E-Safety & Data Security

Policy Creation & Review	
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Last review date	September 2018
Ratified by Governing Body	November 2018
Previous Review Date(s)	June 2012, November 2016
Next Review Date	November 2019

Contents

Introduction and Overview

1.1 Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational, personal or recreational use.

1.2 Legislation and Guidance

This policy is based on the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on preventing and tackling bullying and searching, screening and confiscation. It also refers to the Department's guidance on protecting children from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. 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. The Education Act 2011, has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The policy also takes into account the National Curriculum computing programmes of study.

1.3 GDPR – General Data Protection Regulation

This policy is written in accordance with the General Data Protection Regulation which came into force in May 2018.

This policy outlines the standards that the School requires all users of these systems to observe, the circumstances in which the School will monitor use of these systems and the action the School will take in respect of any breaches of these standards.

The use by staff and monitoring by the School of its electronic communications systems is likely to involve the processing of personal data and is therefore regulated by the General Data Protection Regulation (GDPR) and all data protection laws and guidance in force.

Staff are referred to the School's GDPR Policy for further information. The School is also required to comply with the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 and the principles of the European Convention on Human Rights incorporated into U.K. law by the Human Rights Act 1998.

The School has the right to monitor all aspects of its systems, including data which is stored under the School's computer systems in compliance with the GDPR.

Role	1.4 Key Responsibilities
Governing body & e-Safety Governor	The governing body has overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation. The governing body will co-ordinate regular meetings with appropriate staff to discuss online safety, including the designated safeguarding lead (DSL). All governors will: • Ensure that they have read and understand this policy • Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet (appendix 2) • To support the school in encouraging parents and the wider community to become engaged in e-safety activities o The role of the E-Safety Governor will include: ▪ Regular review with the E-Safety Leads & Headteacher relating to e-safety issues.
Headteacher	The Headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school. Duties include: • To take overall responsibility for e-Safety provision • To take overall responsibility for data and data security (SIRO) • To ensure the school uses an approved, filtered Internet Service, which complies with current statutory requirements eg LGfL • To be responsible for ensuring that staff receive suitable training to carry out their e-safety roles and to train other colleagues, as relevant • To be aware of procedures to be followed in the event of a serious e-Safety incident. • To receive regular monitoring reports from the E-Safety Leads • To ensure that there is a system in place to monitor and support staff who carry out internal e-safety procedures(e.g. network manager) • To ensure that an e-Safety incident log is kept up to date. • To ensure compliance with all legislation requirements
Designated Safeguarding Lead	Details of the school's designated safeguarding lead (DSL) and deputy are set out in our child protection and safeguarding policy. The DSL takes lead responsibility for online safety in school, in particular: • Supporting the Headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school • Working with the Headteacher, ICT manager and other staff, as necessary, to address any online safety issues or incidents • Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy • Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy • Updating and delivering staff training on online safety • Liaising with other agencies and/or external services if necessary • Providing regular reports on online safety in school to the Headteacher

	and/or governing board This list is not intended to be exhaustive.
e-Safety Leads	• To take day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents • To promote an awareness and commitment to e-safeguarding throughout the school community • To ensure that e-safety education is embedded across the curriculum • To liaise with school ICT technical staff • To communicate regularly with SLT and the designated e-Safety Governor / committee to discuss current issues. • To ensure that all staff are aware of the procedures that need to be followed in the event of an e-Safety incident • To facilitate training and advice for all staff • To liaise with the Local Authority and relevant agencies • Is regularly updated in e-safety issues and legislation, and be aware of the potential for serious child protection issues to arise from: o sharing of personal data o access to illegal / inappropriate materials o inappropriate on-line contact with adults / strangers o potential or actual incidents of grooming o cyber-bullying and use of social media
Network Manager	• Putting in place appropriate filtering and monitoring systems, which are updated on a regular basis and keep pupils safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material o To ensure the school's policy on web filtering is applied and updated on a regular basis o To ensure LGfL/External Support is informed of issues relating to the filtering applied by the Grid o To ensure that he/she keeps up to date with the school's e-safety policy and technical information in order to effectively carry out their e-safety role and to inform and update others as relevant o that the use of the network, MLE and email is regularly monitored in order that any misuse/attempted misuse can be reported to the e-Safety leads/Headteacher for investigation, action and where necessary, sanction • Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly • Conducting a full security check and monitoring the school's ICT systems on a weekly basis • Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files • To ensure that provision exists for misuse detection and malicious attack e.g. keeping virus protection up to date • Ensuring that any online safety incidents are dealt with appropriately in line with this policy • Ensuring that any incidents of cyber-bullying are dealt with appropriately in

	line with the school behaviour policy • To ensure appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster. This list is not intended to be exhaustive.
Office Manager	• To ensure that all data held on pupils on the school office machines have appropriate access controls in place
Teachers	• To embed e-safety issues in all aspects of the curriculum and other school activities • To deliver the school's curriculum for e-safety. • To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extra-curricular and extended school activities if relevant) • To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws
All staff	All staff, including contractors and agency staff, and volunteers are responsible for: • Maintaining an understanding of this policy • Implementing this policy consistently • Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix 2), and ensuring that pupils follow the school's terms on acceptable use (appendix 1) • Working with the DSL to ensure that any online safety incidents are logged (see appendix 4) and dealt with appropriately in line with this policy • Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy • To report immediately any e-safety issues which arise within school, or are brought to the attention of the member of staff. • To report any suspected misuse or problem to the e-Safety coordinator • To model safe, responsible and professional behaviours in their own use of technology • To ensure that any digital communications with pupils should be on a professional level and only through school based systems, never through personal mechanisms, e.g. email, text, mobile phones etc.
Pupils	• Read, understand, sign and adhere to the Pupil Acceptable Use Policy (NB. At KS1 it would be expected that parents/carers would sign on behalf of the pupils) • To have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations • To understand the importance of reporting abuse, misuse or access to inappropriate materials and to understand how to do this. • To know what action to take if they or someone they know feels worried or vulnerable when using online technology. • To know and understand school policy on the use of mobile phones, digital cameras and hand held devices. • To know and understand school policy on the taking/use of images and on cyber-bullying. • To 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

