

# **GILES JUNIOR SCHOOL**



**Achieving excellence through leadership**

**E-safety and Data Security policy**

**Version date: January 2018**

**Review date: January 2019**

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## Introduction

ICT in the 21<sup>st</sup> Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

Websites

Apps

E-mail, Instant Messaging and chat rooms

Social Media, including Facebook and Twitter

Mobile/ Smart phones with text, video and/ or web functionality

Other mobile devices including tablets and gaming devices

Online Games

Learning Platforms and Virtual Learning Environments

Blogs and Wikis

Podcasting

Video sharing

Downloading

On demand TV and video, movies and radio / Smart TVs

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies and that some have minimum age requirements (13 years in most cases).

At **Giles Junior school**, we understand the responsibility to educate our pupils on eSafety Issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Schools hold personal data on learners, staff and others to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another

person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the school. This can make it more difficult for your school to use technology to benefit learners.

Everybody in the school community has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Both this policy and the Acceptable Use Agreement (for all staff, governors, regular visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, Chrome books, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones and other mobile devices).

## Monitoring

Authorised ICT staff may inspect any ICT equipment owned or leased by the school at any time without prior notice. If you are in doubt as to whether the individual requesting such access is authorised to do so, please ask for their identification badge and contact their department. Any ICT authorised staff member will be happy to comply with this request.

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

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

All monitoring, surveillance or investigative activities are conducted by ICT authorised staff and comply with the Data Protection Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 (RIPA) and the Lawful Business Practice Regulations 2000.

Please note that personal communications using School ICT may be unavoidably included in any business communications that are monitored, intercepted and/or recorded.

All internet activity is logged by the school's internet provider. These logs may be monitored by that provider (eg Herts for Learning Ltd).

## Breaches

A breach or suspected breach of policy by a school employee, contractor or pupil may result in the temporary or permanent withdrawal of school ICT hardware, software or services from the offending individual.

For staff any policy breach is grounds for disciplinary action in accordance with the school Disciplinary Procedure or, for support staff, in their probationary period as stated.

Policy breaches may also lead to criminal or civil proceedings.

The Information Commissioner's powers to issue monetary penalties came into force on 6 April 2010, allowing the Information Commissioner's office to serve notices requiring organisations to pay up to £500,000 for serious breaches of the Data Protection Act.

The data protection powers of the Information Commissioner's Office are to:

- Conduct assessments to check organisations are complying with the Act;
- Serve information notices requiring organisations to provide the Information Commissioner's Office with specified information within a certain time period;
- Serve enforcement notices and 'stop now' orders where there has been a breach of the Act, requiring organisations to take (or refrain from taking) specified steps in order to ensure they comply with the law;
- Prosecute those who commit criminal offences under the Act;
- Conduct audits to assess whether organisations' processing of personal data follows good practice,
- Report to Parliament on data protection issues of concern

For pupils, reference will be made to the school's behaviour policy.

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## Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's relevant responsible person. Additionally, all security breaches, lost/stolen equipment or data (including remote access SecureID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to the relevant responsible person. The relevant responsible individuals in the school are as follows: Heather Davies/Caroline Alexandrou.

Please refer to the relevant section on Incident Reporting, eSafety Incident Log & Infringements page 23.

## Acceptable Use Agreement: Pupils – Giles Junior School

### Agreement / eSafety Rules

I will only use ICT in school for school purposes

I will only use my class e-mail address or my own school e-mail address when e-mailing

I will only open e-mail attachments from people I know, or who my teacher has approved

I will not tell other people my ICT passwords

I will only open/delete my own files

I will make sure that all ICT contact with other children and adults is responsible, polite and sensible

I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately

I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image 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 me safe

I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community

I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety

I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher

I will not bring a Smart Watch to school because I am not allowed to wear one during the school day

I will not sign up to online services until I am old enough

Giles Junior School  
Durham Road  
Stevenage  
Herts  
SG1 4JQ

Headteacher: Mrs H.R.Davies

Dear Parent/ Carer

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact your child's class teacher or the head teacher.

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.



**Parent/ carer signature**

We have discussed this document with .....(child's name) and we agree to follow the eSafety rules and to support the safe use of ICT at Giles Junior School.

Parent/ Carer Signature .....

Class ..... Date .....

## Acceptable Use Agreement: Staff, Governors, Visitors

### Acceptable Use Agreement / Code of Conduct

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

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will not give out my own personal details, such as mobile phone number, personal e-mail address, personal Twitter account, or any other social media link, to pupils
- I will only use the approved, secure e-mail system(s) for any school business
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted, eg on a password secured laptop or memory stick
- I will not install any hardware or software without permission of Heather Davies.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member
- Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher
- I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community'
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher
- I will respect copyright and intellectual property rights
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies
- I will not use personal electronic devices (including mobile phones and smart watches) in public areas of the school between the hours of 8.30am and 3.30pm, except in the staff room and where there are signs to indicate this.
- I understand this forms part of the terms and conditions set out in my contract of employment (staff only)

#### User Signature

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

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

Full Name .....(printed)

Job title .....

