Glade
PRIMARY SCHOOL

e-Safety & Data Security Policy

Guidance policies for ICT acceptable use

Date of policy	9th January 2014
Review date	9th January 2017
Headteacher's signature	*Signed copy on file in HT office*
Chair of Governors' signature	*Signed copy on file in HT office*

e-Safety & Data Security Policy

Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.
Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- E-mail and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies. At Glade Primary School, we understand the responsibility to educate our pupils on eSafety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Schools hold personal data on learners, staff and other people to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the school. This can make it more difficult for your school to use technology to benefit learners.
Everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Both this policy and the Acceptable Use Agreement (for all staff, governors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, personal digital assistants (PDAs), tablets, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, PDAs and portable media players, etc).

Monitoring

The Headteacher and/or ICT Technician may inspect any ICT equipment owned or leased by the School at any time without prior notice. ICT authorised staff may monitor, intercept, access, inspect, record and disclose telephone calls, e-mails, instant messaging, internet/intranet use and any other electronic communications (data, voice or image) involving its employees or contractors, without consent, to the extent permitted by law. This may be to confirm or obtain School business related information; to confirm or investigate compliance with School policies, standards and procedures; to ensure the effective operation of School ICT; for quality control or training purposes; to comply with a Subject Access Request under the Data Protection Act 1998, or to prevent or detect crime.

ICT authorised staff may, without prior notice, access the e-mail or voice-mail account where applicable, of someone who is absent in order to deal with any business-related issues retained on that account.

All monitoring, surveillance or investigative activities are conducted by ICT authorised staff and comply with the Data Protection Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 (RIPA) and the Lawful Business Practice Regulations 2000.
Please note that personal communications using School ICT may be unavoidably included in any business communications that are monitored, intercepted and/or recorded.

Breaches

A breach or suspected breach of policy by a School employee, contractor or pupil may result in the temporary or permanent withdrawal of School ICT hardware, software or services from the offending individual. Any policy breach is grounds for disciplinary action in accordance with the School Disciplinary Procedure or, where appropriate, the HCC Disciplinary Procedure or Probationary Service Policy. Policy breaches may also lead to criminal or civil proceedings.

Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's SIRO or eSafety Co-ordinator. Additionally, all security breaches, lost/stolen equipment, data, virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to your Senior Information Risk Owner. Please refer to the relevant section on Incident Reporting, eSafety Incident Log & Infringements.

Computer Viruses

All files downloaded from the Internet, received via e-mail or on removable media (e.g. floppy disk, CD, USB pen drive) must be checked for any viruses using school provided anti-virus software before using them. Never interfere with any anti-virus software installed on school ICT equipment that you use. If you suspect there may be a virus on any school ICT equipment, stop using the equipment and inform the ICT Technician or Subject Leader immediately.

Data Security

The accessing and appropriate use of school data is something that the school takes very seriously.

The school follows Becta guidelines Becta Schools - Leadership and management - Security - Data handling security guidance for schools (published Spring 2009)

- The School gives relevant staff access to its Management Information System, with a unique ID and password. It is the responsibility of everyone to keep passwords secure
- Staff are aware of their responsibility when accessing school data.
- Staff have been issued with the relevant guidance documents and this Policy for ICT Acceptable Use.
- Leadership have identified Senior Information Risk Owner (SIRO) and Asset Information Owner(s) (AIO) as defined in the guidance documents on the SITSS website (available - http://www.thegrid.org.uk/info/traded/sitss/)
- Staff keep all school related data secure. This includes all personal, sensitive, confidential or classified data.
- Staff should avoid leaving any portable or mobile ICT equipment or removable storage media in unattended vehicles. Where this is not possible, keep it locked out of sight.
- Staff should always carry portable and mobile ICT equipment or removable media as hand luggage, and keep it under your control at all times.
- It is the responsibility of individual staff to ensure the security of any personal, sensitive, confidential and classified information contained in documents faxed, copied, scanned or printed. This is particularly important when shared mopiers (multi-function print, fax, scan and copiers) are used.
- Anyone expecting a confidential/sensitive fax, should have warned the sender to notify before it is sent.

Senior Information Risk Owner (SIRO)

The SIRO is a senior member of staff who is familiar with information risks and the school's response. Typically, the SIRO should be a member of the senior leadership team and have the following responsibilities:

- They own the information risk policy and risk assessment
- They appoint the Information Asset Owner(s) (IAOs)
- They act as an advocate for information risk management

The Office of Public Sector Information has produced Managing Information Risk, [http://www.nationalarchives.gov.uk/services/publications/information-risk.pdf] to support SIROs in their role.

The SIRO in this school is the Headteacher.

Information Asset Owner (IAO)

Any information that is sensitive needs to be protected. This will include the personal data of learners and staff; such as assessment records, medical information and special educational needs data. Please refer to the appendix at the back of this document showing examples of information assets a school may hold. Schools should identify an Information Asset Owner. For example, the school's Management Information System (SIMs.net) is identified as an asset and the IAO is the school secretary. The role of an IAO is to understand:

- What information is held, and for what purposes
- What information needs to be protected (e.g. any data that can be linked to an individual, pupil or staff etc including UPN, teacher DCSF number etc)
- How information will be amended or added to over time
- Who has access to the data and why
- How information is retained and disposed off

As a result, the IAO is able to manage and address risks to the information and make sure that information handling complies with legal requirements. See Appendix 5 for more details.

Although these roles have been explicitly identified, the handling of secured data is everyone's responsibility – whether they are an employee, consultant, software provider or managed service provider. Failing to apply appropriate controls to secure data could amount to gross misconduct or even legal action.