	• To take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in school and at home • To help the school in the creation/review of e-safety policies
Parents/ Carers	• To support the school in promoting e-safety and endorse the Parents' Acceptable Use Agreement which includes the pupils' use of the internet and the school's use of photographic and video images • To read, understand and promote the school Pupil Acceptable Use Agreement with their children • To access the school website and related learning platforms in accordance with the relevant school Acceptable Use Agreement. • To consult with the school if they have any concerns about their children's use of technology
External groups	• Any external individual / organisation will sign an Acceptable Use Policy prior to using any equipment or the internet within school

1.5 Communication:
The policy will be communicated to staff, pupils, parents/carers and the wider school community in the following ways:

- Policy to be posted on the school website
- Policy to be part of school induction pack for new staff
- Acceptable use agreements discussed with pupils at the start of each year
- Acceptable use agreements to be issued to whole school community, usually on entry to the school
- Acceptable use agreements to be held in pupil and personnel files

1.6 Handling complaints:

- The school will take all reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.
- Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:
    - informing parents or carers;
    - removal of Internet or computer access for a period;
    - Referral to LA / Police.
- Our e-Safety lead acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Headteacher.
- Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school and LA child protection procedures.

1.7 Review and Monitoring
The e-safety policy is referenced from within other school policies and procedures including: Child Protection policy, Anti-Bullying policy, Behaviour policy, Complaints Policy, Staff Disciplinary Procedures, Data Protection Policies and Privacy notices.

The school has E-safety Leads who will be responsible for document ownership, review and updates.

- The e-safety policy will be reviewed when any significant changes occur with regard to the technologies in use within the school
- The e-safety policy has been written by the school e-safety lead, Network Manager and DSL.
- The DSL logs behaviour and safeguarding issues related to online safety.
- There is widespread ownership of the policy and it has been agreed by the SLT and approved by Governors. All amendments to the school e-safety policy will be discussed in detail with all members of teaching staff.

2. Education and Curriculum

2.1 Pupil e-Safety curriculum

This school:

- Has a clear, progressive e-safety education programme as part of the Computing curriculum. This covers a range of skills and behaviours appropriate to their age and experience.
- Plans internet use carefully to ensure that it is age-appropriate and supports the learning focus for specific curriculum areas.
- Reminds students about their responsibilities through an end-user Acceptable Use Policy which every student will sign.
- Ensures staff model safe and responsible behaviour in their own use of technology during lessons.
- Ensures that when copying materials from the web, staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright / intellectual property rights;
- Ensures that staff and pupils understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include, risks in pop-ups; buying on-line; on-line gaming.
- The safe use of social media and the internet will also be covered in other subjects where relevant.
- The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

2.2 Staff and Governor training

- All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.
- As part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the e-safety policy and the school's Acceptable Use Policies.
- Staff will be shown how to send or receive sensitive and personal data and understand the requirement to encrypt data where the sensitivity requires data protection;
- All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).
- The DSL and deputy will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.
- Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.
- Volunteers will receive appropriate training and updates, if applicable.
- More information about safeguarding training is set out in our child protection and safeguarding policy.

2.3 Parent awareness and training

This school

- Runs a rolling programme of advice, guidance and training for parents, including:
    - Introduction of the Acceptable Use Agreements to new parents, to ensure that principles of e-safe behaviour are made clear
    - demonstrations, practical sessions held at school giving suggestions for safe Internet use at home
    - Provision of information about national support sites for parents.
- Online safety will also be covered during parents' evenings.
- If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the Headteacher.

3. Cyber-Bullying

3.1 Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power. (See also the school positive behaviour policy.)

3.2 Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. The issue will also be addressed in assemblies.

Teaching staff are encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).

The school sends information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected. Helpful e-safety tips are also included in our weekly news letters.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.

The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

3.3 Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so. Parents will always be notified in advance if this is being considered.

When deciding whether there is a good reason to examine or erase data or files on an electronic device, staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or
- Break any of the school rules

If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete that material, or
- Retain it as evidence (of a criminal offence or a breach of school discipline), and/or
- Report it to the police

Any searching of pupils will be carried out in line with the DfE's latest guidance on screening, searching and confiscation.

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

4. Expected Conduct and Incident management

4.1 Expected conduct

Information about expected conduct from all members of the school community can be found under the key responsibilities section of this policy, the AUP, staff code of conduct and related policies including the behaviour policy.

4.2 Incident Management

In this school:

- All members of our school community are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes.
- Support is actively sought from other agencies as needed (e.g: the local authority and regional broadband grid, UK Safer Internet Centre helpline) in dealing with e-safety issues
- Monitoring and reporting of e safety incidents takes place and contribute to developments in policy and practice in e-safety within the school.
- Parents / carers are specifically informed of e-safety incidents involving young people for whom they are responsible.
- The police are contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law

4.3 How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in the positive behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and severity of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

5. Acceptable use of the internet in school

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet (appendices 1 and 2). Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the acceptable use agreements in appendices 1 and 2.