## Staff Professional Responsibilities

The HSCB eSafety subgroup group have produced a clear summary of **professional responsibilities related to the use of ICT** which has been endorsed by unions. To download visit <http://www.thegrid.org.uk/eservices/safety/policies.shtml>



### **PROFESSIONAL RESPONSIBILITIES** **When using any form of ICT, including the Internet,** **in school and outside school**



#### **For your own protection we advise that you:**

- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies.



- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.



- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.



- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.



- Only take images of pupils and/ or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.



- Ensure that your online activity, **both in school and outside school**, will not bring your organisation or professional role into disrepute.

You have a duty to report any eSafety incident which may impact on you, your professionalism or your organisation.

For HR support and guidance please contact 01438 844933  
For eSafety support and guidance please contact 01438 844893



## Computer Viruses

- All files downloaded from the Internet, received via e-mail or on removable media such as a memory stick must be checked for any viruses using school provided anti-virus software before being used.
- Never interfere with any anti-virus software installed on school ICT equipment.
- If your machine is not routinely connected to the school network, you must make provision for regular virus updates through your IT team.
- If you suspect there may be a virus on any school ICT equipment, stop using the equipment and contact your ICT support provider immediately. The ICT support provider will advise you what actions to take and be responsible for advising others that need to know.

## Data Security

### Data Protection: key responsibilities for School Heads and Governors

The accessing and appropriate use of school data is something that the school takes very seriously. HCC guidance documents can be found at:

<http://www.thegrid.org.uk/info/dataprotection/index.shtml#data>

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### Security

- The school gives relevant staff access to its Management Information System, with a unique username and password
- It is the responsibility of everyone to keep passwords secure
- Staff are aware of their responsibility when accessing school data
- Staff have been issued with the relevant guidance documents and the Policy for ICT Acceptable Use
- Staff keep all school related data secure. This includes all personal, sensitive, confidential or classified data
- Staff should avoid leaving any portable or mobile ICT equipment or removable storage media in unattended vehicles. Where this is not possible, keep it locked out of sight
- Staff should always carry portable and mobile ICT equipment or removable media as hand luggage, and keep it under your control at all times
- It is the responsibility of individual staff to ensure the security of any personal, sensitive, confidential and classified information contained in documents faxed, copied, scanned or printed. This is particularly important when shared photocopiers (multi-function print, fax, scan and copiers) are used.
- Anyone sending a confidential or sensitive fax should notify the recipient before it is sent

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### Protective Marking of Official Information

Staff must be trained to understand that they are personally responsible for securely handling any information that is entrusted to them, in line with local business processes.

- There is no requirement to mark routine OFFICIAL information.
- Optional descriptors can be used to distinguish specific type of information.
- Use of descriptors is at an organisation's discretion.
- Existing information does not need to be remarked.

In such cases where there is a clear and justifiable requirement to reinforce the 'need to know', assets should be conspicuously marked: **'OFFICIAL-SENSITIVE'**

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## **Relevant Responsible Persons**

Senior members of staff should be familiar with information risks and the school's response. The relevant responsible individuals in the school are as follows: Heather Davies/Caroline Alexandrou, who has the following responsibilities:

- they lead on the information risk policy and risk assessment
- they advise school staff on appropriate use of school technology
- they act as an advocate for information risk management

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

## Disposal of Redundant ICT Equipment Policy

All redundant ICT equipment will be disposed of through an authorised agency. This should include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data

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

Disposal of any ICT equipment will conform to:

The Waste Electrical and Electronic Equipment Regulations 2006

The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007

<http://www.environment-agency.gov.uk/business/topics/waste/32084.aspx>

[http://www.opsi.gov.uk/si/si2006/uksi\\_20063289\\_en.pdf](http://www.opsi.gov.uk/si/si2006/uksi_20063289_en.pdf)

[http://www.opsi.gov.uk/si/si2007/pdf/uksi\\_20073454\\_en.pdf?lang=e](http://www.opsi.gov.uk/si/si2007/pdf/uksi_20073454_en.pdf?lang=e)

Data Protection Act 1998

<https://ico.org.uk/for-organisations/education/>

Electricity at Work Regulations 1989

[http://www.opsi.gov.uk/si/si1989/Uksi\\_19890635\\_en\\_1.htm](http://www.opsi.gov.uk/si/si1989/Uksi_19890635_en_1.htm)

The school will maintain a comprehensive inventory of all its ICT equipment including a record of disposal

The school's disposal record will include:

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

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

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

Further information available at:

### Waste Electrical and Electronic Equipment (WEEE) Regulations

## **Environment Agency web site**

Introduction

<http://www.environment-agency.gov.uk/business/topics/waste/32084.aspx>

The Waste Electrical and Electronic Equipment Regulations 2006

[http://www.opsi.gov.uk/si/si2006/uksi\\_20063289\\_en.pdf](http://www.opsi.gov.uk/si/si2006/uksi_20063289_en.pdf)

The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007

[http://www.opsi.gov.uk/si/si2007/pdf/uksi\\_20073454\\_en.pdf?lang=\\_e](http://www.opsi.gov.uk/si/si2007/pdf/uksi_20073454_en.pdf?lang=_e)

## **Information Commissioner website**

<https://ico.org.uk/>

**Data Protection Act – data protection guide, including the 8 principles**

<https://ico.org.uk/for-organisations/education/>

## **PC Disposal – SITSS Information**

[http://www.thegrid.org.uk/info/traded/sitss/services/computer\\_management/pc\\_disposal](http://www.thegrid.org.uk/info/traded/sitss/services/computer_management/pc_disposal)

## e-mail

The use of e-mail within most schools is an essential means of communication for both staff and pupils. In the context of school, e-mail should not be considered private. Educationally, e-mail can offer significant benefits including; direct written contact between schools on different projects, be they staff based or pupil based, within school or international. We recognise that pupils need to understand how to style an e-mail in relation to their age and how to behave responsibly online.

Staff and governors should use a school email account for all official communication to ensure that children are protected through the traceability of all emails through the school email system. In addition, it is important that governors are protected against possible allegations of inappropriate contact with children. This is to help mitigate the chance of issues occurring and is an essential element of the safeguarding agenda.

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### Managing e-mail

- The school gives all staff & governors their own e-mail account to use for all school business as a work based tool This is to protect staff, minimise the risk of receiving unsolicited or malicious e-mails and avoids the risk of personal profile information being revealed
- Staff & governors should use their school email for all professional communication.
- It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary e-mail histories can be traced. The school email account should be the account that is used for all school business
- Under no circumstances should staff contact pupils, parents or conduct any school business using personal e-mail addresses
- The school requires a standard disclaimer to be attached to all e-mail correspondence, stating that, 'the views expressed are not necessarily those of the school or the LA'. The responsibility for adding this disclaimer lies with the account holder
- All e-mails should be written and checked carefully before sending, in the same way as a letter written on school headed paper
- Staff sending e-mails to external organisations, parents or pupils are advised to cc. the Headteacher, line manager or designated line manager
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes
- E-mails created or received as part of your school job will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000. You must therefore actively manage your e-mail account

as follows:

- Delete all e-mails of short-term value
- Organise e-mail into folders and carry out frequent house-keeping on all folders and archives
- Children use a class e-mail address
- The forwarding of chain emails is not permitted in school. However the school asks pupils to send any chain mail to the Head teacher. No action will be taken with this account by any member of the school community
- All pupil e-mail users are expected to adhere to the generally accepted rules of responsible online behaviour particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arrange to meet anyone without specific permission, virus checking attachments
- Pupils must immediately tell a teacher/ trusted adult if they receive an offensive or upsetting e-mail
- Staff, volunteers and governors must inform Heather Davies if they receive an offensive e-mail
- Pupils are introduced to e-mail as part of the Computing Programme of Study
- However you access your school e-mail (whether directly, through webmail when away from the office or on non-school hardware) all the school e-mail policies apply

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## **Sending e-mails**

- If sending e-mails containing personal, confidential, classified or financially sensitive data to external third parties or agencies, refer to the section above.
- Use your own school e-mail account so that you are clearly identified as the originator of a message
- Keep the number and relevance of e-mail recipients, particularly those being copied, to the minimum necessary and appropriate
- Do not send or forward attachments unnecessarily. Whenever possible, send the location path to the shared drive rather than sending attachments
- School e-mail is not to be used for personal advertising

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## **Receiving e-mails**

- Staff must check their e-mail daily
- Governors should check their e-mail regularly

- Activate your 'out-of-office' notification when away for extended periods
  - Never open attachments from an untrusted source; consult your network manager first
  - Do not use the e-mail systems to store attachments. Detach and save business related work to the appropriate shared drive/folder
  - The automatic forwarding and deletion of e-mails is not allowed
- 

## **e-mailing Personal, or Confidential Information**

- Where your conclusion is that e-mail must be used to transmit such data:

Obtain express consent from your manager to provide the information by e-mail and exercise caution when sending the e-mail and always follow these checks before releasing the e-mail:

- Encrypt and password protect. See <http://www.thegrid.org.uk/info/dataprotection/#securedata>
  - Verify the details, including accurate e-mail address, of any intended recipient of the information
  - Verify (by phoning) the details of a requestor before responding to e-mail requests for information
  - Do not copy or forward the e-mail to any more recipients than is absolutely necessary
- Do not send the information to any person whose details you have been unable to separately verify (usually by phone)
  - Send the information as an encrypted document **attached** to an e-mail
  - Provide the encryption key or password by a **separate** contact with the recipient(s)
  - Do not identify such information in the subject line of any e-mail
  - Request confirmation of safe receipt

## Equal Opportunities

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### **Pupils with Additional Needs**

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

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

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

## eSafety

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### eSafety - Roles and Responsibilities

As eSafety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named eSafety co-ordinator in this school is *Heather Davies* who has been designated this role as a member of the senior leadership team. All members of the school community have been made aware of who holds this post. It is the role of the eSafety co-ordinator to keep abreast of current issues and guidance through organisations such as Herts LA, Herts for Learning Ltd, CEOP (Child Exploitation and Online Protection) and Childnet.

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

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

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### eSafety in the Curriculum

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

The school has a framework for teaching internet skills in Computing/ PSCHE lessons

The school provides opportunities within a range of curriculum areas to teach about eSafety

Educating pupils about the online risks that they may encounter outside school is done informally when opportunities arise and as part of the eSafety curriculum

Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them

Pupils are taught about copyright, respecting other people's information, safe use of images and other important areas through discussion, modeling and appropriate activities

Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an

organisation such as Cybermentors, Childline or CEOP report abuse button

Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the Computing curriculum (i.e. Year 5 QCA unit 5c).

### **eSafety Skills Development for Staff**

Our staff and governors receive regular information and training on eSafety and how they can promote the 'Stay Safe' online messages in the form of formal staff training sessions held by the local authority eSafety advisor.

Details of the ongoing staff training programme can be found in the training log for staff held in the school office.

New staff receive information on the school's acceptable use policy as part of their induction

All staff have been made aware of their individual responsibilities relating to the safeguarding of children within the context of eSafety and know what to do in the event of misuse of technology by any member of the school community (see e-safety coordinator – Head teacher)

All staff are encouraged to incorporate eSafety activities and awareness within their curriculum areas and ensure they are adequately informed with up-to-date areas of concern.

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### **Managing the School eSafety Messages**

We endeavour to embed eSafety messages across the curriculum whenever the internet and/or related technologies are used

The eSafety policy will be introduced to the pupils at the start of each school year

eSafety posters will be prominently displayed

The key eSafety advice will be promoted widely through school displays, newsletters, class activities and so on

We will participate in Safer Internet Day every February

## Incident Reporting, eSafety Incident Log & Infringements

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### Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's relevant responsible person. Additionally, all security breaches, lost/stolen equipment or data (including remote access SecureID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to your e-safety coordinator.

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### eSafety Incident Log

Keeping an incident log can be a good way of monitoring what is happening and identify trends or specific concerns.

This can be downloaded <http://www.thegrid.org.uk/eservices/safety/incident.shtml>

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### Misuse and Infringements

#### Complaints

Complaints and/ or issues relating to eSafety should be made to the eSafety responsible person or Headteacher. Incidents should be logged and the **Hertfordshire Flowcharts for Managing an eSafety Incident** should be followed.

