

The Keys Federation Academy Trust

E-Safety Software

Hello All,

As a result of guidance and as an important part of protecting our children, young people and members of staff, our e-safety forensic software has been installed onto the school Network. All laptops belonging to the school, including staff laptops have been connected to this so please be aware of the following points.

All staff and learners must only log on using their own individual user name and password when accessing the school system – including e-mail. Please ensure that users log off before leaving the computer unattended. All access to the shared user name e.g. Y3 and password are now prohibited.

When accessing the internet – please follow the school's ICT, internet and acceptable use policies.

Make your Principal aware if any inappropriate information is accessed or brought to your attention.

Thank you,

ICT Team Leader

NB If using search engines or searching sites which include advertisements, ensure that live searches are not performed in front of learners – you never know what might come onto the screen. If allowing learners to access this site as a learning tool ensure that they are aware of the risks.

Individual School's Letterhead

Date

Dear

Unfortunately, your child has chosen not to follow our school guidelines with respect to acceptable internet use. In particular, they have shown a lack of respect for others by *making inappropriate internet searches/being involved in cyber bullying incidents/displaying extremist, racist, homophobic, sexist views/using inappropriate language to another child/sexting.

(*delete as appropriate)

We take this breach of our policy very seriously.

As a result of this behaviour, your child will not be permitted access to the internet during school time for a six week period. The incident has been reported to the Board of Directors and logged. Please discuss the incident with your child and encourage them to make the right choices to promote online safety for everyone. Your child will be expected to request access at the end of the six week period and will be reminded about their future online conduct.

We are working hard to ensure the online safety of all our learners, staff and parents/carers and appreciate your support in this matter.

Yours sincerely,

Principal

E-Safety Rules

Keeping everyone safe online.

- ◆ I will only use school's ICT systems for school related purposes.
- ◆ I will only log on to my own personal space and other spaces I have access to e.g. blog site.
- ◆ I will make sure that all my ICT communications with other learners and adults are responsible including other establishments using the Internet, e-Mail etc.
- ◆ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will turn off my monitor and tell my teacher immediately.
- ◆ I will not write, publish or send anything that could be considered unpleasant, nasty or hurtful.
- ◆ I will not share my own or anyone else's personal details such as name, phone number or home address.
- ◆ I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ◆ I will be responsible for my behaviour when using ICT because I know that these rules are to keep myself, all other learners, staff and directors safe.
- ◆ I will use the CEOP Report Abuse Icon, the Hector Protector Icon, or Toot Toot to report any concerns I have and I will tell a teacher about these concerns.
- ◆ I understand that my school uses e-safety Software to monitor my use of ICT using the school systems and that my parent/carer will be contacted if a member of school staff is concerned about my e-safety.



Individual School's Letterhead

Date

Dear Parent,

Acceptable Use Agreement/ Rules for Online e-Safety

As part of our ICT scheme of work, we will be offering learners supervised access to the Internet. Before being allowed to use the Internet, all learners must obtain parental permission. Both you and your child must sign and return the enclosed form as evidence of approval and acceptance of the school's Acceptable Use Policy (copy attached).

Access to the Internet will enable learners to explore millions of libraries, databases, and bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, learners may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will give e-safety guidance to learners and ensure access to appropriate online materials and sites. All school ICT systems are monitored and our internet provision is filtered in school. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The Keys Federation Academy Trust and its schools have established their own websites on the Internet. A valuable aspect of the school sites will be the display of learners' work with relevant appropriate photographs. For security reasons, learners' names will not be attached to photographs. The enclosed form also requests your approval for such publication. You may view our websites at www.hindleysaintpeters.wigan.sch.uk or www.hindleygreen.wigan.sch.uk or www.hindleygreensaintjohns.wigan.sch.uk or www.abramsaintjohns.wigan.sch.uk or www.thekeysfederation.org.uk

We would be grateful if you could read the enclosed guidance documents and then complete and return the enclosed permission form.