6. Managing the ICT infrastructure

6.1 Internet access, security (virus protection) and filtering

This school:

- Has the educational filtered secure broadband connectivity through the LGfL and so connects to the 'private' National Education Network;
- Uses the LGfL Net Sweeper filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature, etc. All changes to the filtering policy is logged and only available to staff with the approved 'web filtering management' status;
- Uses USO user-level filtering where relevant, thereby closing down or opening up options appropriate to the type of user (staff or pupil);
- Ensures the network is healthy through use of Sophos anti-virus software (from LGfL) and the network is set-up so staff and pupils cannot download executable files;
- Uses DfE, LA or LGfL approved systems such as S2S, USO FX, secured email to send personal data over the Internet and uses encrypted devices where staff need to access personal level data off-site;
- Blocks all chat rooms and social networking sites except those that are part of an educational network or approved Learning Platform;
- Has blocked pupil access to music download or shopping sites – except those approved for educational purposes at a regional or national level, such as Audio Network;
- Works in partnership with the LGfL to ensure any concerns about the system are communicated so that systems remain robust and protect students;
- Is vigilant in its supervision of pupils' use at all times;
- Ensures all staff and students have signed an acceptable use agreement form and understands that they must report any concerns;
- Ensures pupils only publish within an appropriately secure environment : the MLE or LGFL secure platforms such as J2Bloggy;
- Requires staff to preview websites before use [where not previously viewed or cached] and encourages use of LGFL as a key way to direct students to age / subject appropriate web sites;
- Plans the curriculum context for Internet use to match pupils' ability, using child-friendly search engines where more open Internet searching is required; eg Google Safe Search;
- Is vigilant when conducting 'raw' image search with pupils e.g. Google image search;
- Informs all users that Internet use is monitored;
- Informs pupils that they must report any failure of the filtering systems directly to the *teacher*. Staff should report them directly to the network manager. Our network manager logs or escalates as appropriate to the technical service provider or LGfL Helpdesk as necessary;
- Makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse – through staff meetings and teaching programme;
- Provides advice and information on reporting offensive materials, abuse/ bullying etc available for pupils, staff and parents

- Immediately refers any material we suspect is illegal to the appropriate authorities – Police – and the LA.

6.2 Network management (user access, backup)

This school
- Uses individual log-ins for all users;
- Uses guest accounts occasionally for external or short term visitors for temporary access to appropriate services;
- Ensures the network manager is up-to-date with LGfL services and policies;
- Storage of all data within the school will conform to the UK data protection requirements

To ensure the network is used safely, this school:

- Ensures staff read and sign that they have understood the school's e-safety Policy. Following this, they are set-up with Internet, email access and network access;
- Provides staff access to the schools' management information system, controlled through a separate password for data security purposes and is limited to those users on the admin network;
- Provides pupils with an individual network log-in username;
- All pupils have their own unique username and password which gives them access to the MLE;
- Uses the London Grid for Learning's Unified Sign-On (USO) system for MLE and LGFL access;
- Makes clear that no one should log on as another user and makes clear that pupils should never be allowed to log-on or use teacher and staff logins as these have far less security restrictions and inappropriate use could damage files or the network;
- Has set-up the network with a shared work area for pupils and one for staff. Staff and pupils are shown how to save work and access work from these areas;
- Requires all users to always log off when they have finished working or are leaving the computer unattended;
- Where a user finds a logged-on machine, we require them to always log-off and then log-on again as themselves;
- Requests that teachers and pupils do not switch the computers off during the day unless they are unlikely to be used again that day or have completely crashed. We request that they DO switch the computers off at the end of the day;
- Has set-up the network so that users cannot download executable files / programmes;
- Has blocked access to music/media download or shopping sites – except those approved for educational purposes;
- Makes clear that staff are responsible for ensuring that all equipment that goes home has the anti-virus and spyware software maintained up-to-date and the school provides them with a solution to do so;
- Makes clear that staff are responsible for ensuring that any computer or laptop loaned to them by the school, is used solely to support their professional responsibilities and that they notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- Maintains equipment to ensure Health and Safety is followed; e.g. projector filters cleaned by network manager/technician; equipment installed and checked by approved Suppliers / LA electrical engineers;
- Has separate curriculum and administration networks, with access to the Management Information System set-up so as to ensure staff users can only access modules related to their role;
- Does not allow any outside Agencies to access our network remotely except where there is a clear professional need and then access is restricted and is only through approved systems, e.g. technical support or MIS Support;

- Provides pupils and staff with access to content and resources through the approved Learning Platforms which staff and pupils access using their USO username and password;
- Makes clear responsibilities for the daily back up of MIS and finance systems and other important files;
- Has a clear disaster recovery system in place for critical data that includes a secure, remote back up of critical data, that complies with external Audit's requirements;
- Uses our broadband network for our CCTV system and have had set-up by approved partners;
- Uses the DfE secure s2s website for all CTF files sent to other schools;
- Ensures that all pupil level data or personal data sent over the Internet is encrypted or only sent within the approved secure system in our LA or through USO secure file exchange (USO FX);
- Follows ISP advice on Local Area and Wide Area security matters and firewalls and routers have been configured to prevent unauthorised use of our network;
- Our wireless network has been secured to appropriate standards suitable for educational use;
- All computer equipment is installed professionally and meets health and safety standards;
- Projectors are maintained so that the quality of presentation remains high;
- Reviews the school ICT systems regularly with regard to health and safety and security.