#### Inappropriate Material

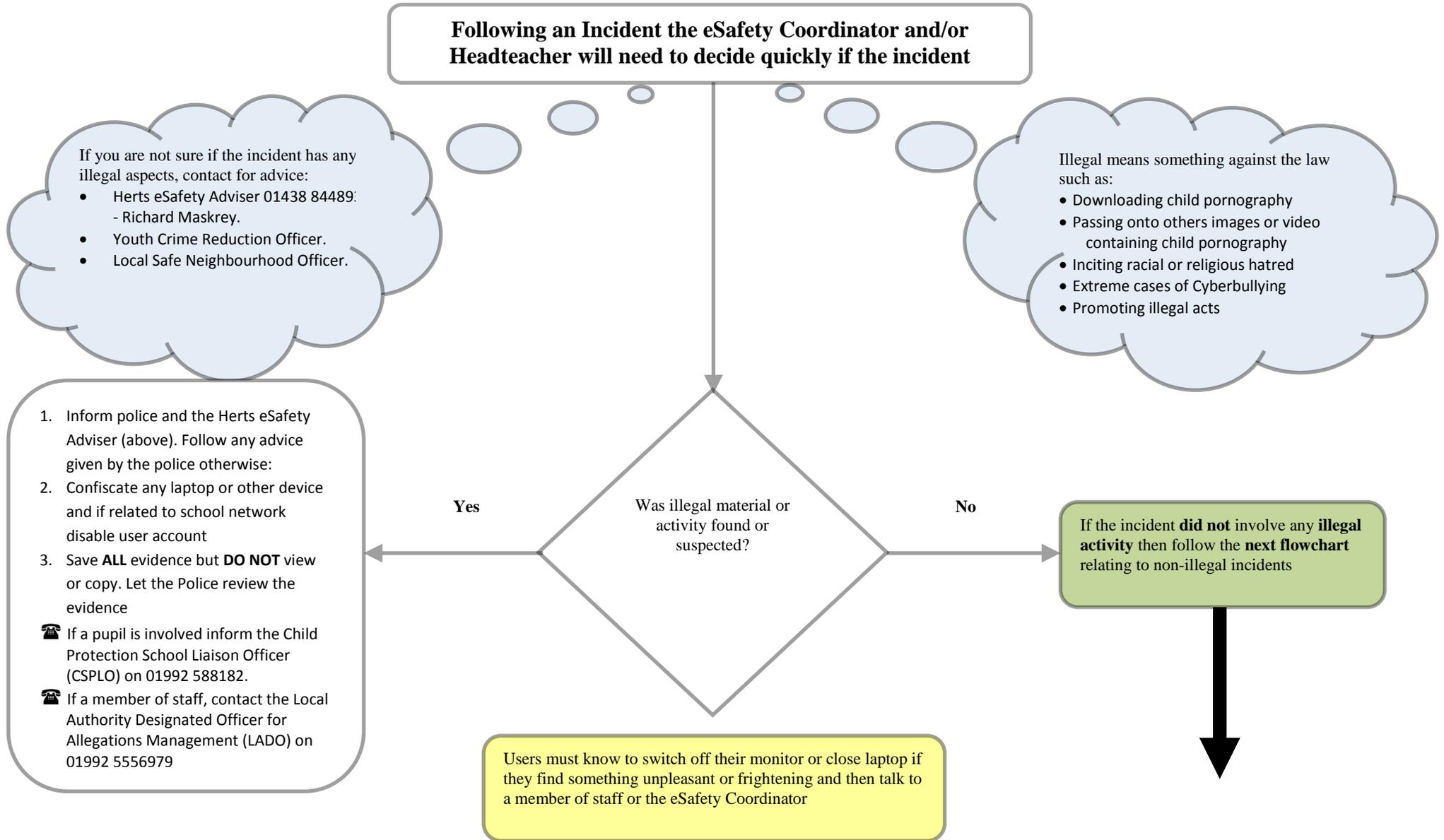
- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the eSafety co-ordinator
  - Deliberate access to inappropriate materials by any user will lead to the incident being logged by the relevant responsible person, and an investigation by the Headteacher, Deputy or Inclusion Manager. Depending on the seriousness of the offence, sanctions could include immediate suspension, possibly leading to dismissal and involvement of police for very serious offences (see flowchart)
  - Users are made aware of sanctions relating to the misuse or misconduct by using the guidance in this policy.
- 

### Flowcharts for Managing an eSafety Incident

These three flowcharts have been developed by the HSCB eSafety subgroup, which comprises of a wide range of professionals, including Child Protection, Hertfordshire Police, Governance and Schools HR and are designed to help schools successfully manage eSafety incidents

<http://www.thegrid.org.uk/eservices/safety/incident.shtml>

## Hertfordshire Flowchart to support decisions related to an illegal eSafety Incident For Headteachers, Senior Leaders and eSafety Coordinators



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

## Hertfordshire Managing an eSafety Incident Flowchart For Headteachers, Senior Leaders and eSafety Coordinators

If member of staff has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

**Contact the LADO on: 01992 556979** If the incident **does not** satisfy the criteria in **10.1.1** of the **HSCB procedures 2007**, then follow the bullet points below:

- Review the evidence and determine if the incident is accidental or deliberate
- Decide upon the appropriate course of action
- Follow the school disciplinary procedures (if deliberate) and contact school HR, Rachel Hurst or Christopher Williams on 01438 845111

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

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

Inform parents/ carer as appropriate  
**If the child is at risk inform CSPLO immediately**  
Confiscate the device, if appropriate.

**The eSafety Coordinator and/ or Headteacher should:**

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

Did the incident involve a member of staff?

Yes

No

Incident could be:

- Using another person's user name and password
- Accessing websites which are against school policy e.g. games, social networks
- Using a mobile phone to take video during a lesson
- Using the technology to upset or bully (in extreme cases could be illegal) – talk to Herts. Anti-Bullying Adviser Karin Hutchinson 01438 845111

Was the child the victim or the instigator?