Yours sincerely,

Principal

Individual School's Letterhead

Date

Pupil Acceptable Use Agreement / e-Safety Rules

Dear Parent/ Carer,

ICT including the internet, email, laptops, digital cameras etc has become an important part of everyday learning in our school. We expect all our learners to be safe and responsible when using any ICT. Please discuss these e-safety rules with your child. If you have any concerns, please refer to the school website where there are links to other helpful sites with a wealth of information on this subject.

- ◆ I will only use school's ICT systems for school related purposes and will give due credit to all sources of materials included in my work.
- ◆ I will only use my e-mail address and my own personal space and other spaces I have permission to access to on the Internet.
- ◆ I will make sure that I act in a responsible manner when communicating (using the internet, e-Mail, Video Conferencing etc.) with other learners and adults, including those from other establishments
- ◆ I will not download software, subscribe to any goods/services nor buy or sell using school internet systems.
- ◆ I will not deliberately look for, write, publish, save or send anything that could be considered unpleasant or nasty. If I accidentally find anything like this I will turn my screen/monitor off and tell my teacher immediately.
- ◆ I will not write, publish or send anything that could be considered unpleasant, nasty or hurtful.
- ◆ I will not share my own or anyone else's personal details such as name, photograph, phone number or home address.
- ◆ I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ◆ I will be responsible for my behaviour when using ICT because I know that these rules are to keep myself, all other learners, staff and directors safe.
- ◆ I will use the CEOP Report Abuse Icon, the Hector Protector Icon, or Toot Toot to report any concerns I have and I will tell a teacher about these concerns.
- ◆ I understand that the school and the Academy Trust take these matters very seriously and will follow the agreed policy for sanctions.
- ◆ I understand that school uses e-safety software to monitor all use of school ICT systems and that the following sanctions will apply if a member of school staff is concerned about my behaviour as a matter of e-safety:
 1. My parent/carer, and when applicable external agencies, will be contacted.
 2. I may receive a temporary or permanent internet ban.

We have discussed these rules and _____ (child's name) agrees to follow the e-safety rules and to support the safe use of ICT at School.

Parent/carer signature: _____ Date: _____

Learner signature: _____ Date: _____

Appendix 6: Acceptable Use Agreement – staff

Staff Acceptable Use Agreement / Code of conduct

Staff should ensure all ICT/media use is in line with Teachers' Professional Standards and the Social Media Policy. All members of staff are responsible for explaining the rules and their implementations. All members of staff need to be aware of the possible misuses of online access and their responsibilities towards learners.

The Keys Federation Academy Trust takes its safeguarding duties with utmost seriousness and will not hesitate to enforce all such procedures and legal steps as may be necessary.

The computer system is owned by the Academy Trust and may be used by learners to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties, the learners, the staff and the school. The Trust reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited and e-mails sent or received.

ICT and the related technologies such as e-mail, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff must sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Director of Academy Excellence who is the Trust's e-Safety Co-ordinator.

- ◆ I will only use the Trust's email / Internet / Server / Authority Intranet / and any related technologies for professional purposes or for uses deemed 'reasonable' by the CEO or Board of Directors.
- ◆ I will comply with the ICT system security and not disclose any passwords, provided to me by the Trust or other related authorities, to any other person.
- ◆ I will ensure that all my electronic communications with learners, parents/carers, colleagues, directors, the community, the Local Authority and the DfE are compatible with my professional role, my contract of employment and all safeguarding legislation, policies and procedures.
- ◆ I will only use the Trust's designated e-mail for all school and Trust related business and understand that the same professional levels of language and content should be applied as for letters or other media.
- ◆ I will ensure that personal data, such as data held on SIMS or the school's servers is kept secure and is used appropriately **in line with GDPR**, whether in school, taken off the school premises or accessed remotely.
- ◆ I will not browse, download or upload material that could be considered offensive or illegal or use school owned equipment for personal financial gain, political purposes or advertising.
- ◆ I will not send material that could be considered offensive, illegal or extremist to learners or colleagues.
- ◆ Photographic images and video footage of learners will only be taken using school cameras and used for professional purposes and will only be downloaded onto school/Trust controlled documents/websites and will not be distributed outside the school network without the permission of the parent/carer.
- ◆ I will respect copyright and intellectual property rights.
- ◆ I will 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 under my safeguarding duties and responsibilities as a Trust employee.
- ◆ I will report any racist, sexist, homophobic or extremist communications from any person in this organisation to my immediate line manager, who will take appropriate action.
- ◆ I understand that the Trust uses e-safety Software to monitor my use of all ICT using the school systems and I understand that any mis-use of ICT is logged and can be made available, on request, to my Principal, Board of Directors and/or for the purpose of criminal investigations.