6.3 Equipment Security and Passwords

- All members of staff are responsible for the security of the equipment allocated to or used by them and must not allow it to be used by anyone other than in accordance with this policy.
- Passwords are unique to each user and staff are required to select a password that cannot be easily broken and which contains at least 6 characters including both numbers and letters.
- Passwords must be kept confidential and must not be made available to anyone else unless authorised by a member of the Senior Leadership Group who will liaise with the Network Manager as appropriate and necessary. Any member of staff who discloses his or her password to another employee in the absence of express authorisation will be liable to disciplinary action under the School's Disciplinary Policy and Procedure. Any member of staff who logs on to a computer using another member of staff's password will be liable to disciplinary action up to and including summary dismissal for gross misconduct.
- If given access to the School e-mail system or to the internet, staff are responsible for the security of their terminals. Staff are required to log off when they are leaving the terminal unattended or when leaving the office to prevent unauthorised users accessing the system in their absence. The Senior Leadership Group and/or Network manager may do spot checks from time to time to ensure compliance with this requirement.
- Staff should be aware that if they fail to log off and leave their terminals unattended they may be held responsible for another user's activities on their terminal in breach of this policy, the School's Data Protection Policy and/or the requirement for confidentiality in respect of certain information.
- Staff without authorisation should only be allowed to use terminals under supervision. Desktop PCs and cabling for telephones or computer equipment should not be moved or tampered with without first consulting and obtaining the express approval of Network Manager.
- On the termination of employment for any reason, staff are required to provide a full handover detailing the drives, folders and files where their work can be located and accessed. The School reserves the right to require employees to hand over all School data held in computer useable format.
- Members of staff who have been issued with a laptop, iPad (or other mobile device tablet) must ensure that it is kept secure at all times, especially when travelling. Passwords must be used to secure access to data kept on such equipment to ensure that confidential data is protected in the event that the machine is lost or stolen. Staff should also observe basic safety rules when using such equipment e.g. ensuring that they do not use or display such

equipment in isolated or dangerous areas. Staff should also be fully aware that if using equipment on public transport documents can be easily read by other passengers.

6.4 Systems Use and Data Security

Members of staff should not delete, destroy or modify any of the School's existing systems, programs, information or data which could have the effect of harming or exposing to risk or harm the School's, its staff, students, or any other party.

All members of staff are prohibited from downloading, installing or running software from external sources without obtaining prior authorisation from Network manager who will consider bona fide requests for work purposes. Please note that this includes instant messaging programs, screen savers, photos, video clips, games, music files and opening any documents or communications from unknown origins.

Where consent is given all files and data should always be virus checked before they are downloaded onto the School's systems. If in doubt, the employee should seek advice from Network manager or a member of the Senior Leadership Group.

The following must never be accessed from the network because of their potential to overload the system or to introduce viruses:

- Instant messaging;
- Chat rooms;
- Social networking sites; and
- Personal - Web mail (such as Hotmail, Yahoo).

No device or equipment should be attached to our systems without the prior approval of Network manager or Senior Leadership Group. This includes, but is not limited to, any PDA or telephone, iPad (or other mobile device tablet), USB device, i-pod, digital camera, MP3 player or any other device. Devices with approval must be virus checked.

The School monitors all e-mails passing through its systems for viruses. Staff should be cautious when opening e-mails from unknown external sources or where for any reason an e-mail appears suspicious (such as ending in '.exe' Network manager should be informed immediately if a suspected virus is received. The School reserves the right to block access to attachments to e-mail for the purpose of effective use of the system and compliance with this policy. The School also reserves the right not to transmit any e-mail message.

Staff should not attempt to gain access to restricted areas of the network or to any password-protected information unless they are specifically authorised to do so.

Misuse of the School's computer systems may result in disciplinary action up to and including summary dismissal. For further guidance on what constitutes misuse please see the section entitled Inappropriate Use of the School's Systems and guidance under "E-mail etiquette and content" below.

6.5 E-mail etiquette and content

The School's e-mail facility is intended to promote effective communication within the business on matters relating to the School's business activities and access to the School's e-mail facility is provided for work purposes only.

- Staff are prohibited from using the School's email facility for personal emails at any time.
- Consideration should be taken about if e-mail is the appropriate medium for a particular communication as the School encourages all members of its community to make direct contact with individuals rather than communicate by e-mail wherever possible to maintain and enhance good working relationships.

- Messages sent on the e-mail system should be written as professionally as a letter message and should be concise and directed only to relevant individuals on a need to know basis. The content and language used in the message must be consistent with the School's best practice.
- All members of staff should remember that e-mails can be the subject of legal action for example in claims for breach of contract, confidentiality, defamation, discrimination, harassment etc against both the member of staff who sent them and the School. Staff should take care with the content of e-mail messages, as incorrect or improper statements can give rise to personal liability of staff and to liability of the School in the same way as the contents of letters or faxes. Deletion from a user's inbox or archives does not mean that an e-mail is obliterated and all e-mail messages should be treated as potentially retrievable, either from the main server or using specialist software. This should be borne in mind when considering whether e-mail is an appropriate forum of communication in the circumstances of the case and if so the content and language used.
- Staff should assume that e-mail messages may be read by others and not include in them anything which would offend or embarrass any reader, or themselves, if it found its way into the public domain. The School standard disclaimer should always be used on every e-mail.
- Pupils will only have access to an internal school email account when it is linked to their curriculum work. Use of this facility will be monitored by the Network Manager.

6.6 Inappropriate communications

The School recognises that it is not always possible to control incoming mail. The Network Manager should be made immediately aware of any material which would be considered as inappropriate or unprofessional, sexually explicit or offensive so relevant action can be taken. Any member of staff who finds that they are receiving such communications from known sources is responsible for contacting that source in order to request that such communication is not repeated.

If you feel that you have been harassed or bullied, or are offended by material sent to you by a colleague via e-mail, you should inform the Headteacher. Staff who receive an e-mail which has been wrongly delivered should return it to the sender of the message. If the e-mail contains confidential information or inappropriate material (as described above) it should not be disclosed or forwarded to another member of staff or used in any way. The Headteacher should be informed as soon as reasonably practicable.

6.7 Use of the web and the internet

Staff must not access from the School's system any web page or any files (whether documents, images or other) downloaded from the web which, on the widest meaning of those terms, could be regarded as illegal, offensive, in bad taste or immoral. While content may be legal in the UK it may be in sufficient bad taste to fall within this prohibition. As a general rule, if any person within the School (whether intending to view the page or not) might be offended by the contents of a page, or if the fact that the School's software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.