**Pupil as victim**

**Pupil as instigator**

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

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

# Hertfordshire Managing an eSafety Incident Flowchart involving staff as victims

## For Headteachers, Senior Leaders and eSafety Coordinators

**All incidents should be reported to the Headteacher and/ or Governors who will:**

- Record in the school eSafety Incident Log
- Keep any evidence – printouts and/ screen shots
- Use the 'Report Abuse' button, if appropriate
- Consider including the Chair of Governors and/ or reporting the incident to the Governing Body

If you feel unable to report an incident to your HT you could talk to a member of SLT or contact the Hertfordshire eSafety Adviser 01438 845111  
[richard.maskrey@hertsforlearning.co.uk](mailto:richard.maskrey@hertsforlearning.co.uk)

Parents/ carers as instigators  
 Follow some of the steps below:

- Contact the person and invite into school and discuss using some of the examples below:
  - You have become aware of discussions taking place online...
  - You want to discuss this
  - You have an open door policy so disappointed they did not approach you first
  - They have signed the Home School Agreement which clearly states ...
  - Request the offending material be removed.
- If this does not solve the problem:
  - Consider involving the Chair of Governors
- You may also wish to send a letter to the parent

Staff as instigator

Follow some of the steps below:

- Contact Schools HR for initial advice and/ or contact Schools eSafety Adviser in all serious cases this is the first step.
- Contact the member of staff and request the offending material be removed immediately. (In serious cases you may be advised not to discuss the incident with the staff member)
- Refer to the signed ICT Acceptable Use Agreement, Professional Code of Conduct and consider if this incident has an impact on the Contract of Employment of the member of staff.

Pupils as instigators

Follow some of the steps below:

- Identify the pupil involved
  - Ask pupil to remove offensive material. Refer to the signed Acceptable Use Agreement.
- If the perpetrator refuses to remove the material and is under 13 contact the Social Network who will close the account
- Take appropriate actions in line with school policies/ rules
  - Inform parents/ carers if serious or persistent incident
- For serious incidents or further advice:
- Inform your Local Police Neighbourhood Team
  - Anti-Bullying Adviser Karin Hutchinson 01438 845111
  - If the child is at risk talk to your school DSP (Child Protection Officer) who may decide to contact LADO

Further contact to support staff include:

- District School Effectiveness Adviser DSEA
- Schools eSafety Adviser
- Schools HR
- School Governance
- Hertfordshire Police
- HCC Legal Helpline 01992 555536

The HT or Chair of Governors can be the single point of contact to coordinate responses.

- The member of staff may also wish to take advice from their union

## Internet Access

The internet is an open worldwide communication medium, available to everyone, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. All internet use through the HICS network (Hertfordshire Internet Connectivity Service) is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected it will be followed up.

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## Managing the Internet

The school provides pupils with supervised access to Internet resources (where reasonable) through the school's fixed and mobile internet connectivity

Staff will preview any recommended sites, online services, software and apps before use

Searching for images through open search engines is discouraged when working with pupils

If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research

All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources

All users must observe copyright of materials from electronic resources

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## Internet Use

You must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise the intended restricted audience

Do not discuss any details of your work place on social networking sites.

Do not reveal names of colleagues, pupils, others or any other confidential information acquired through your job on any social networking site or other online application

On-line gambling or gaming is not allowed

It is at the Headteacher's discretion as to what internet activities are permissible for staff and pupils and how this is disseminated.

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## Infrastructure

Schools subscribing to the HICS web filtering service have the benefit of monitored web activity. For further information relating to filtering please go to:

<http://www.thegrid.org.uk/eservices/safety/filtered.shtml>

Our school also employs some additional web-filtering which is the responsibility of local authority/Head teacher.

Giles Junior School is aware of its responsibility when monitoring staff communication under

current legislation and takes into account; Data Protection Act 1998, The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Regulation of Investigatory Powers Act 2000, Human Rights Act 1998

Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required

The school does not allow pupils access to internet logs

The school uses management control tools for controlling and monitoring workstations

If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the e-safety coordinator or teacher as appropriate

It is the responsibility of the school, by delegation to the network manager, to ensure that anti-virus protection is installed and kept up-to-date on all school machines

Pupils and Staff using personal removable media are responsible for measures to protect against viruses, for example making sure that additional systems used have up-to-date virus protection software. It is not the school's responsibility nor the network manager's (HCC – SITTS) to install or maintain virus protection on personal systems. If pupils wish to bring in work on removable media it must be given to the teacher for a safety check first.

Pupils and staff are not permitted to download programs or files on school based technologies without seeking prior permission from the Head teacher.

If there are any issues related to viruses or anti-virus software, the network manager should be informed via the school office.