User's Signature:

I agree to follow this code of conduct and to support the safe use of ICT throughout the school and understand that violation of the above code of conduct will result in a temporary or permanent ban on Internet use and understand that additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour with the possibility of criminal prosecution if incidents relate to safeguarding/LADO involvement.

Full NameSignature

Approval DateApproved by..... (Principal)

Agreement of Long Term Loan of Laptops/I-pads/Mobile Technology for Learning & Teaching

General:

- The above equipment is agreed as a long term loan to the named member of staff whilst in the service of The Keys Federation Academy Trust. As part of this agreement the member of staff undertakes to make best endeavours to keep the equipment in good condition and safe. The above equipment must be returned to the school when they leave the school's employment.
- The laptop/I-pad/mobile technology is loaned for the **sole, exclusive use of the member of staff** for professional purposes and they are ultimately responsible for all content/access/usage in accordance with safeguarding legislation, policy and procedures.
- The laptop/I-pad/mobile technology **MUST** be kept in school during the school day and kept secure at all times.
- The CEO can ask for your laptop/I-pad/mobile technology at any time so that software can be installed/changed in accordance with school policy.
- The CEO or external auditors may also request your laptop/I-pad/mobile technology at any time in order to monitor usage and ensure compliance with safeguarding policy and legislation.
- ICT equipment on loan to staff will be subject to an annual hardware check and software update.
- Except with prior explicit written permission from the CEO, resources must not be used for **none** school related commercial purposes or monetary gain.
- It is recommended that you change your password on a regular basis. You are prohibited from disclosing your password to any individuals. You must safeguard your user area and its contents and will be responsible for any misuse. You may not search for, access, copy, or use passwords belonging to other people.
- It is your responsibility to ensure that all data on the laptop/I-pad/mobile technology is regularly and adequately backed up in accordance with school policy. Please note that the use of unencrypted USB portable devices is not allowed.
- Additional hardware and software may not be installed on to the laptop/I-pad/mobile technology without the written permission of the CEO.
- The laptop/I-pad/mobile technology is loaned to the member of staff for professional purposes and as such additional hardware, software and device drivers should only be installed by the Trust's ICT Maintenance Provider in accordance with the appropriate licence.
- You should check with the Trust's ICT Maintenance Provider that appropriate anti-virus software has been installed on your laptop/I-pad/mobile technology and that it is regularly updated.
- You may not copy any software from the laptop/I-pad/mobile technology to any other machine outside of school's control.
- Pre-installed software must not be removed or the laptop/I-pad/mobile technology reconfigured in any way.

Insurance:

- The laptop/I-pad/mobile technology and associated equipment listed is on the school's asset register and is covered under the Trust's insurance. This insurance covers the use of the laptop/I-pad/mobile technology at the staff member's home. The insurance does not cover damage/loss in transit between the school and the member of staff's home. The laptop/I-pad/mobile technology **must not be left unattended in your vehicle at any time.**

Repair and maintenance:

- The laptop/I-pad/mobile technology and associated equipment listed will be repaired by the supplier for the warranty period and then by the school's normal repair arrangements but the member of staff is responsible for transporting the equipment to and from school for repair.