- Staff should not under any circumstances use School systems to participate in any internet chat room, post messages on any internet message board or set up or log text or information even in their own time.
- Staff should remember that Text, music and other content on the internet are copyright works and should not download or e-mail such content to others unless certain that the owner of such works allows this.

The School's website may be found at www.ellenwilkinson.newham.sch.uk. This website is intended to convey our core values and excellence in the educational sector. All members of staff are encouraged to give feedback concerning the site and new ideas and inclusions are welcome. All such input should be submitted to the Senior Leadership Group in the first

instance. Only expressly authorised and designated members of staff are permitted to make changes to the website.

The School has published relevant information on its own shared network for the use of all staff. All such information is regarded as confidential to the School and may not be reproduced electronically or otherwise for the purposes of passing it to any individual not directly employed by the School. Any exceptions to this must be authorised [jointly] by the author of the document(s) a member of the Senior Leadership Team.

6.8 Inappropriate use of equipment and systems

Misuse or abuse of our telephone or e-mail system or inappropriate use of the internet in breach of this policy will be dealt with in accordance with the School's Disciplinary Policy and Procedure. Misuse of the internet may, in certain circumstances, constitute a criminal offence. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, accessing, transmitting or downloading any of the following material, or using any of the following facilities, will amount to gross misconduct (this list is not exhaustive):

(a) Accessing pornographic material (that is writings, pictures, films, video clips of a sexually explicit or arousing nature), racist or other inappropriate or unlawful materials;
(b) Transmitting a false and/or defamatory statement about any person or organisation;
(c) Sending, receiving, downloading displaying or disseminating material which is discriminatory, offensive derogatory or may cause offence and embarrassment or harass others;
(d) Transmitting confidential information about the School and any of its staff, students or associated third parties;
(e) Transmitting any other statement which is likely to create any liability (whether criminal or civil, and whether for the employee or for the School;
(f) Downloading or disseminating material in breach of copyright;
(g) Copying, downloading, storing or running any software without the express prior authorisation of Network Manager
(h) Engaging in on line chat rooms, instant messaging, social networking sites and on line gambling;
(i) Forwarding electronic chain letters and other materials;
(j) Accessing, downloading, storing, transmitting or running any material that presents or could present a risk of harm to a child.

Any such action will be treated very seriously and may result in disciplinary action up to and including summary dismissal. If necessary such information may be handed to the police in connection with a criminal investigation.

6.9 School website

- The Headteacher takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- The school web site complies with the statutory DfE guidelines for publications;
- Photographs published on the web do not have full names attached;
- We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website;
- We do not use embedded geodata in respect of stored images

6.10 Learning platforms

- Uploading of information on to any learning platform that the school is using must be authorised by the Network Manager.
- Photographs and videos uploaded to any learning platform will only be accessible by members of the school community;
- In school, pupils are only able to upload and publish within school approved and closed systems.

6.11 Social networking

Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students;

School staff will ensure that in private use:
- No reference should be made in social media to pupils, parents or carers;
- They do not engage in online discussion on personal matters relating to members of the school community ;
- Personal opinions should not be attributed to the *school* or local authority;
- Security settings on personal social media profiles must be set to maximum privacy to prevent access by unwanted parties.

6.12 CCTV
We have CCTV in the school as part of our site surveillance for staff and student safety. For further details on how this is used please see the CCTV Statement (appendix 6).This can also be found in the **Site and Personal Security Policy**.

7. Data security: Management Information System access and Data transfer

Strategic and operational practices

At this school:
- The Head Teacher is the Senior Information Risk Officer (SIRO).
- We ensure staff know who to report any incidents where data protection may have been compromised.
- All staff are DBS checked and records are held in one central record.
- We ensure ALL the school stakeholders sign an Acceptable Use Agreement form. We have a system so we know who has signed.
- We follow LA guidelines for the transfer of any data, such as MIS data or reports of children, to professionals working in the Local Authority or their partners in Children's Services / Family Services, Health, Welfare and Social Services.
- We require that any Protect and Restricted material must be encrypted if the material is to be removed from the school and limit such data removal.
- We ask staff to undertaken at least annual house-keeping to review, remove and destroy any digital materials and documents which need no longer be stored.

Technical Solutions
- Staff have access to the multimedia drive to store photos and videos,
- We require staff to log-out of systems when leaving their computer unattended.
- We use encrypted USB drives if any member of staff has to take any sensitive information off site.
- We use the DfE S2S site to securely transfer CTF pupil data files to other schools.
- We use the Pan-London Admissions system (based on USO FX) to transfer admissions data.

- We use LGfL's USO FX to transfer other data to schools in London, such as references, reports of children.
- We use the LGfL secure data transfer system, USOAutoUpdate, for creation of online user accounts for access to LGFL content and our MLE.
- We store any Protect and Restricted written material in lockable storage cabinets in lockable storage areas.
- All servers are in lockable locations and managed by DBS-checked staff.
- We use LGFL remote back up for disaster recovery on our network (both admin, & curriculum servers)
- Due to this system (which operates daily) back-up tapes are no longer in use.
- All equipment is disposed of securely in accordance with the schools agreed procedures.
- Paper based sensitive information is shredded, using a cross cut shredder.

8. Equipment and Digital Content

8.1 Personal mobile phones and mobile devices

- Mobile phones brought into school are entirely at the staff member, students & parents' or visitors own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.
- Staff may not use any mobile phone or mobile device except during their break times and in staff designated areas unless with prior agreement of SLT.
- The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying.

Any breach of the acceptable use agreement may trigger disciplinary action in line with the school's policies.

