupting or destroying the data of other users		✓	✓			✓	✓		✓
Sending an e-mail, text or instant message that is regarded as offensive, harassment or of a bullying nature		✓	✓			✓	✓		
Continued infringements of the above, following previous warnings or sanctions			✓			✓	✓		
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school			✓			✓	✓		✓
Using proxy sites or other means to subvert the school's filtering system			✓			✓	✓		✓
Accidentally accessing offensive or pornographic material and failing to report the incident		✓	✓			✓		✓	
Deliberately accessing or trying to access offensive or pornographic material				✓			✓		✓

Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act				✓			✓		✓

Actions / Sanctions

Staff Incidents:	Refer to line manager	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		✓	✓	✓			✓	✓
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal e-mail		✓				✓		
Unauthorised downloading or uploading of files		✓				✓		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account		✓	✓					✓
Careless use of personal data e.g. holding or transferring data in an insecure manner		✓						✓
Deliberate actions to breach data protection or network security rules		✓	✓					✓
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		✓	✓					✓
Sending an e-mail, text or instant message that is regarded as offensive, harassment or of a bullying nature		✓	✓					✓
Using personal e-mail / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils		✓	✓			✓		
Actions which could compromise the staff member's professional standing		✓						✓
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		✓						✓
Using proxy sites or other means to subvert the school's filtering system		✓	✓					✓
Accidentally accessing offensive or pornographic material and failing to report the incident		✓				✓		

Deliberately accessing or trying to access offensive or pornographic material		✓	✓	✓				✓
Breaching copyright or licensing regulations		✓						✓
Continued infringements of the above, following previous warnings or sanctions		✓						✓

Useful Links:

- **Child Exploitation and Online Protection Centre http://www.ceop.gov.uk/**
- **Child Net http://www.internetmatters.org**
- **DASP Website http://www.dasp.org.uk**
- **NSPCC http://nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety**
- **SWGFL http://www.swgfl.org.uk/**
- **THINKUKNOW http://www.thinkuknow.co.uk/**

E-Safety Policy Agreement

I acknowledge receipt of Lockyer's Middle School E-Safety Policy and confirm that I have read it and agree to abide by its content.

I will only use the proxy bypass to access educational materials such as YouTube videos.

Name (Please Print)	
Signature	
Date	

DOCUMENT DETAIL	
Delegated Committee	Teaching, Learning and Community Committee:
Document Title:	**E-Safety Policy**
Next Review Date:	October 2018
Approving Body	Full Governor's Committee
Date Approved	15th November 2017
Chairman's Signature	
Target Audience	All employees, visitors, volunteers, pupils, parents/carers

DOCUMENT HISTORY					
Date of Issue	**Version No.**	**Next Review Date**	**Date Approved**	**Person Responsible for Change**	**Nature of Change**
Dec 2014	1	Dec 2017	3/12/14	Deputy Head	First Issue
Dec 2014	2	Dec 2017	26/1/15	Deputy Head	Minor changes to allow IT technician to undertake their role
Sept 2017	3	Oct 2018	15/11/17	Deputy Head	Section added- protecting professional identity. Changes to section on reporting incidents of misuse. Within section on unsuitable/inappropriate activities - additions of references to religious hatred, extremism and terrorism. Updated links.