Disposal of Redundant ICT Equipment

All redundant ICT equipment will be disposed off through an authorised agency or via Suffolk County Council recycling centre. This should include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data

All redundant ICT equipment that may have held personal data will have the storage media over written multiple times to ensure the data is irretrievably destroyed. Or if the storage media has failed it will be physically destroyed. We will only use authorised companies who will supply a written guarantee that this will happen

Disposal of any ICT equipment will conform to:

- The Waste Electrical and Electronic Equipment Regulations 2006
- The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007
- http://www.environment-agency.gov.uk/business/topics/waste/32084.aspx
- http://www.opsi.gov.uk/si/si2006/uksi_20063289_en.pdf
- http://www.opsi.gov.uk/si/si2007/pdf/uksi_20073454_en.pdf?lang=_e
- Data Protection Act 1998
- http://www.ico.gov.uk/what_we_cover/data_protection.aspx
- Electricity at Work Regulations 1989
- http://www.opsi.gov.uk/si/si1989/Uksi_19890635_en_1.htm

The school maintains an inventory of all ICT equipment including a record of disposal. The school's disposal record will include:

- Date item disposed of
- Authorisation for disposal, including:
    - verification of software licensing
    - any personal data likely to be held on the storage media? *
- How it was disposed of eg waste, gift, sale
- Name of person & / or organisation who received the disposed item

* if personal data is likely to be held the storage media will be over written multiple times to ensure the data is irretrievably destroyed.

Any redundant ICT equipment being considered for sale / gift will have been subject to a recent electrical safety check and hold a valid PAT certificate

Email

The use of e-mail within most schools is an essential means of communication for both staff and pupils. In the context of school, e-mail should not be considered private. Educationally, e-mail can offer significant benefits including; direct written contact between schools on different projects, be they staff based or pupil based, within school or international. We recognise that pupils need to understand how to style an e-mail in relation to their age and good network etiquette (netiquette). In order to achieve ICT level 4 or above, pupils must have experienced sending and receiving e-mails.

Managing email

- The school gives all staff their own e-mail account to use for all school business as a work based tool This is to minimise the risk of receiving unsolicited or malicious e-mails and avoids the risk of personal profile information being revealed
- It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary e-mail histories can be traced. The school email account should be the account that is used for all school business
- Under no circumstances should staff contact pupils, parents or conduct any school business using personal e-mail addresses
- All e-mails should be written and checked carefully before sending, in the same way as a letter written on school headed paper
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes
- E-mails created or received as part of your School job will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000. You must therefore actively manage your e-mail account as follows:
    - Delete all e-mails of short-term value

  - Organise e-mail into folders and carry out frequent house-keeping on all folders and archives
- All children use class/group e-mail addresses.
- The forwarding of chain letters is not permitted in school. However the school has set up a dummy account ***(chain@glade.suffolk.sch.uk)*** to allow pupils to forward any chain letters causing them anxiety. No action will be taken with this account by any member of the school community.
- All pupil e-mail users are expected to adhere to the generally accepted rules of netiquette particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arrange to meet anyone without specific permission, virus checking attachments.
- Pupils must immediately tell a teacher/ trusted adult if they receive an offensive e-mail.
- Staff must inform the eSafety co-ordinator if they receive an offensive e-mail.
- Pupils are introduced to e-mail as part of the ICT Scheme of Work.
- However you access your school e-mail (whether directly, through webmail when away from the office or on non-school hardware) all the school e-mail policies apply.
- The use of Hotmail, BTInternet, AOL or any other Internet based webmail service for sending, reading or receiving business related e-mail is not permitted.

Sending e-Mails

- If sending e-mails containing personal, confidential, classified or financially sensitive data to external third parties or agencies, refer to the Section **'Emailing Personal, Sensitive, Confidential or Classified Information.**
- Use your own school e-mail account so that you are clearly identified as the originator of a message.
- Keep the number and relevance of e-mail recipients, particularly those being copied, to the minimum necessary and appropriate.
- Do not send or forward attachments unnecessarily.
- An outgoing e-mail greater than ten megabytes (including any attachments) is likely to be stopped automatically. This size limit also applies to incoming e-mail.
- School e-mail is not to be used for personal advertising.

Receiving e-Mails

- Check your e-mail regularly.
- Never open attachments from an untrusted source.
- Do not use the e-mail systems to store attachments. Detach and save business related work to the appropriate shared drive/folder.
- The automatic forwarding and deletion of e-mails is not allowed.

E-mailing Personal, Sensitive, Confidential or Classified Information

- Assess whether the information can be transmitted by other secure means before using e-mail. E-mailing confidential data is not recommended and should be avoided where possible.
- The use of Hotmail, BTInternet, AOL or any other Internet based webmail service for sending e-mail containing sensitive information is not permitted
- Where your conclusion is that e-mail must be used to transmit such data:
  - Obtain express consent from your manager to provide the information by e-mail
  - Exercise caution when sending the e-mail and always follow these checks before releasing the e-mail:
    - Verify the details, including accurate e-mail address, of any intended recipient of the information.
    - Verify (by phoning) the details of a requestor before responding to e-mail requests for information.
    - Do not copy or forward the e-mail to any more recipients than is absolutely necessary.
  - Do not send the information to any body/person whose details you have been unable to separately verify (usually by phone).
  - Send the information as an encrypted document attached to an e-mail.
  - Provide the encryption key or password by a separate contact with the recipient(s).
  - Do not identify such information in the subject line of any e-mail.
  - Request confirmation of safe receipt.

Equal Opportunities – Pupils with Additional Needs

The school endeavours to create a consistent message with parents for all pupils and this in turn should aid establishment and future development of the schools' eSafety rules.

However, staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of eSafety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of eSafety. Internet activities are planned and well managed for these children and young people.

eSafety - Roles and Responsibilities

As eSafety is an important aspect of strategic leadership within the school, the Headteacher and Governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The eSafety co-ordinator in this school is ICT Subject Leader. All members of the school community have been made aware of who holds this post. It is the role of the eSafety co-ordinator to keep abreast of current issues and guidance.

Senior Management and Governors are updated by the Headteacher/ eSafety co-ordinator and all governors have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.

This policy, supported by the school's acceptable use agreements for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies: safeguarding/child protection, health and safety, home - school agreements, behaviour/pupil discipline (including anti-bullying) and PSHE.

eSafety in the Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for eSafety guidance to be given to the pupils on a regular and meaningful basis. eSafety is an integral part of our curriculum and we continually look for new opportunities to promote eSafety.

- The school has a framework for teaching internet skills in ICT/ PSHE lessons.
- The school provides opportunities within a range of curriculum areas to teach about eSafety.
- Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the eSafety curriculum.
- Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them.
- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modeling and activities.
- Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also made aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline or CEOP report abuse button.

eSafety Skills Development for Staff

- Our staff receive regular information and training on eSafety through staff meetings.
- New staff receive information on the school's acceptable use policy as part of their induction.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of eSafety and know what to do in the event of misuse of technology by any member of the school community (see enclosed flowchart).
- All staff are encouraged to incorporate eSafety activities and awareness within their curriculum areas.

Managing the School eSafety Messages

- We endeavour to embed eSafety messages across the curriculum whenever the internet and/or related technologies are used.
- The eSafety policy is introduced to the pupils at the start of each school year.
- eSafety posters are prominently displayed.

Incident Reporting & eSafety Incident Log

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's SIRO or eSafety Co-ordinator. Additionally, all security breaches, lost/stolen equipment, data loss, virus notifications, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to your Senior Information Risk Owner. Pupil misuse of ICT should be recorded in the eSafety Log in the ICT suite.

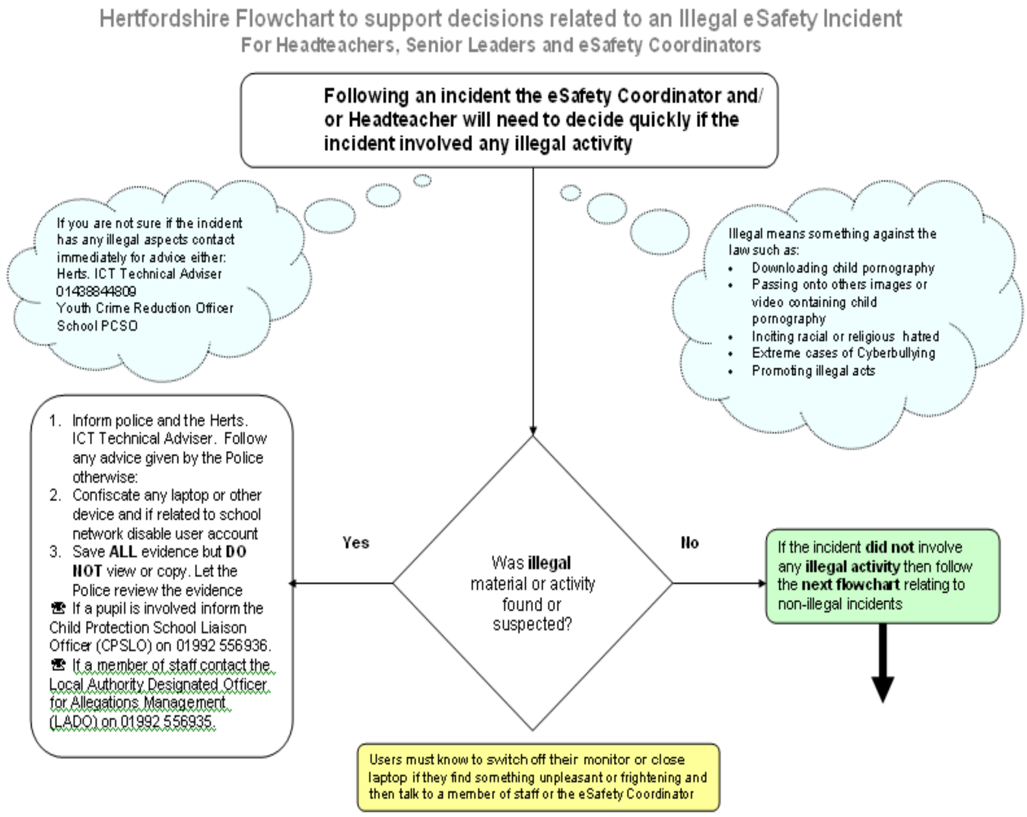
Misuse and Infringements

Reports of misuse or issues relating to eSafety should be made to the eSafety co-ordinator or Headteacher. Incidents should be logged and the Flowcharts for Managing an eSafety Incident should be followed.

All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the eSafety co-ordinator. Deliberate access to inappropriate materials by any user will lead to the incident being logged by the eSafety co-ordinator, depending on the seriousness of the offence; investigation by the Headteacher/ LA, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences (see flowchart).

Users are made aware of sanctions relating to the misuse or misconduct by (add how your school do this here)

Flowcharts for Managing an eSafety Incident



Hertfordshire Flowchart to support decisions related to an Illegal eSafety Incident

For Headteachers, Senior Leaders and eSafety Coordinators

Following an incident the eSafety Coordinator and/ or Headteacher will need to decide quickly if the incident involved any illegal activity

If you are not sure if the incident has any illegal aspects contact immediately for advice either:
Herts. ICT Technical Adviser
01438844809
Youth Crime Reduction Officer
School PCSO

Illegal means something against the law such as:

- Downloading child pornography
- Passing onto others images or video containing child pornography
- Inciting racial or religious hatred
- Extreme cases of Cyberbullying
- Promoting illegal acts

Was **illegal** material or activity found or suspected?