8.11 Students' use of personal devices

- The School strongly advises that student mobile phones should not be brought into school.
- Student mobile phones which are brought into school must be turned off (not placed on silent) and stored securely in an area designated by the class teacher on arrival at school. Mobile phones are only permitted to be brought to school by year 6 pupils who may come to and from school alone. This is so that they can maintain contact with their parents/carers during travel times.
- Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.

8.12 Staff use of personal devices

- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.
- Staff members may only use their phones during school break times.
  All staff and visitors must keep their phones on silent.
- Staff will be able to use the school phone where contact with parents or carers is required.
- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode. Mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose.

- If a member of staff breaches the school policy then disciplinary action may be taken.
- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting students or parents, then a school mobile phone will be provided and used. In an emergency where a staff member doesn't have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes.

8.2 Staff using work devices outside school

Any member of staff wishing to us a work device outside of school must contact the network manager and sign the equipment log sheet. It is the member of staffs responsivity to sign the device back in upon its return including and accessories. Any faults must be reported. Staff members using a work device outside school must not install any unauthorised software on the device and must not use the device in any way which would violate the school's terms of acceptable use, as set out in appendix 1.

Staff must ensure that their work device is secure and password-protected, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside school. Any USB devices containing data relating to the school must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the ICT Network Manager.

8.3 Digital images and video

In this school:

- We gain parental / carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter / son joins the school;
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials / DVDs;
- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils;
- Pupils are taught about how images can be manipulated in their e-Safety education programme;
- Pupils are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information;
- Pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images that reveals the identify of others and their location, such as house number, street name or school. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.

8.4 Asset disposal

- Details of all school-owned hardware will be recorded in a hardware inventory.
- Details of all school-owned software will be recorded in a software inventory.
- All redundant equipment will be disposed of through an authorised agency. This will include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data.
- All redundant equipment that may have held personal data will have the storage media forensically wiped. Alternatively, if the storage media has failed, it will be physically destroyed.
- Disposal of any equipment will conform to The Waste Electrical and Electronic Equipment Regulations 2006 and/or The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007. Further information can be found on the Environment Agency website.

Appendices

1. Acceptable Use Agreement (Staff)
2. Acceptable Use Agreement (Parents+KS2 Pupils)
3. Acceptable Use Agreement (KS1 Pupils)
4. Permissions form (Parents)
5. Online Safety Log
6. CCTV Statement

Appendix 1 – Staff AUP

	**Name of School**	**Ellen Wilkinson Primary School**
	AUP review Date	**26/08/18**
	Date of next Review	**19/07/19**
	Who reviewed this AUP?	**Headteacher/DSL, Network Manager, e-Safety Leads**

Acceptable Use Agreement

Covers use of all digital technologies in schools i.e. email, internet, network resources, learning platforms, cloud services, software, communication tools, social networking, mobile devices, equipment and systems.

General

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the school.
- I will only use any LA / school / company system I have access to in accordance with their policies
- I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.
- I agree to follow the E-Safety & Data Security policy.

Safeguarding

- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to a senior member of staff / named child protection officer at the school.
- I will inform the Network Manager and/or Headteacher immediately if I am concerned about any online content that may be inappropriate.
- I understand that all Internet usage and network usage can be logged and this information could be made available to my manager on request.

Security

- I will not reveal my password(s) to anyone.
- I will ensure my password has adequate complexity (includes upper case, lower case, numbers and symbols) and change them regularly. If my password is compromised, I will ensure I change it promptly.
- I will not allow unauthorised individuals to access email/internet/intranet/network or other school systems

- I will ensure all documents; data etc are printed, saved, accessed and deleted. Dispose of securely in accordance with the school's network and data security protocols.
- I will not download any software or resources from the internet that can compromise the network or might allow me to bypass the filtering and security systems or are not adequately licensed
- I will not connect any device (PC/Laptop/iPad) (including USB flash drive) to the network that does not have up to date anti-virus software
- I will only access school resources remotely using the approved system and follow e-security protocols to interact with them
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption, securely transported and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me in regards to staff or pupil information, held within the school's information management system, will be kept private and confidential EXCEPT when it is deemed necessary that I am required by law to disclose such information to the appropriate authority
- I will lock my device (PC/iPad) when not in use and not display any personal information on my IWB such as LGFL Emails.
- I will switch off my equipment when leaving it unattended for long periods of time.
- I understand that internet encrypted content (via https protocol) may be scanned for security and/or safeguarding purposes
- I understand that all internet and network traffic usage can be logged and this information can be made available to the Head/ DSL / Company on their request

Behaviours

- I will not engage in any online activity that may compromise my professional responsibilities or integrity
- I will not support or promote extremist organisations, messages or individuals
- I will not browse, download or send material that is considered offensive or of an extremist nature
- I will report any accidental access to, or receipt of, inappropriate materials, or filtering breach or equipment failure to the appropriate line manager/Headteacher.
- I will check copyright and not publish or distribute any work of pupils or staff including images, music and videos that is protected by copyright without seeking the author's prior permission.
- I will use the school's learning platform or cloud services in accordance with establishment protocols
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home.

Communication

- I will only use the approved email system(s) for any school business (LGFL Webmail)
- I will follow school email etiquette (see E-Safety & Data Security policy)
- I will inform the Network Manager and/or Headteacher if I receive any email which could be deemed offensive, inappropriate or potentially criminal.