Care for the equipment:

- The member of staff agrees to take all reasonable care of the equipment including carrying out normal software or hardware maintenance activities, such as cleaning the equipment, monitoring faults and errors, reporting errors in writing as soon as possible to the designated member of staff.

Acceptable Use:

IT IS NOT ACCEPTABLE to use a Trust or School computer/laptop/I-pad/mobile technology for any of the following whether at home or on Trust or school premises.

- Accessing, displaying, downloading or printing of any offensive, obscene, pornographic or indecent images, data or other media files.
- Accessing social networking, file sharing and similar sites.
- Accessing gambling or adult only sites.
- Participating in chain letters or registering in chat rooms.
- Posting information that may disparage, harass or cause offence to others on the basis of gender, race, age, disability, religion, sexual orientation, political affiliation, national origin or extremism.
- Publishing statements that are defamatory or information that is false or misleading concerning the school, the Academy Trust or any of its customers or business associates.
- Publishing confidential or proprietary information of the school on unsecured Internet sites such as bulletin boards or disseminating such information that might compromise its confidentiality.
- Downloading, using or distributing software, films or executable programs from the internet.
- The transmission or downloading of anything other than copyright free material, including media files.
- Initiating contact with a child for purposes other than curriculum content.
- Use of the internet in any way which brings the school or the Academy Trust into disrepute.

In addition to the above, staff should also note the following:-

- Your laptop computer/l-pad/mobile technology should only be used for school related professional activity. It is not for personal use and must not be used by anyone else including family members or learners.
- Files containing personal data relating to staff or learners should not be held on the hard disk of your laptop or other portable computer. Where this is impractical then encryption, which renders the data unreadable without the decryption key, should be installed by the Trust's ICT Maintenance Provider. A note of the encryption password must be kept securely in school.
- You may not access or copy directories, programs, files, data or documents which do not belong to you unless you have prior permission from the owner.
- Learners' work that is required for moderation and similar purposes must not be held exclusively on your laptop or other portable computer. The originals or copies must be held on the school's curriculum network.
- If your laptop/l-pad/mobile technology is lost or stolen you must inform the Federation Executive Team immediately.

Agreement of Parties:

The Trust/School agrees to the long term loan of the equipment to the named member of staff.

Principal's Signature: _____ Date: _____

I acknowledge that I have read and understood the above terms and conditions under which the laptop (above) has been loaned to me. I accept that a breach of the Acceptable Use of this equipment may lead to disciplinary action, up to and including dismissal with the possibility of criminal prosecution if incidents relate to safeguarding/LADO involvement. I also accept that a charge may be levied against me if I do not comply with this policy and, as a consequence, repairs need to be made to the laptop/l-pad/mobile technology.

Member of staff's Signature: _____ Date: _____

Employee Name:

Laptop/l-pad/Mobile technology Number:

User Name:

Security Number:

Laptop/l-pad/Mobile technology Model:

Laptop/l-pad/Mobile technology Serial No:

Appendix 8: GDPR/Photography Consent Form – Parents/Carers

THE KEYS FEDERATION ACADEMY TRUST – name of school

GDPR Data Protection and Photography Consent Form

Child's Name: _____ Year: _____

If throughout my child's school years at School I decide to give or remove consent to any of the following I will inform the school in writing.

I give my permission for my child to: -

Internet	YES	NO
Use the Email and Internet.		
Have his/her forename (first name) on school web site.		
Have individual photographs taken for school web site.		
Be included in group photographs on school web site.		
Have his/her work published on school web site.		
Publicity / Local and National Press		
Have his/her forename appearing in publicity / paper.		
Have his/her photograph appearing in publicity / paper/ School Twitter Page.		
Be included in group photographs in publicity / paper/School Twitter Page.		
Have his/her work with forename appearing in publicity / paper / School Twitter Page.		
Have his/her Photograph taken at the following events to appear in publicity / paper/ School Twitter Page: *Sports Day *Concerts *Nativity Play *Charity Fund Raising Events *Any school or Keys Federation event/performance		
School Information		
Appear in Photo's/Videos and films promoting school life.		
Have his/her individual photographs taken for sale to parents. (The school does not own the copy rights to the photographs. The school is a venue for a transaction between parents and photographers)		
Have his/her Photograph taken at the following events for school use/marketing / school displays: *Sports Day *Concerts *Nativity Play *Charity Fund Raising Events *School Trips *Any school or Keys Federation event/performance		
Communication		
I give permission to the school to use parental contact details (tel.no & email) for school communication i.e.; messages, newsletters, reminders.		

