



Uffington Church of England Primary School

'Optimum Solum Satis Est' – 'Only the best is good enough'

E-safety Policy

For clarity, the e-safety policy uses the following terms unless otherwise stated:

Users - refers to staff, governing body, school volunteers, students and any other person working in or on behalf of the school, including contractors

Parents – any adult with a legal responsibility for the child/young person outside the school e.g. parent, guardian, carer

School – any school business or activity conducted on or off the school site, e.g. visits, conferences, school trips etc

Wider school community – pupils, all staff, volunteers, governing body, parents

Safeguarding is a serious matter; at Uffington Church of England Primary School we use technology and the Internet extensively across all areas of the curriculum. Online safeguarding, known as e-safety is an area that is constantly evolving and as such this policy will be reviewed on an annual basis or in response to an e-safety incident, whichever is sooner.

The primary purpose of this policy is twofold:

- To ensure the requirement to empower the whole school community with the knowledge to stay safe and risk free is met.
- To ensure risks are identified, assessed and mitigated (where possible) in order to reduce any foreseeability of harm to the student or liability to the school.

This policy is available for anybody to read on the Uffington Church of England Primary School website; upon review all members of staff will sign as read and understood both the e-safety policy and the Staff Acceptable Use Policy.

Policy Governance (Roles & Responsibilities)

Governing Body

The governing body is accountable for ensuring that our school has effective policies and procedures in place; as such they will:

- Review this policy at least annually and in response to any e-safety incident to ensure that the policy is up to date, covers all aspects of technology use within the school, to ensure e-safety incidents were appropriately dealt with and ensure the policy was effective in managing those incidents.
- Appoint one governor to have overall responsibility for the governance of e-safety at the school who will:
 - Keep up to date with emerging risks and threats through technology use.
 - Receive regular updates from the Headteacher in regards to training, identified risks and any incidents.

Headteacher

Reporting to the governing body, the Headteacher has overall responsibility for e-safety within our school.

At Uffington Church of England Primary School, the Headteacher is also the e-Safety Officer. The Headteacher ensures that:

- E-Safety training throughout the school is planned and up to date and appropriate to the recipient, i.e. pupils, all staff, governing body, parents.
- All e-safety incidents are dealt with promptly and appropriately.

In the role of e-Safety Officer, the Headteacher will:

- Keep up to date with the latest risks to children whilst using technology; familiarising him/herself with the latest research and available resources for school and home use.
- Review this policy regularly
- Advise the governing body on all e-safety matters.
- Engage with parents and the school community on e-safety matters at school and/or at home.
- Liaise with ARK ICT Solutions and other agencies as required.
- Retain responsibility for the e-safety incident log; ensure staff know what to report and ensure the appropriate audit trail.
- Ensure any technical e-safety measures in school (e.g. Internet filtering software, behaviour management software) are fit for purpose through liaison with ARK ICT Solutions.
- Make him/herself aware of any reporting function with technical e-safety measures, i.e. internet filtering reporting function; liaise with the Headteacher and responsible governor to decide on what reports may be appropriate for viewing.

ICT Technical Support

The school procures the service of ARK ICT Solutions to manage its network. ARK ICT Solutions are responsible for ensuring that the IT technical infrastructure is secure; this will include at a minimum:

- Anti-virus is fit-for-purpose, up to date and applied to all capable devices.
- Windows (or other operating system) updates are regularly monitored and devices updated as appropriate.
- Any e-safety technical solutions such as Internet filtering are operating correctly.
- Filtering levels are applied appropriately and according to the age of the user; that categories of use are discussed and agreed with the e-safety officer and Headteacher.

- Passwords are applied correctly to all users regardless of age. Passwords for staff will be a minimum of 8 characters.

All Staff

Staff are to ensure that:

- All details within this policy are understood. If anything is not understood it should be brought to the attention of the Headteacher.
- Any e-safety incident is reported to the e-Safety Officer (and an e-Safety Incident report is made), or in his/her absence to the Headteacher. If you are unsure the matter is to be raised with the e-Safety Officer or the Headteacher to make a decision.
- The reporting flowcharts contained within this e-safety policy are fully understood.

All Pupils

The boundaries of use of ICT equipment and services in this school are given in the pupil Acceptable Use Policy; any deviation or misuse of ICT equipment or services will be dealt with in accordance with the behaviour policy.

e-Safety is embedded into our curriculum; pupils will be given the appropriate advice and guidance by staff. Similarly all pupils will be fully aware how they can report areas of concern whilst at school or outside of school.