As general guidance, staff must not:

- Send any e-mail, including resending and forwarding, containing sexually explicit or otherwise offensive material either internally or externally;

- Send any e-mail communication which may be regarded as harassing or insulting. Complaints about the performance or service of other departments or individuals must be made on a face-to-face basis in accordance with normal and courteous practice;
- Send or forward private e-mails at work which they would not want a third party to read;
- Send or forward chain mail, junk mail, cartoons, jokes or gossip either within or outside the School;
- Contribute to system congestion by sending trivial messages or unnecessarily copying or forwarding e-mails to those who do not have a real need to receive them;
- Sell or advertise using the systems;
- Agree to terms, enter into contractual commitments or make representations by e-mail unless the appropriate authority has been obtained. A name typed at the end of an e-mail is a signature in the same way as a name written in ink at the end of a letter;
- Download or e-mail text, music and other content on the internet subject to copyright protection, unless it is clear that the owner of such works allows this;
- Send messages containing any reference to other individuals or any other business that may be construed as libellous;
- Send messages from another worker's computer or under an assumed name unless specifically authorised;
- Send confidential messages via e-mail or the internet, or by other means of external communication which are known not to be secure;

Social Media

- I will ensure that any private social networking sites / blogs / websites that I create or actively contribute to are not confused with my professional role and do not compromise myself, the school or the company
- I will abide by safeguarding rules regarding social media and not contact ex pupils/pupils from the school.
- Staff must not take photos or posts from social media that belongs to the School for their own personal use.
- Staff should not use a work email address to sign up to any social media and any personal social media page should not make reference to their employment with the School (excluding LinkedIn, where prior permission is sought from the Headteacher.

Protecting our business reputation

- Staff must not post disparaging or defamatory statements about:
  - i. The School;
  - ii. Current, past or prospective Staff
  - iii. Current, past or prospective pupils
  - iv. Parents, carers or families of (iii)
  - v. The School's suppliers and services providers; and
  - vi. Other affiliates and stakeholders.

- Staff must not use the School's logos, brand names, slogans or other trademarks, or post any of our confidential or proprietary information without express prior written permission from the Head Teacher.

Equipment

- I understand that all electronic equipment must be signed out with the authorisation of the Network Manager.
- I understand that I may be charged for any repairs or replacement for equipment as a result of inappropriate and/or careless use (including accessories)
- I will keep any 'loaned' equipment up-to-date, using the school's recommended system.

- I agree and accept that any device such as PC, laptop or iPad, loaned to me by the school, is provided solely to support my **professional** responsibility's and that I will notify the school of any 'significant personal use' as defined by HM Revenue & Customs.
- I will follow the school's policy on use of mobile phones and devices in school

Acceptable Use Policy (AUP) Agreement Form

User signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others online safeguarding and I undertake to be a 'safe' and responsible digital technologies user

I understand that failure to comply with this agreement could lead to disciplinary action

Signature……. **Date**…….

Full Name ……. (Printed)

Job title/role……

Authorised Signature (Headteacher)
I approve this user to be set-up.

Signature ..... Date .....

Full Name ..... (printed)

Ellen Wilkinson Primary School

Pupil Internet Agreement

This document is to be read through with parent(s)/ carer(s) and then signed and dated. Once we have your signed copy you will be allowed Internet access.

- At Ellen Wilkinson we expect all pupils to be responsible for their own behaviour on the internet, just as they are anywhere else in the school. This includes materials they have chosen to access, and language they use.
- Pupils using the internet are expected **not** to deliberately seek out offensive material. Should any pupils encounter any such material accidentally, they are expected to turn off the screen of the device they are using and report it immediately to a teacher or another member of the school staff.
- Pupils are expected not to use bad or rude language in their online communications and all incidents of cyber-bullying will be taken seriously. It is forbidden for pupils to engage in any behaviour online that makes someone else feel uncomfortable and any such behaviour should be reported to an adult immediately.
- Pupils must only be in contact with the people that they know or those the teacher has approved within a safe online space (i.e. the school's MLE page).
- Pupils **must** ask permission before accessing the Internet.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files should be downloaded to the computer from the Internet, nor should any program be brought into school from home.
- No USB drives are permitted to be inserted into the school computers, as these can transfer viruses to the school network. Pupils wishing to hand homework in electronically, can, where permitted by their teacher, submit their work on their class MLE page.
- Personal printing is not allowed on our network for cost reasons (e.g: pictures of pop groups/ cartoon characters etc). Children must ask permission before printing their work out.
- No personal information such as phone numbers addresses or other personal details should be given out and no arrangements to meet someone should be made.
- Pupils consistently choosing not to comply with these expectations will be warned and subsequently, may be denied further access to internet resources.
- I have read through this agreement with my child and agree to the safety restrictions.

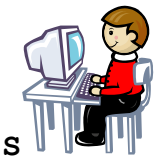
Name of adult with parental responsibility……..

Signature……Date……

Name of child……..

Signature…….Date…….

Think before you click



S

I will only use the Internet and email with an adult

A

I will only click on icons and links when I know they are safe

F

I will only send friendly and polite messages

E

If I see something I don't like on a screen, I will always tell an adult

My Name:

My Signature:

Appendix 4 –Permissions (Parents/Carers)

Summary of permissions & agreements for my child

Name of child: _____

Date of birth: _____

UPN: _____

I agree the following permissions for my child:

Permissions – Visits and Events	Yes	No
All local visits (walking distance)		
All school visits (including those involving public transport) *(permission will always be asked separately for residential visits and /or visits abroad)*		
Participation and attendance at any competitive events *(e.g. sports competitions, art shows, writing competitions)*		
I do want the school to provide a packed lunch *(this will be free if they are entitled to free school meals or part of the mayors initiative, otherwise there will be a charge)*		
For staff to supervise my child applying sunscreen		

Permissions – Photos & Publicity	Yes	No
Use of my child's photograph, image and name within the school *(e.g. displays, class books, digital signage etc)*		
Use of my child's photograph, image and name for school publicity *(e.g. prospectus, displays)*		
Use of my child's photograph/image by other agencies *(e.g. news reports, local press, LA documentation)*		
Use of my child's photograph, image and name on the school website *(e.g Group shots, a piece of their work is being used or if they hold a positions of responsibility such a House captain)*		

Please note that children's individual image and their name would never be used together outside of the school environment for safeguarding reasons.