SIGNED _____ **(Parent/Carer)** **DATE** _____

* Internet disclaimer: Anything that appears on our Trust/school website/blog or in the local/national paper may be accessible via Google

Appendix 9: Acceptable Use Agreement – Director

Director/LAC Representative Acceptable Use Agreement / Code of conduct

All Directors/LAC Representatives are responsible for explaining the rules and their implementations. All Directors/LAC Representatives need to be aware of the possible misuses of online access and their responsibilities towards the schools and the Trust.

The Keys Federation Academy Trust takes its safeguarding duties with utmost seriousness and will not hesitate to enforce all such procedures and legal steps as may be necessary.

The computer system is owned by the Trust, and may be used by learners to further their education and by Directors/LAC Representatives to enhance their professional activities including teaching, research, administration and management. The Trust's Internet Access Policy has been drawn up to protect all parties, the learners, the staff and the schools.

The Trust reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited and e-mail sent or received.

ICT and the related technologies such as e-mail, the internet and mobile phones are an expected part of our daily working life in schools. This policy is designed to ensure that all Directors/LAC Representatives are aware of their professional responsibilities when using any form of ICT. All Directors/LAC Representatives must sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mrs S Bruton, Chief Executive Officer.

- ◆ I will only use the Trust's email / Internet / Server / GovernorHub and any related technologies for professional purposes or for uses deemed 'reasonable' by the CEO or Board of Directors.
- ◆ I will comply with the ICT system security and not disclose any passwords, provided to me by the Trust or other related authorities, to any other person.
- ◆ I will ensure that all my electronic communications with learners, parents/carers, colleagues, directors, LAC Representatives, the community, the DfE and the Local Authority are compatible with my professional role and all safeguarding legislation, policies and procedures.
- ◆ I will only use the secure e-mail system(s) for all Trust related business and understand that the same professional levels of language and content should be applied as for letters or other media.
- ◆ I will ensure that personal data, such as data held on SIMS or the Trust's servers is kept secure and is used appropriately in line with GDPR regulations, whether in school, taken off the school premises or accessed remotely.
- ◆ I will not browse, download or upload material that could be considered offensive or illegal or use Trust owned equipment for personal financial gain, political purposes or advertising.
- ◆ I will not send material that could be considered offensive or illegal or extremist to learners or colleagues.
- ◆ Photographic images and video footage of learners will only be taken using school cameras and used for professional purposes and will only be downloaded onto school/Trust controlled documents/websites and will not be distributed outside the school network without the permission of the parent/carer.
- ◆ I will respect copyright and intellectual property rights.
- ◆ I will support and promote the Trust's e-safety policy and help pupils to be safe and responsible in their use of ICT and related technologies under my safeguarding duties and responsibilities as a Trust Director/LAC Representative.
- ◆ I will report any racist, sexist, homophobic or extremist communications from any person in this organisation to Chair of Board of Directors, who will take appropriate action.
- ◆ I understand that the Trust uses e-safety Software to monitor my use of all ICT using the school systems and I understand that any mis-use of ICT is logged and can be made available, on request, to the CEO, the Board of Directors and/or for the purpose of criminal investigations.

User's Signature:

I agree to follow this code of conduct and to support the safe use of ICT throughout the Trust and understand that violation of the above code of conduct will result in a temporary or permanent ban on Internet use and understand that additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour with the possibility of criminal prosecution if incidents relate to safeguarding/LADO involvement.