## Managing Other Online Technologies

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

At present, the school endeavors to deny access to social networking and online games websites to pupils within school

All pupils are advised to be cautious about the information given by others on such websites, for example users not being who they say they are

Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such websites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online

Pupils are always reminded to avoid giving out personal details on websites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ email address, specific hobbies/ interests)

Our pupils are advised to set and maintain their online profiles to maximum privacy and deny access to unknown individuals

Pupils are encouraged to be wary about publishing specific and detailed private thoughts and information online

Our pupils are asked to report any incidents of Cyberbullying to the school

Staff may only create blogs, wikis or other online areas in order to communicate with pupils using the school learning platform or other systems approved by the Headteacher

When signing up to online services that require the uploading of what could be deemed as personal or sensitive data, schools should check terms and conditions regarding the location of storage. Please see the Safe Harbor Agreement Statement <http://www.thegrid.org.uk/info/dataprotection/#data>

Also: <https://ico.org.uk/about-the-ico/news-and-events/news-and-blogs/2015/10/ico-response-to-ecj-ruling-on-personal-data-to-us-safe-harbor/>

Services such as Facebook and Instagram have a 13+ age rating which should not be ignored <http://www.coppa.org/comply.htm>

## Parental Involvement

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

Parents/carers and pupils are actively encouraged to contribute to adjustments or reviews of the school eSafety policy by *taking part in training provided by the local authority advisor.*

Parents/carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to the school

Parents/carers are required to make a decision as to whether they consent to images of their child being taken and used in the public domain (eg, on school website/twitter)

Parents/carers are expected to sign a Home School agreement containing the following statement(s)

- **I/we will support the school approach to online safety and not upload or add any text, image, sound or videos that could upset or offend any member of the school community, or bring the school name into disrepute.**
- **I/we will ensure that my/our online activity would not cause the school, staff, pupils or others distress or bring the school community into disrepute.**
- **I/we will support the school's policy and help prevent my/our child/children from signing up to services such as Facebook, Instagram, Snapchat, Musical.ly and YouTube and anything that is of particular concern whilst they are underage (13+ years in most cases).**
- **I/we will close online accounts if I/we/teachers find that these accounts are active for our underage child/children.**

The school disseminates information to parents relating to eSafety where appropriate in the form of;

- Information meetings
- Practical training sessions eg current eSafety issues
- Posters
- School website information
- Newsletter items

# Passwords and Password Security

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## Passwords

Please refer to the document on the grid for guidance on How to Encrypt Files which contains guidance on creating strong passwords and password security

<http://www.thegrid.org.uk/info/dataprotection/index.shtml#securedata>

**Always use your own** personal passwords

Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures

Staff should change temporary passwords at first logon

Change passwords whenever there is any indication of possible system or password compromise

Do not record passwords or encryption keys on paper or in an unprotected file

**Only disclose your personal password to authorised ICT support staff when necessary, and never to anyone else.** Ensure that all personal passwords that have been disclosed are changed once the requirement is finished

**Never tell a child or colleague your password**

**If you are aware of a breach of security with your password or account inform the head teacher immediately.**

Passwords must contain a minimum of six characters and be difficult to guess

Passwords should contain a mixture of upper and lowercase letters, numbers and symbols

User ID and passwords for staff and pupils who have left the school are removed from the system by the Herts ICT Service Team.

**If you think your password may have been compromised or someone else has become aware of your password report this to your ICT support team**

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## Password Security

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

All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's e-Safety Policy and Data Security

Users are provided with an individual network, email, learning platform and Management Information System log-in username. From year 3 they are also expected to use a personal password and keep it private.

Pupils are not permitted to deliberately access on-line materials or files on the school network

or local storage devices of their peers, teachers or others

Staff are aware of their individual responsibilities to protect the security and confidentiality of the school networks, MIS systems and/or learning platform, including ensuring that passwords are not shared and are changed periodically. Individual staff users must also make sure that workstations are not left unattended and are locked. The automatic log-off time for the school network is 3 minutes.

Due consideration should be given when logging into the school learning platform, virtual learning environment or other online application to the browser/cache options (shared or private computer)

In our school, all ICT password policies are the responsibility of Heather Davies and all staff and pupils are expected to comply with the policies at all times

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## **Zombie Accounts**

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

Ensure that all user accounts are disabled once the member of the school has left

Prompt action on disabling accounts will prevent unauthorised access

Regularly change generic passwords to avoid unauthorised access

## Personal or Sensitive Information

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### Protecting Personal, Sensitive, Confidential and Classified Information

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

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

- Ensure removable media is purchased with encryption
- Store all removable media securely
- Securely dispose of removable media that may hold personal data
- Use Schoolsfx for data transfers (Schools secure file transfer portal) or encrypt all files containing personal, sensitive, confidential or classified data
- Ensure hard drives from machines no longer in service are removed and stored securely or wiped clean

Please refer to the document on the grid for guidance on How to Encrypt Files

<http://www.thegrid.org.uk/info/dataprotection/index.shtml#securedata>

## Remote Access

You are responsible for all activity via your remote access facility

Only use equipment with an appropriate level of security for remote access

To prevent unauthorised access to school systems, keep all dial-up access information such as telephone numbers, logon IDs and PINs confidential and do not disclose them to anyone