Yes

1. Inform police and the Herts. ICT Technical Adviser. Follow any advice given by the Police otherwise:
2. Confiscate any laptop or other device and if related to school network disable user account
3. Save **ALL** evidence but **DO NOT** view or copy. Let the Police review the evidence

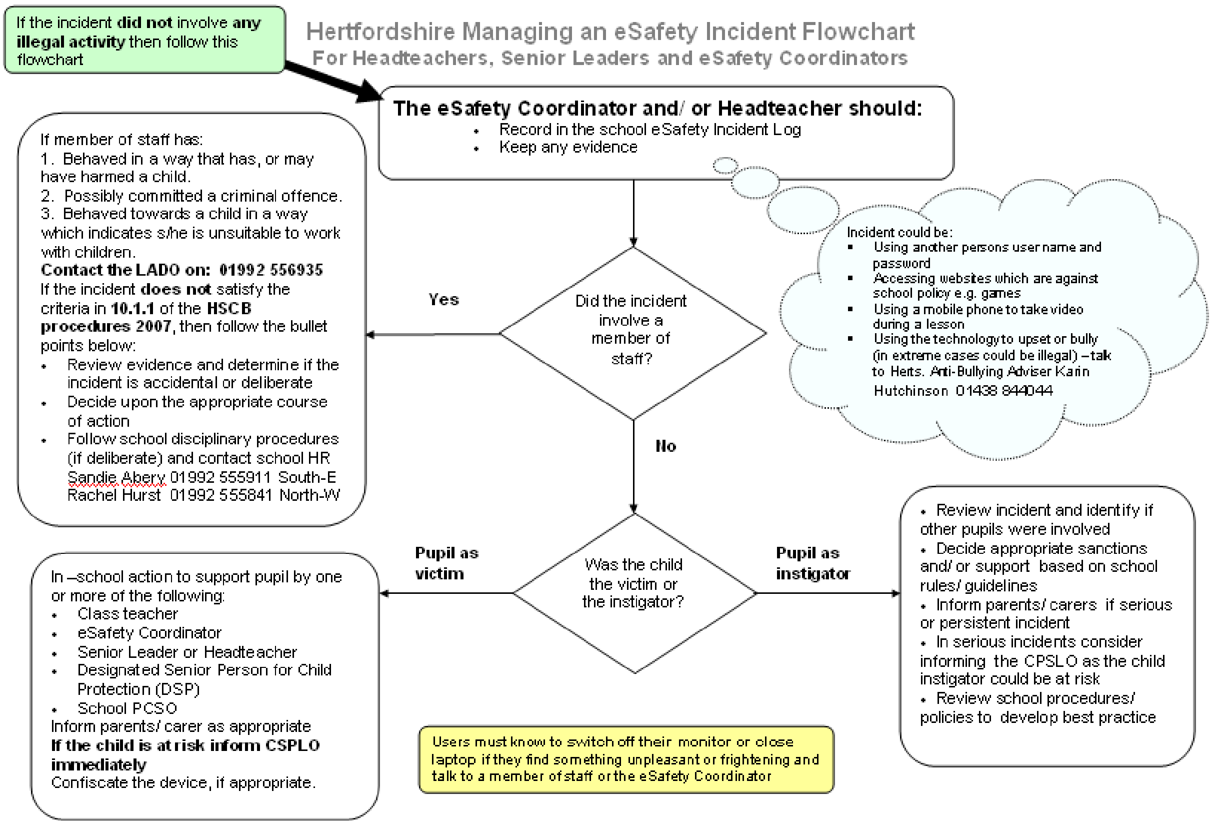
☎ If a pupil is involved inform the Child Protection School Liaison Officer (CPSLO) on 01992 556936.

☎ If a member of staff contact the Local Authority Designated Officer for Allegations Management (LADO) on 01992 556935.

No

If the incident **did not** involve any **illegal activity** then follow the **next flowchart** relating to non-illegal incidents

Users must know to switch off their monitor or close laptop if they find something unpleasant or frightening and then talk to a member of staff or the eSafety Coordinator



If the incident **did not** involve **any illegal activity** then follow this flowchart

Hertfordshire Managing an eSafety Incident Flowchart

For Headteachers, Senior Leaders and eSafety Coordinators

The eSafety Coordinator and/ or Headteacher should:

- Record in the school eSafety Incident Log
- Keep any evidence

Incident could be:

- Using another persons user name and password
- Accessing websites which are against school policy e.g. games
- Using a mobile phone to take video during a lesson
- Using the technology to upset or bully (in extreme cases could be illegal) – talk to Herts. Anti-Bullying Adviser Karin Hutchinson 01438 844044

Did the incident involve a member of staff?

Yes

If member of staff has:
1. Behaved in a way that has, or may have harmed a child.
2. Possibly committed a criminal offence.
3. Behaved towards a child in a way which indicates s/he is unsuitable to work with children.

Contact the LADO on: 01992 556935

If the incident **does not** satisfy the criteria in **10.1.1** of the **HSCB procedures 2007**, then follow the bullet points below:

- Review evidence and determine if the incident is accidental or deliberate
- Decide upon the appropriate course of action
- Follow school disciplinary procedures (if deliberate) and contact school HR Sandie Abery 01992 555911 South-E Rachel Hurst 01992 555841 North-W

No

Was the child the victim or the instigator?