Full NameSignature

Approval DateApproved by..... (Chair of Board of Directors)



THE KEYS FEDERATION ACADEMY TRUST
Protocol for the use of Class Dojo
XXXXX School, XXXXX.

These protocols are designed to assist parents and teachers in the use of 'Class Dojo' as an informal communication tool at

They define appropriate and inappropriate use of the programme.

Please refer to the pupil, staff & parent codes of contact for further information.

What Class Dojo should be used for from a parent's perspective:

- Notification of any issues that have arisen e.g. a missing hat/part of uniform
- General messages

What Class Dojo should be used for from a teacher's perspective:

- Reminders
- Club Notifications
- Diary dates
- Homework notifications/reminders
- General enquiries e.g. Is any parent able to assist at next month's excursion?
- Giving good behaviour points and praise
- Giving red or 'needs work' points for not following class/school rules or the teacher's instructions. These do not replace the Red/Green card system as stated in our Trust's Positive Behaviour Management policy

What it should not be used for:

- Replacement of absence notes: a letter into school via your child's planner or a phone call is required here.
- Enquiries about playground incidents. If an incident is serious enough then it should be dealt with via a phone call requesting an appointment with the class teacher
- A replacement for a parent-teacher meeting / face-to-face conversation
- A replacement for a parent-Principal meeting /face-to-face conversation
- Concerns: once again, these should be dealt with personally via a phone call to the teacher or office.
- Early pick up requests (these still go through the office)
- Lengthy dialogue between parent and teacher, again this should be face-to-face or via a phone call.

Please note:

- It is expected that all teachers will use Dojo on a regular basis (at least once per day) as a communication tool
- Negative points are recorded for such things as not listening or following instructions
- Green points will be given for positive behaviours i.e. a great result in a spelling test
- Having red points or negative points at the end of the week should not result in punishments at home. If an incident is worthy of parental intervention the normal procedure of ringing parents and talking to them will be followed.
- Dojo messages should not be sent outside of normal working hours and definitely not on weekends.

You should not expect:

A response to Dojo messages outside of normal working hours.



THE KEYS FEDERATION ACADEMY TRUST

**Protocol and Guidelines for the use of Facebook Pages for
..... School Parent, Teacher & Friends' Association (PTFA)**

Purpose of Facebook page (or group): The purpose of our Facebook page (or group) is to provide an online community for parents and families at School.

Goal: Our goal is to share information and tips and update the community on events and activities.

Community Rules

- We encourage you to ask questions and share information. We request that you keep discussions focused directly on items concerning the PTFA.
- We encourage posts that highlight our community's accomplishments and constructively raise issues for discussion with regard to our community events and activities.
- When posting, please use appropriate language. Children can see our page (or group).
- In line with GDPR, any photos that are posted of events will be checked by school prior to publication to ensure that relevant parental permission has been sought.
- If you choose, you can post photos of your children at school events. Do not post photos of other children. If you have any questions about posting a particular photo, please check with the Facebook page (group) administrator.
- Do not post about concerns, problems, or conflicts with individual teachers, staff, pupils or parents. We will immediately delete posts that in any way put down or discriminate against individuals, the school or the Trust.
- Online threats will be taken seriously and proper authorities will be immediately notified.
- Do not post information commonly understood as confidential, such as pupil grades.
- Any inflammatory statements that make allegations against individuals or organisations will be deleted.
- Keep in mind what you post is public information (or, if this pertains to a Facebook group, state that it is public to all members of the group).
- Any advertising for businesses is not allowed.
- Do not publish content as your own that has been created by others.

These Protocols and Guidelines will be published on the Facebook page (or group) for all members to follow. The PTFA Board and PTFA Facebook administrators reserve the right to delete comments and block users who are not following the rules stated above.

The Trust reserves the right to close the page following maladministration of the page.

Date agreed:

Signed on behalf of the PTFA:

Signed on behalf of The Keys Federation Academy Trust: