

Netherton Infant and Nursery School

E- Safety Policy 2015 - 2016

Rationale

New technologies have become integral to the lives of children today and have become an essential element in 21st century life. These new technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning and therefore raise educational standards.

Children should have an entitlement to safe use of new technologies. Therefore we need to be aware of the risks involved in using such technologies and take steps to eliminate them. This policy should therefore be used in conjunction with other school policies such as behaviour, anti-bullying, and child protection.

Scope of the Policy

This policy applies to all members of the school community – staff, students, pupils, and technicians - who have access to and are users of school ICT systems both in and out of school.

Roles and Responsibilities

Governors

The Governors are responsible for the approval of the E-safety policy and for reviewing its effectiveness on an annual basis.

Senior Leadership Team

The Head teacher has overall responsibility for ensuring the safety of members of the school community and as Designated Safeguarding Lead takes a lead on e-safety. The Senior Leadership Team will take day to day responsibility for e-safety issues and are aware of the procedures which need to be followed in the event of an e-safety incident. They will also consult with the ICT co-ordinator and the Global technician on e-safety issues.

The Network Manager / Technician

Ensures that

- The ICT infrastructure is secure and not open to malicious attack.
- Users only access the school's networks through enforced passwords.

Teaching and Support Staff

All staff are responsible for:

- Ensuring that they are aware of current e-safety matters and the schools policy and practices.
- Reporting any e-safety concerns / issues to a member of the Senior Leadership Team.
- Monitoring ICT activity in lessons and where internet use is pre-planned that sites have been previously checked for suitability for the intended learning outcome.
- Ensuring when working at home that care is taken to ensure the safe keeping of any personal data minimising the risk of its loss or misuse and that when working at home that they are logged off at the end of any session when they are using personal data.
- Any personal data stored for use between home and school **must** be stored on an encrypted USB stick and should be deleted from the device once it has been transferred or its use is complete.
- Ensuring that photographs / videos of children are only taken with school equipment and NOT on personal cameras or mobile phones.
- Ensuring they are professional at all times in their use of ICT technologies. School will NOT support staff who bring the reputation of the school into disrepute through the use of social networking sites.

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Children

The children will be taught to use the ICT equipment and new technologies properly and for the intended learning purpose and to use these to develop learning across the whole curriculum.

- Children should not bring mobile phones into school.
- Parents are reminded in the newsletter they receive about e safety and the importance of monitoring their child's activity

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. Data has to be retained in school for 7 years after the child has left the school.

Technical Infrastructure

- There are regular reviews and audits of safety and security of school ICT systems with Global Solutions Ltd.
- Servers, wireless systems and cabling are securely located and physical access is restricted.
- All users have clearly defined access rights to school ICT systems.
- All users will be provided with a user name and password.
- Users are responsible for their username and password and should not allow users with different access rights to use their details. Users will log off at the end of their session to maintain security.
- Senior Leaders and the School administrator have access to "Office Drive" which is a secure area of the network.
- Staff have access to 'Staff Shared' which is a public area shared by all staff and no confidential information should be stored in this area.
- YHGfL provides necessary filtering and monitoring for the school any issues will be reported immediately.
- In the event of the IT technician needing to switch off the filtering for any reason this must be carried out by agreement with the Head teacher to ensure there is no internet use during that time.
- Appropriate security measures are in place to protect ICT infrastructure in the form of secure storage and password protection.
- Data on the server is backed up on a weekly basis and a back up drive stored off site, changed weekly with the drive attached to the server.
- Temporary access for visitors to school ie Trainee Teachers will be restricted to public access areas only.
- Only programmes designed for educational purposes are allowed to be installed on workstations. Other programmes will only be installed through consultation with the IT technician.
- The school infrastructure and workstations are protected by up to date virus software which is updated.
- The official school e-mail service may be regarded as safe and secure and is monitored.
- All users are aware that the e-mail communications are monitored.
- New technologies will be assessed against this policy before being used to ensure they comply with the schools aims and ethos.

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ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This statement is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to read this statement and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head teacher.

- ★ The ICT systems and related technologies should only be used for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- ★ Users must comply with the ICT system security and not disclose any passwords provided by the school or other related authorities.
- ★ Users must ensure that all electronic communications are compatible with their professional role.
- ★ Use only the approved, secure email system for any school business.
- ★ Users must ensure that personal data is kept secure and is used appropriately, whether in school or taken off the school premises.
- ★ Hardware or software should not be installed without permission.
- ★ Users must not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- ★ Images of pupils should only be taken, stored and used for professional purposes in line with school policy. Photographs should only be taken with school equipment and **not** personal cameras or mobile phones.
- ★ Users must understand that use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- ★ Users must respect copyright and intellectual property rights.
- ★ Users must support and promote the school's e-safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- ★ Users must take responsibility to ensure that their online activity, either in school or outside school, will not compromise their professional role or bring the name of the school into disrepute.

At Netherton Infant and Nursery school, all employees are expected to follow the policies and practices adopted by the school. Non-compliance could result in disciplinary measures being taken.

Staff are signed to this agreement by default. If you do not wish to be bound by this agreement please consult the Head Teacher.

All staff are made aware of the above information through annual training. All staff are made aware of the potential dangers of using social media. Explicit information is given to staff annually that the Governing Body will not support any member of staff using social media inappropriately. Parents are reminded that the school will take strong action against anybody using abusive, defamatory or incorrect comments on social media sites against the school or its staff. This expectation is placed upon volunteers and students who work in our school and is part of their induction procedure.

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