Pupil as victim

In –school action to support pupil by one or more of the following:

- Class teacher
- eSafety Coordinator
- Senior Leader or Headteacher
- Designated Senior Person for Child Protection (DSP)
- School PCSO

Inform parents/ carer as appropriate

If the child is at risk inform CSPLO immediately

Confiscate the device, if appropriate.

Pupil as instigator

- Review incident and identify if other pupils were involved
- Decide appropriate sanctions and/ or support based on school rules/ guidelines
- Inform parents/ carers if serious or persistent incident
- In serious incidents consider informing the CPSLO as the child instigator could be at risk
- Review school procedures/ policies to develop best practice

Users must know to switch off their monitor or close laptop if they find something unpleasant or frightening and talk to a member of staff or the eSafety Coordinator

Internet Access

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. The internet connection provided by Suffolk County Council is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected it will be followed up.

Managing the Internet

- Staff will preview any recommended sites before use
- Raw image searches are discouraged when working with pupils
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research
- All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources
- All users must observe copyright of materials from electronic resources

Internet Use

- You must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise its intended restricted audience.
- Don't reveal names of colleagues, customers or clients or any other confidential information acquired through your job on any social networking site or blog.
- On-line gambling or gaming is not allowed.
- It is at the Headteacher's discretion on what internet activities are permissible for staff and pupils and how this is disseminated.

Infrastucture

- School internet access is controlled through the LA's web filtering service.
- Glade Primary School is aware of its responsibility when monitoring staff communication under current legislation and takes into account; Data Protection Act 1998, The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Regulation of Investigatory Powers Act 2000, Human Rights Act 1998.
- Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required.
- The school does not allow pupils access to internet logs.
- The school uses management control tools for controlling and monitoring workstations.
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the e-safety coordinator or teacher as appropriate.

- It is the responsibility of the school, by delegation to the ICT Technician, to ensure that Anti-virus protection is installed and kept up-to-date on all school machines.
- Pupils and staff are not permitted to download programs or files on school based technologies without seeking prior permission from the Headteacher/ICT subject leader).
- If there are any issues related to viruses or anti-virus software, the ICT technician or Subject Leader should be informed.

Managing Other Web 2.0 Technologies

Web 2.0, including social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage our pupils to think carefully about the way that information can be added and removed by all users, including themselves, from these sites.

- At present, the school endeavours to deny access to social networking sites to pupils within school.
- All pupils are advised to be cautious about the information given by others on sites, for example users not being who they say they are.
- Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such sites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online.
- Pupils are always reminded to avoid giving out personal details on such sites which may identify them or where they are (full name, address, mobile/home phone numbers, school details, IM/ email address, specific hobbies/interests).
- Our pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- Pupils are encouraged to be wary about publishing specific and detailed private thoughts online
- Our pupils are asked to report any incidents of bullying to the school.
- Staff may only create blogs, wikis or other web 2.0 spaces in order to communicate with pupils using the authorised Learning Platform or other systems approved by the Headteacher.

Parental Involvement

We believe that it is essential for parents/ carers to be fully involved with promoting eSafety both in and outside of school and also to be aware of their responsibilities. We regularly consult and discuss eSafety with parents/ carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

- Parents/ carers and pupils are actively encouraged to contribute to adjustments or reviews of the school eSafety policy.
- Parents/ carers are asked to read through and sign Acceptable Use Agreements and a Home School Agreement on behalf of their child on admission to school.

- Parents/ carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on school website).
- The school disseminates information to parents relating to eSafety where appropriate in the form of;
    - Information and celebration evenings
    - Posters
    - Website/ Learning Platform postings
    - Newsletter items

Password Security

- Always use your own personal passwords to access computer based services.
- Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures.
- Staff should change temporary passwords at first logon.
- Change passwords whenever there is any indication of possible system or password compromise.
- Do not record passwords or encryption keys on paper or in an unprotected file.
- Only disclose your personal password to authorised ICT support staff when necessary, and never to anyone else. Ensure that all personal passwords that have been disclosed are changed once the requirement is finished.
- Passwords must contain a minimum of six characters and be difficult to guess.
- User ID and passwords for staff and pupils who have left the School are removed from the system within 1 month.
- If you think your password may have been compromised or someone else has become aware of your password report this to your ICT support team.

Password security is essential for staff, particularly as they are able to access and use pupil data. Staff are expected to have secure passwords which are not shared with anyone. The pupils are expected to keep their passwords secret and not to share with others, particularly their friends. Staff and pupils are regularly reminded of the need for password security.

- All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school’s e-safety Policy and Data Security.
- Users are provided with an individual network, email, Learning Platform and Management Information System (where appropriate) log-in username. When issued with a personal password they are expected to keep it private.
- Pupils are not allowed to deliberately access on-line materials or files on the school network, of their peers, teachers or others.
- Staff are aware of their individual responsibilities to protect the security and confidentiality of school networks, MIS systems and/or Learning Platform, including ensuring that passwords are not shared and are changed periodically. Individual staff users must also make sure that workstations are not left unattended and are locked.

Zombie Accounts

Zombie accounts refers to accounts belonging to users who have left the school and therefore no longer have authorised access to the school's systems. Such Zombie accounts when left active can cause a security threat by allowing unauthorised access.

- Ensure that all user accounts are disabled once the member of the school has left
- Prompt action on disabling accounts will prevent unauthorized access
- Regularly change generic passwords to avoid unauthorized access.

Protecting Personal, Sensitive, Confidential and Classified Information

- Ensure that any School information accessed from your own PC or removable media equipment is kept secure.
- Ensure you lock your screen before moving away from your computer during your normal working day to prevent unauthorised access.
- Ensure the accuracy of any personal, sensitive, confidential and classified information you disclose or share with others.
- Ensure that personal, sensitive, confidential or classified information is not disclosed to any unauthorised person.
- Ensure the security of any personal, sensitive, confidential and classified information contained in documents you fax, copy, scan or print. This is particularly important when shared multi-function devices (multi-function print, fax, scan and copiers) are used and when access is from a non-school environment.
- Only download personal data from systems if expressly authorised to do so by your manager.
- You must not post on the internet personal, sensitive, confidential, or classified information, or disseminate such information in any way that may compromise its intended restricted audience.
- Keep your screen display out of direct view of any third parties when you are accessing personal, sensitive, confidential or classified information.
- Ensure hard copies of data are securely stored and disposed of after use in the confidential waste bag.

Storing/Transferring Personal, Sensitive, Confidential or Classified Information Using Removable Media

- Ensure removable media is purchased with encryption.
- Store all removable media securely.
- Securely dispose of removable media that may hold personal data.
- Encrypt all files containing personal, sensitive, confidential or classified data.
- Ensure hard drives from machines no longer in service are removed and stored securely or wiped clean.

Taking of Images and Video

Digital images are easy to capture, reproduce and publish and, therefore, misuse. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.
- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on field trips. However with the express permission of the Headteacher, images can be taken provided they are transferred immediately and solely to the school's network and deleted from the staff device.
- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of the others, this includes when on field trips. However with the express permission of the Headteacher, images can be taken provided they are transferred immediately and solely to the school's network and deleted from the pupil's device.

Publishing Pupil's Images and Work

On a child's entry to the school, all parents/carers will be asked to give permission to use their child's work/photos in a variety of ways including:

- on the school web site
- on the school's Learning Platform
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, ie exhibition promoting the school
- general media appearances, eg local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, eg divorce of parents, custody issues, etc. Parents/ carers may withdraw permission, in writing, at any time.

Pupils' names will not be published alongside their image and vice versa. E-mail and postal addresses of pupils will not be published. Pupils' full names will not be published.

Before posting student work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed.

Storage of Images

- Images/ films of children are stored on the school's network.
- Pupils and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the Headteacher.
- Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school network/ Learning Platform.
- The ICT Subject Leader has the responsibility of deleting the images when they are no longer required, or the pupil has left the school.

Webcams and CCTV

- The school uses CCTV for security and safety. The only people with access to this are the Headteacher and Secretary. Notification of CCTV use is displayed at the front of the school. Please refer to the hyperlink below for further guidance. http://www.ico.gov.uk/for_organisations/topic_specific_guides/cctv.aspx
- We do not use publicly accessible webcams in school.
- Webcams in school are only ever used for specific learning purposes, i.e. monitoring hens' eggs and never using images of children or adults.
- Misuse of the webcam by any member of the school community will result in sanctions (as listed under the ' inappropriate materials' section of this document).

Video Conferencing

- All pupils are supervised by a member of staff when video conferencing.
- All pupils are supervised by a member of staff when video conferencing with end-points beyond the school.
- The school keeps a record of video conferences, including date, time and participants.
- Approval from the Headteacher is sought prior to all video conferences within school.
- The school conferencing equipment is not set to auto-answer and is only switched on for scheduled and approved conferences.
- No part of any video conference is recorded in any medium without the written consent of those taking part.

School ICT Equipment

- As a user of ICT, you are responsible for any activity undertaken on the school's ICT equipment provided to you.
- It is recommended that schools log ICT equipment issued to staff and record serial numbers as part of the school's inventory.
- Do not allow your visitors to plug their ICT hardware into the school network points (unless special provision has been made).
- Ensure that all ICT equipment that you use is kept physically secure.

- Do not attempt unauthorised access or make unauthorised modifications to computer equipment, programs, files or data. This is an offence under the Computer Misuse Act 1990.
- It is imperative that you save your data on a frequent basis to the school's network drive. You are responsible for the backup and restoration of any of your data that is not held on the school's network drive.
- Personal or sensitive data should not be stored on the local drives of desktop PCs. If it is necessary to do so the local drive must be encrypted.
- Privately owned ICT equipment should not be used on a school network.
- On termination of employment, resignation or transfer, all ICT equipment should be returned to school. You must also provide details of all your system logons so that they can be disabled.
- It is your responsibility to ensure that any information accessed from your own PC or removable media equipment is kept secure, and that no personal, sensitive, confidential or classified information is disclosed to any unauthorised person.
- All redundant ICT equipment is disposed of in accordance with Waste Electrical and Electronic Equipment (WEEE) directive and Data Protection Act (DPA).

Portable & Mobile ICT Equipment

This refers to such items as laptops, PDAs and removable data storage devices. All activities carried out on School systems and hardware will be monitored in accordance with the general policy.

- Staff must ensure that all school data is stored on school's network, and not kept solely on the laptop. Any equipment where personal data is likely to be stored must be encrypted.
- Equipment must be kept physically secure in accordance with this policy to be covered for insurance purposes. When travelling by car, best practice is to place the laptop in the boot of your car before starting your journey.
- Synchronise all locally stored data, including diary entries, with the central school network server on a frequent basis.
- Ensure portable and mobile ICT equipment is made available as necessary for anti-virus updates and software installations, patches or upgrades.
- The installation of any applications or software packages must be authorised by the ICT Subject Leader.
- In areas where there are likely to be members of the general public, portable or mobile ICT equipment must not be left unattended and, wherever possible, must be kept out of sight.
- Portable equipment must be transported in its protective case if supplied.

Mobile Technologies

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. Many existing mobile technologies such as portable media players, PDAs, gaming devices, mobile and Smart phones are familiar to children outside of school too. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use. Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed. Our school chooses to manage the use of these devices in the following ways so that users exploit them appropriately.