Permissions – Communication	Yes	No
Receive the newsletter and general school information by email		
Have your child's name used in the newsletter *(e.g. star of the week, participation in sporting competitions)*		
Receive general information texts from the school		
Receive first aid record by email		
Receive useful medical information from the NHS via the school		

I agree the following:

Agreement Area	Please tick
To follow the school's leave request procedure	
To abide by Internet Acceptable Use agreement	
To support the school's Anti Bullying Charter *(which will be reissued to me if any changes are made)*	

Agreement Area – Information Provided	Please tick
I agree I have received a copy of the following information • **Information for parents** • **Privacy Notice** • **Attendance Information** • **School Leave Request Information** • **Safeguarding Information** • **Collection Policy** • **Anti-Bullying Charter** • **Internet Acceptable Use Agreement**	

I understand and agree that the permissions I have given are valid for the entire time my child attends Ellen Wilkinson Primary School. I realise it is my responsibility to inform the school in writing of any changes I wish to make to these permissions. In return the school will notify me in writing of any changes to the documents. I have agreed to.

I also confirm that I have parental responsibility for this child.

Signed:_____ (adult with parental responsibility)

Name:_____ (please print)

Date: _____

EWPS online safety incident report log

Date	Where the incident took place	Description of the incident	Action taken	Name and signature of staff member recording the incident

Appendix 5 – CCTV Statement

CCTV Statement

Introduction

The school recognises that CCTV systems can be privacy intrusive.

[For this reason, the school has carried out a data protection impact assessment with a view to evaluating whether the CCTV system in place is a necessary and proportionate means of achieving the legitimate objectives set out below.

The result of the data protection impact assessment has informed the school's use of CCTV and the contents of this policy.]

Review of this statement shall be repeated regularly and whenever new equipment is introduced a review will be conducted and a risk assessment put in place. We aim to conduct reviews no later than every two years.

Objectives

The purpose of the CCTV system is to assist the school in reaching these objectives:

(a) To protect pupils, staff and visitors against harm to their person and/or property.

(b) To increase a sense of personal safety and reduce the fear of crime.

(c) To protect the school buildings and assets.

(d) To support the police in preventing and detecting crime.

(e) To assist in identifying, apprehending and prosecuting offenders.

(f) To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence

(g) To assist in managing the school.

Purpose of this document

The purpose of this document is to regulate the management, operation and use of the CCTV system (closed circuit television) at the school. The CCTV system used by the school comprises of:

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
1	School & House 5 x internal & 11 external	N	Y	F
2	Children's Centre Building 1 internal & 11 external	N	Y	F

Statement of Intent

Notification has been submitted to the Information Commissioner and the next renewal date has been recorded.

- The CCTV system will seek to comply with the requirements both of the Data Protection Act and the most recent Commissioner's Code of Practice.
- The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.
- The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.

- Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
- Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.
- The planning and design has endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site and make clear who is responsible for the equipment.
- Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.
- Recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated. In the absence of compelling a need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than [30 calendar days].

System Management

- Access to the CCTV system and data shall be password protected.
- The CCTV system will be administered and managed by Janice Connor (Facilities & Finance Manager) who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy. In the absence of the Systems Manager the system will be managed by [Simon Sutton – Premises Manager].
- The system and the data collected will only be available to the Systems Manager, his/her replacement and appropriate members of the senior leadership team as determined by the Headteacher.
- The CCTV system is designed to be in operation 24 hours each day, every day of the year, though the school cannot guarantee that it will be working at all times.
- The System Manager will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.
- Cameras have been selected and positioned so as to best achieve the objectives set out in this statement in particular by proving clear, usable images.
- Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.
- Where a person other than those mentioned previously requests access to the CCTV data or system, the System Manager must satisfy him/herself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists access will be refused.
- Details of all visits and visitors will be recorded in a system log book including time/data of access and details of images viewed and the purpose for so doing.

Downloading Captured Data Onto Other Media

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any download media used to record events from the hard drive must be prepared in accordance with the following procedures: -

(a) Each download media must be identified by a unique mark.

(b) Before use, each download media must be cleaned of any previous recording.

(c) The System Manager will register the date and time of download media insertion, including its reference.

(d) Download media required for evidential purposes must be sealed, witnessed and signed by the System Manager, then dated and stored in a separate secure evidence store. If a download media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by the System Manager, then dated and returned to the evidence store.

(e) If download media is archived the reference must be noted.

Images may be viewed by the police for the prevention and detection of crime and by the Systems Manager, his/her replacement and the Headteacher and other authorised senior leaders. However, where one of these people may be later called as a witness to an offence and where the data content may be used as evidence, it shall be preferable if possible, for that person to withhold viewing of the data until asked to do so by the police.

A record will be maintained of the viewing or release of any download media to the police or other authorised applicants.

Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the download media (and any images contained thereon) remains the property of the school, and download media (and any images contained thereon) are to be treated in accordance with Data Protection legislation. The school also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the school to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until they are needed by the police.

Applications received from outside bodies (e.g. solicitors or parents) to view or release images will be referred to the school's Data Protection Officer and a decision made by a senior leader of the school in consultation with the school's data protection officer.

Complaints About The Use Of CCTV

Any complaints in relation to the school's CCTV system should be addressed to the Headteacher.

Request For Access By The Data Subject

The Data Protection Act provides Data Subjects – those whose image has been captured by the CCTV system and can be identified - with a right to data held about themselves, including those obtained by CCTV. Requests for such data should be made to Sue Ferguson.

Public Information

Copies of this statement will be available to the public from the school office.