Parents and Carers

Parents play the most important role in the development of their children; as such the school will ensure that parents have the skills and knowledge they need to ensure the safety of children outside the school environment. Through information published on the school website and school newsletters, the school will keep parents up to date with new and emerging e-safety risks.

Parents must also understand the school needs have to rules in place to ensure that their child can be properly safeguarded. As such parents will sign the school's Single Consent Form before any access can be granted to school ICT equipment or services.

Technology

Uffington Church of England Primary School uses a range of devices including PCs, laptops and iPads. In order to safeguard the student and in order to prevent loss of personal data we employ the following assistive technology:

Internet Filtering – we use NetSweeper software that prevents unauthorized access to illegal websites. It also prevents access to inappropriate websites; appropriate and inappropriate is determined by the age of the user and will be reviewed in line with this policy or in response to an incident, whichever is sooner.

Email Filtering – we use NetSweeper software that prevents any infected email to be sent from the school, or to be received by the school. Infected is defined as: an email that contains a virus or script (i.e. malware) that could be damaging or destructive to data; spam email such as a phishing message.

Encryption – All school devices that hold personal data (as defined by the Data Protection Act 1998) are encrypted. No data is to leave the school on an un-encrypted device; all devices that are kept on school property and which may contain personal data are encrypted. Any breach (i.e. loss/theft of device such as laptop or USB keydrives) is to be brought to the attention of the Headteacher immediately. The Headteacher will liaise with the local authority to ascertain whether a report needs to be made to the Information Commissioner's Office. *(Note: Encryption does not mean password protected.)*

Passwords – all staff and students will be unable to access any networked device without a unique username and password. Pupil passwords will change if there has been a compromise. Staff are encouraged to change their passwords on a regular basis. ARK ICT Solutions will be responsible for the management of user names and passwords. Pupil iPads are not passcode protected.

Anti-Virus – All capable devices will have anti-virus software. This software will be updated at least weekly for new virus definitions. ARK ICT Solutions will be responsible for ensuring this task is carried out, and will report to the Headteacher if there are any concerns.

Safe Use

Internet – Use of the Internet in school is a privilege, not a right. Internet use will be granted: to staff upon signing this e-safety and the staff Acceptable Use Policy; pupils upon their parents / carers signing and returning their acceptance of the Acceptable Use statement included in the Single Consent Form.

Email – All staff are reminded that emails are subject to Freedom of Information requests, and as such the email service is to be used for professional work-based emails only. Emails of a personal nature are not permitted. Similarly use of personal email addresses for work purposes is not permitted.

Pupils are permitted to use the school email system, and as such will be given their own email address. The email address will be made up of the following: firstname.secondname@uffingtonprimary.co.uk

Photos and videos – Digital media such as photos and videos are covered in the schools' Photographic Policy, and is re-iterated here for clarity. All parents must sign the Single Consent Form stating whether they wish images including their children to be used for marketing and publicity purposes at the beginning of each academic year; non-return of the permission slip will not be assumed as acceptance.

Social Networking – there are many social networking services available; Uffington Church of England Primary School is fully supportive of social networking as a tool to engage with parents and the wider school community. Any new service will be risk assessed before use is permitted. At the present time, the school uses Facebook as a broadcast service which is a one-way communication method in order to share school information with the wider school community. No persons will be "followed" or "friended" on these services and as such no two-way communication will take place. Those viewing Facebook posts may only 'like' the information.

In addition, the following is to be strictly adhered to:

- The Single Consent Form must be consulted before any image or video of any child is uploaded.
- There is to be no identification of students by name.
- All posted data must conform to copyright law; images, videos and other resources that are not originated by the school are not allowed unless the owner's permission has been granted or there is a licence which allows for such use (i.e. creative commons).

Notice and take down policy – should it come to the schools attention that there is a resource which has been inadvertently uploaded, and the school does not have copyright permission to use that resource, it will be removed within one working day.

Incidents - Any e-safety incident is to be brought to the immediate attention of the Headteacher who will then assist you in taking the appropriate action to deal with the incident and to fill out an incident log.

Cyber Bullying

Cyber Bullying can be defined as the use of Information and Communication Technology (ICT), particularly mobile phones and the Internet, to deliberately upset someone. Uffington Church of England Primary School is committed to ensuring that its pupils are made aware of the issues surrounding cyber-bullying at a level appropriate to their age and stage of development. Should an incident of cyber-bullying affecting a pupil

come to the attention of a member of staff, either within or outside school, the Headteacher should be informed immediately. Such incidents will be dealt with in line with the school's Anti-bullying Policy.

Training and Curriculum - It is important that the wider school community is sufficiently empowered with the knowledge to stay as risk free as possible whilst using digital technology; this includes updated awareness of new and emerging issues. As such, Uffington Church of England Primary School will have an annual programme of training which is suitable to the audience.

e-Safety for pupils is embedded into the curriculum; whenever ICT is used in the school, staff will ensure that there are positive messages about the safe use of technology and risks as part of the student's learning.

As well as the programme of training we will establish further training or lessons as necessary in response to any incidents.

The Headteacher/ e-Safety Officer is responsible for planning a programme of training and awareness for the school. Should any member of staff feel they have had inadequate or insufficient training generally or in any particular area this must be brought to the attention of the Headteacher for further CPD.

The e-Safety Training Programme is included in the Five Year Safeguarding Training Pathway.

This policy has been agreed by the staff and Governing Body and is reviewed biennially.

Policy created and adopted by the Governing Body	January 2018
Next Review	February 2019

Acceptable Use of ICT Policy – Staff

Note: All Internet and email activity is subject to monitoring

You must read this policy in conjunction with the e-Safety Policy. Once you have read and understood both you must sign the school register.

Internet access - You must not access or attempt to access any sites that contain any of the following: child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues. Inadvertent access must be treated as an e-safety incident, reported to the e-safety officer and an incident sheet completed.

Social networking – is allowed in school in accordance with the e-safety policy only. Staff using social networking for personal use should never undermine the school, its staff, parents or children. Staff should not become “friends” with parents or pupils on personal social networks

Use of Email – staff are not permitted to use school email addresses for personal business. All email should be kept professional. Staff are reminded that school data, including emails, is open to Subject Access Requests under the Freedom of Information Act.

Passwords - Staff should keep passwords private and change them on a regular basis. Passwords should not be shared.

Data Protection – If it is necessary for you to take work home, or off site, you should ensure that your device (laptop, USB pendrive etc.) is encrypted. On no occasion should data concerning personal information be taken offsite on an unencrypted device.

Personal Use of School ICT - You are not permitted to use ICT equipment for personal use unless specific permission has been given from the Headteacher who will set the boundaries of personal use.

Images and Videos - You should not upload onto any internet site or service images or videos of yourself, other staff or pupils without consent. This is applicable professionally (in school) or personally (i.e. staff outings).

Use of Personal ICT - You must not use your own devices to take photographs of pupils. Use of other personal ICT equipment is at the discretion of the Headteacher. Permission must be sought stating the reason for using personal equipment;

Viruses and other malware - any virus outbreaks are to be reported to the ARK ICT Solutions (support@ARK.me.uk) as soon as it is practical to do so, along with the name of the virus (if known) and actions taken by the school.

e-Safety – like health and safety, e-safety is the responsibility of everyone to everyone. As such you will promote positive e-safety messages in all use of ICT whether you are with other members of staff or with students.

Acceptable Use Policy – Pupils

Our Charter of Good Online Behaviour

Note: All Internet and email activity is subject to monitoring

I Promise – to only use the school ICT for schoolwork that the teacher has asked me to do.

I Promise – not to look for or show other people things that may be upsetting.

I Promise – to show respect for the work that other people have done.

I will not – use other people’s work or pictures without permission to do so.

I will not – damage the ICT equipment, if I accidentally damage something I will tell my teacher.

I will not – use other people’s usernames or passwords.

I will not – share personal information online with anyone.

I will not – download anything from the Internet unless my teacher has asked me to.

I will not - print anything without permission.

I will – let my teacher know if anybody asks me for personal information.

I will – let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

I will – be respectful to everybody online; I will treat everybody the way that I want to be treated.

I understand – that some people on the Internet are not who they say they are, and some people can be nasty. I will tell my teacher if I am ever concerned in school, or my parents if I am at home.

I understand – if I break the rules in this charter there will be consequences of my actions and my parents will be told.

e-Safety Incident Log

Number:	Reported By: <i>(name of staff member)</i>	Reported To: <i>(e.g. Head, e-Safety Officer)</i>	
	When:	When:	
Incident Description: (Describe what happened, involving which children and/or staff, and what action was taken)			
Review Date:			
Result of Review:			
Signature (Headteacher)		Date:	
Signature (Governor)		Date:	

Risk Log

Activity	Risk	Likelihood	Impact	Score	Owner
Internet browsing	Access to inappropriate/illegal content - staff	1	3	3	Headteacher / e-Safety Officer IT Support (ARK ICT Solutions)
Internet browsing	Access to inappropriate/illegal content - students	2	3	6	

Likelihood: How likely is it that the risk could happen (foreseeability).

Impact: What would be the impact to the school (e.g. this could be in terms of legality, reputation, complaints from parents, reporting in press etc.)

Likelihood and Impact are between 1 and 3, 1 being the lowest.

Multiply Likelihood and Impact to achieve score.

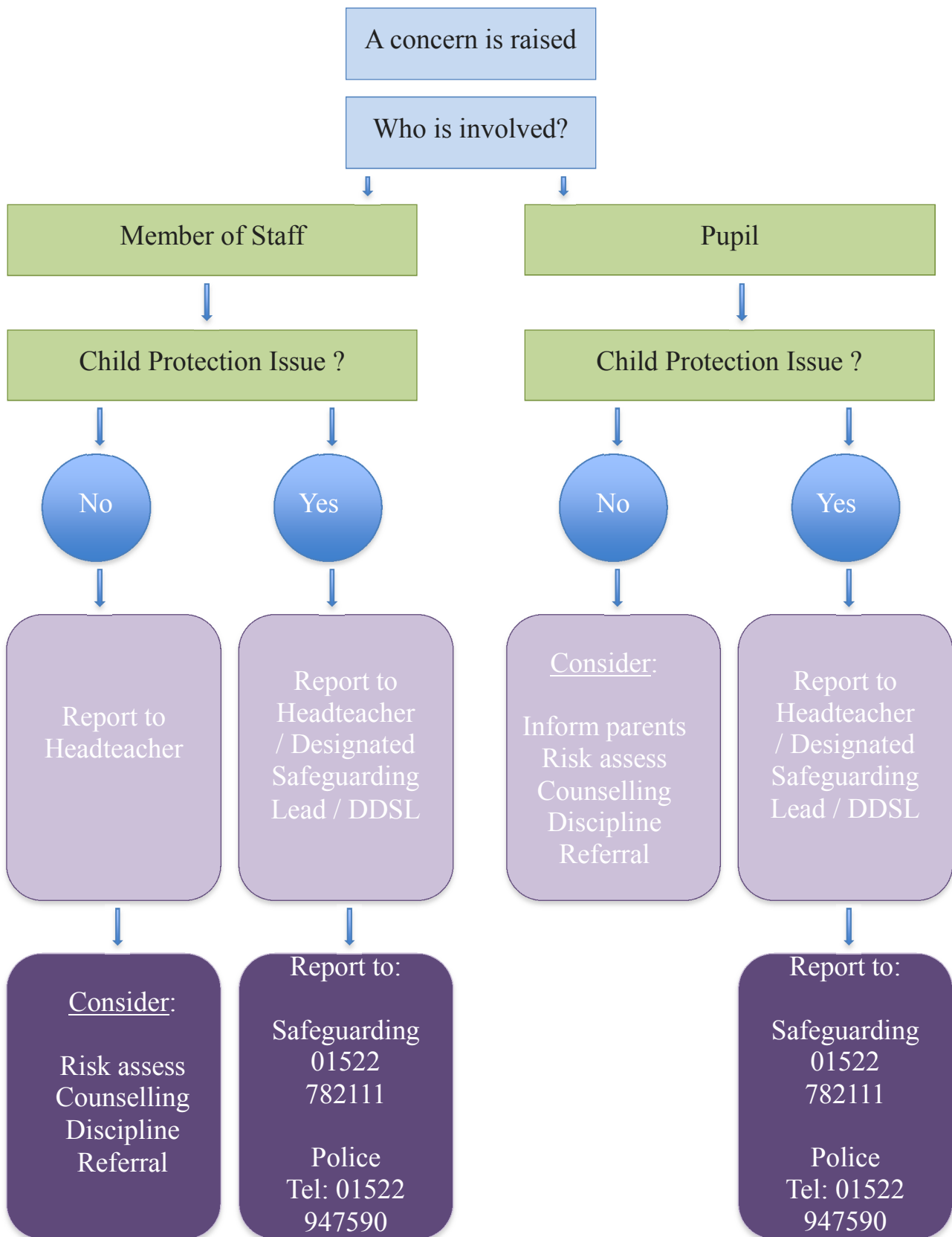
SCORE: 1 – 3 = Low Risk

4 – 6 = Medium Risk

7 – 9 = High Risk

Owner: The person who will action the risk assessment and recommend the mitigation to Headteacher and Governing Body.
Final decision rests with Headteacher and Governing Bod

Inappropriate Activity Flowchart



If you are in any doubt, consult the Headteacher/ DSL / DDSL or ring the Customer Service Centre 01522 782111

Illegal Activity Flowchart