Personal Mobile Devices (including phones)

- The school allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a pupil or parent/carer using their personal device.
- Pupils are not permitted to bring personal mobile devices/phones to school. Any mobile device/phone brought to school by a pupil may be confiscated and will be returned to the pupil’s parent/carer in person no earlier than the end of school that day, and within 7 days of confiscation.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any member of the school community is not allowed.
- Permission must be sought before any image or sound recordings are made on these devices of any member of the school community.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

School Provided Mobile Devices (including phones)

- The sending of inappropriate text messages between any member of the school community is not allowed.
- Permission must be sought before any image or sound recordings are made on the devices of any member of the school community.
- Where the school provides mobile technologies such as phones, laptops and PDAs for offsite visits and trips, only these devices should be used.
- Where the school provides a laptop for staff, only this device may be used to conduct school business outside of school.

Removable Media

- If storing/transferring personal, sensitive, confidential or classified information using Removable Media please refer to the section **‘Storing/Transferring Personal, Sensitive, Confidential or Classified Information Using Removable Media’.**
- Store all removable media securely.
- Removable media must be disposed of securely.

Servers

- Always keep servers in a secure environment.
- Limit access rights.
- Always password protect and lock the server.
- Existing servers should have security software installed appropriate to the machine's specification.
- Back up tapes should be encrypted by appropriate software.
- Data must be backed up regularly.
- Back up tapes/discs must be securely stored in a fireproof container.
- Back up media stored off-site must be secure.

Systems and Access

- You are responsible for all activity on school systems carried out under any access/account rights assigned to you, whether accessed via school ICT equipment or your own PC.
- Do not allow any unauthorised person to use school ICT facilities and services that have been provided to you.
- Use only your own personal logons, account IDs and passwords and do not allow them to be used by anyone else.
- Keep your screen display out of direct view of any third parties when you are accessing personal, sensitive, confidential or classified information.
- Ensure you lock your screen before moving away from your computer during your normal working day to protect any personal, sensitive, confidential or otherwise classified data and to prevent unauthorised access.
- Ensure that you logoff from the PC completely when you are going to be away from the computer for a longer period of time.
- Do not introduce or propagate viruses.
- It is imperative that you do not access, load, store, post or send from school ICT any material that is, or may be considered to be, illegal, offensive, libellous, pornographic, obscene, defamatory, intimidating, misleading or disruptive to the school or may bring the school or SCC into disrepute. This includes, but is not limited to, jokes, chain letters, files, emails, clips or images that are not part of the school's business activities; sexual comments or images, nudity, racial slurs, gender specific comments, or anything that would offend someone on the basis of their age, sexual orientation, religious or political beliefs, national origin, or disability (in accordance with the Sex Discrimination Act, the Race Relations Act and the Disability Discrimination Act).
- Any information held on School systems, hardware or used in relation to School business may be subject to The Freedom of Information Act.
- Where necessary, obtain permission from the owner or owning authority and pay any relevant fees before using, copying or distributing any material that is protected under the Copyright, Designs and Patents Act 1998.
- It is essential that any hard drives which may have held personal or confidential data are 'scrubbed' in way that means the data can no longer be read. It is not sufficient to simply delete the files or reformat the hard drive. Whoever is appointed to dispose of the equipment must provide a written guarantee that they will irretrievably destroy the data by multiple over writing the data.

Telephone Services

- You may make or receive personal telephone calls provided:
    1. They are infrequent, kept as brief as possible and do not cause annoyance to others.
    2. They are not for profit or to premium rate services.
    3. They conform to this and other relevant SCC and school policies.
- School telephones are provided specifically for school business purposes and personal usage is a privilege that will be withdrawn if abused.
- Be aware that the laws of slander apply to telephone calls. Whilst a telephone call may seem to have a temporary and private existence it still qualifies as admissible evidence in slander law cases.
- Ensure that your incoming telephone calls can be handled at all times.

Mobile Phones

- You are responsible for the security of your school mobile phone. Do not leave it unattended and on display (especially in vehicles).
- Report the loss or theft of any school mobile phone equipment immediately.
- The school remains responsible for all call costs until the phone is reported lost or stolen.
- School SIM cards must only be used in school provided mobile phones
- All school mobile phones are barred from calling premium rate numbers and any numbers outside of the UK as the default.
- You must not send text messages to premium rate services.
- In accordance with the Finance policy on the private use of School provided mobiles, you must reimburse the school for the cost of any personal use of your school mobile phone. This includes call charges incurred for incoming calls whilst abroad.
- Never use a hand-held mobile phone whilst driving a vehicle. Only genuine 999 or 112 emergency calls may be made if it would be unsafe to stop before doing so.

Current Legislation

Acts Relating to Monitoring of Staff Email

- Data Protection Act 1998
- The Telecommunications (Lawful Business Practice)
- (Interception of Communications) Regulations 2000
- Regulation of Investigatory Powers Act 2000
- Human Rights Act 1998

Other Acts Relating to eSafety

- Racial and Religious Hatred Act 2006
- Sexual Offences Act 2003
- Communications Act 2003 (section 127)
- The Computer Misuse Act 1990 (sections 1 – 3)
- Malicious Communications Act 1988 (section 1)
- Copyright, Design and Patents Act 1988
- Public Order Act 1986 (sections 17 – 29)
- Protection of Children Act 1978 (Section 1)
- Obscene Publications Act 1959 and 1964
- Protection from Harassment Act 1997

Acts Relating to the Protection of Personal Data

- Data Protection Act 1998
- The Freedom of Information Act 2000

Appendix 1

Pupils’ Acceptable Use Agreement - Primary

General

- I will treat school ICT equipment with care and respect.
- I will not alter any computer settings without permission and if I have any problems I will tell a member of staff immediately.
- I will only use computers for school work, homework and, with permission, playtime activities.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will not bring discs and USB pen drives from outside school, without permission.

Email

- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only email people I know or my teacher has approved.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- The messages I will send will be responsible and polite
- I will report any unpleasant material or message sent to me.

Internet

- I will ask for permission from a school adult before using the internet.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone and I will tell an adult if someone tries to get me to meet them.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.

Name: ______________________________________

Date: ______________________________________

Internet Use & eSafety

Dear Parents/Carers

As part of our commitment to the education and use of ICT in our school, we are writing to you to give you information on how your child and we as a school use ICT. Please read the following information and rules carefully.

1. Internet Access
Your child will have the opportunity to access and use the Internet and a Virtual Learning Environment (VLE) as a learning resource during their 7 years in this school. Our Internet access is monitored, filtered and supervised at all times to avoid pupils accessing unsavoury material.

Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home. You may find it useful to visit web sites such as www.thinkuknow.co.uk – a web site designed by the police with an aim to highlight Internet security and how to stay safe with your child when online. Also, www.getnetwise.org - GetNetWise is a public service brought to you by a wide range of Internet industry corporations and public interest organisations.

2. Publication of work on our web site
There is nothing that children like more than seeing their work on the Internet and showing it to their family. Occasionally we put work on our web site.

3. Publication of photographs on our web site
We also occasionally publish photographs of pupils on our website. We are fully aware of the security implications and **do not** put names of children next to a photo. Further details of this are included on the Photo Permission Form that you are required to read and sign when your child starts at school.

We ask that you read the attached Acceptable Use Form with your child and that you and your child sign it. Please read through the rules with your child and discuss what they mean to ensure they understand what they are signing. Younger children will not be able to understand them; therefore we ask that you sign on their behalf. When they enter Year 3 they will be given the opportunity to sign it again themselves.

For your information, as part of the curriculum your son/daughter will be taught about Internet Safety throughout school.

Should you wish to discuss any aspect of Internet use or view the schools policy on ICT and E-Safety, please telephone us to arrange an appointment.

Yours sincerely

Headteacher

Appendix 3a

Think then Click

These rules help us to stay safe on the Internet

We only use the internet when an adult is with us.

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.

Appendix 3b

Think then Click

eSafety rules for KS2

We ask permission before using the Internet.

We only use websites that an adult has chosen.

We tell an adult if we see anything we are uncomfortable with.

We immediately close any webpage we not sure about.

We only e-mail people an adult has approved.

We send e-mails that are polite and friendly.

We never give out personal information or passwords.

We never arrange to meet anyone we don't know.

We do not open e-mails sent by anyone we don't know.

We do not use Internet chat rooms.

Acceptable Use Agreement: Staff, Governors and Visitors

ICT (including data) and related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher.

- I will only use the school's email/Internet/Intranet/Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site should be encrypted.
- I will not install any hardware of software without permission of the Headteacher.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes inline with school policy. Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or Headteacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school.

Signature __________________________________ Date __________________

Full Name ______________________________

Protective Marking Scheme: Information Assets Risk Assessment Information

Senior Information Risk Owner (SIRO): Headteacher

Data and information assets	Impact Level (IL)	Data label	Information Asset Owner	Who has access to enter information	Purpose
Pupil data (MIS)					
Core pupil data	IL2	Protect	Secretary	Admin staff	ECM/statutory returns
Attendance	IL2	Protect	Secretary	Admin staff	ECM/statutory returns
SEN	IL2	Protect	SENCo	SENCO/ Secretary	ECM/statutory returns
EAL	IL2	Protect	SENCo	SENCO/ Secretary	ECM/statutory returns
Exclusion, behaviour	IL2	Protect	Headteacher	SENCO/Admin staff/class teachers/ HT	ECM/statutory returns
Reports and assessments	IL2	Protect	Headteacher	Admin staff/Class teachers/HT	ECM/statutory returns
Tagged (named) student photos	IL2	Protect	Secretary	Admin staff/HT	Safety/security
Unique Pupil Number (UPN)	IL3	Restricted	Secretary	Admin staff	ECM/statutory returns
Child protection data	IL3	Restricted	Headteacher	SDP/HT/DHT	ECM/statutory returns
Staff data (MIS)					
Core staff data sets	IL2	Protect	Headteacher	Secretary	ECM/statutory returns
Training and absence data	IL2	Protect	Deputy Headteacher	Admin staff/DHT	ECM/statutory returns
Finance system					
Purchase Orders, Invoices, Payments	IL2	Protect	Secretary	Admin staff/Bursar	Sound financial management
Approvals and budget setting	IL2	Protect	Headteacher	HT	Sound financial management
Access control/passwords					
Network password lists	IL2	Protect	Headteacher	ICT Technician/ICT Subject Leader	Access to system(s)
Email password information	IL2	Protect	Headteacher	ICT Technician/ICT Subject Leader	Access to system(s)
Learning Platform password information	IL2	Protect	Headteacher	ICT Technician/ICT Subject Leader	Access to system(s)
Disaster recovery contact system					
Parental messaging system information	IL2	Protect	Secretary	Admin staff/HT	Business continuity /communication
Emergency mobile phone loaded with data	IL2	Protect	Secretary	Admin staff/HT	Business continuity /communication
Other potentially sensitive material					
Learning Platform	IL2	Protect	ICT Subject Leader	Class teachers/ICT Subject Leader	Teaching and learning
School website	IL2	Protect	ICT Subject Leader	Admin staff/Web Officer/HT	Business continuity /communication
Information sent to parents	IL1	Unclassified	Headteacher	HT/DHT/Class teachers/Admin staff	Business continuity /communication