Select PINs to ensure that they are not easily guessed, eg do not use your house or telephone number or choose consecutive or repeated numbers

Avoid writing down or otherwise recording any network access information. Any such information that is written down must be kept in a secure place and disguised so that no other person will be able to identify what it is

Protect school information and data at all times, including any printed material produced while using the remote access facility. Take particular care when access is from a non-school environment

## Safe Use of Images

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### Taking of Images and Film

Digital images are easy to capture, reproduce and publish and, therefore, misuse. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness. HCC guidance can be found: <http://www.thegrid.org.uk/eservices/policies.shtml#images>

With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment

Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on field trips. However, with the express permission of the Headteacher, images can be taken provided they are transferred immediately and solely to the school's network and deleted from the staff device

Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of pupils, staff and others without advance permission from the Headteacher

Pupils and staff must have permission from the Headteacher before any image can be uploaded for publication

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### Consent of Adults Who Work at the School

- Permission to use images of all staff who work at the school is sought on induction and a copy is located in the personnel file – **see Appendix 2**
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### Publishing Pupil's Images and Work

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

on the school web site/Twitter

in the school prospectus and other printed publications that the school may produce for promotional purposes

recorded/ transmitted on a video or webcam

on the school's learning platform or Virtual Learning Environment

in display material that may be used in the school's communal areas

in display material that may be used in external areas, ie exhibition promoting the school

general media appearances, eg local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, eg divorce of parents, custody issues, etc.

Parents or carers may withdraw permission, in writing, at any time. Consent must also be given in writing and will be kept on record by the school.

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

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

Only authorised staff have permission to post images on the internet.

For further information relating to issues associated with school websites and the safe use of images in Hertfordshire schools, see

<http://www.thegrid.org.uk/schoolweb/safety/index.shtml>  
<http://www.thegrid.org.uk/info/csf/policies/index.shtml#images>

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## Storage of Images

Images/ films of children are stored on the school's network.

Pupils, staff and governors are not permitted to use personal portable media for storage of images (eg, USB sticks) without the express permission of the Headteacher

Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school network or other online school resource

The head teacher has the responsibility of deleting the images when they are no longer required, or when the pupil has left the school.

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## Webcams and CCTV

The school uses CCTV for security and safety. The only people with access to this are **the head teacher, office manager and site manager**). Notification of CCTV use is displayed at the front of the school. Please refer to the hyperlink below for further guidance <https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf>

We do not use publicly accessible webcams in school

Webcams will not be used for broadcast on the internet without prior parental consent

Misuse of the webcam by any member of the school community will result in sanctions (as listed under the 'inappropriate materials' section of this document)

- Webcams can be found on the school laptops
- Consent is sought from parents/carers and staff on joining the school, in the same way as for all images
- Webcams include any camera on an electronic device which is capable of producing video. School policy should be followed regarding the use of such personal devices

For further information relating to webcams and CCTV, please see <http://www.thegrid.org.uk/schoolweb/safety/webcams.shtml>

## School ICT Equipment including Portable & Mobile ICT Equipment & Removable Media

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### School ICT Equipment

As a user of the school ICT equipment, you are responsible for your activity

Schools log ICT equipment issued to staff and record serial numbers as part of the school's inventory

Do not allow your visitors to plug their ICT hardware into the school network points (unless special provision has been made). They should be directed to the wireless ICT facilities if available

Ensure that all ICT equipment that you use is kept physically secure

Do not attempt unauthorised access or make unauthorised modifications to computer equipment, programs, files or data. This is an offence under the Computer Misuse Act 1990

It is imperative that you save your data on a frequent basis to the school's network. You are responsible for the backup and restoration of any of your data that is not held on the school's network

Personal or sensitive data should not be stored on the local drives of desktop PC, laptop, USB memory stick or other portable device. If it is necessary to do so the local drive must be encrypted

It is recommended that a time locking screensaver is applied to all machines. Any device accessing personal data must have a locking screensaver as must any user profiles

Privately owned ICT equipment should not be used on a school network

On termination of employment, resignation or transfer, return all ICT equipment to your Manager. You must also provide details of all your system logons so that they can be disabled

It is your responsibility to ensure that any information accessed from your own PC or removable media equipment is kept secure, and that no personal, sensitive, confidential or classified information is disclosed to any unauthorised person

All ICT equipment allocated to staff must be authorised by the appropriate Line Manager (Head teacher) Authorising Managers (head teacher) are responsible for:

- maintaining control of the allocation and transfer within their unit
- recovering and returning equipment when no longer needed
- All redundant ICT equipment is disposed of in accordance with Waste Electrical and Electronic Equipment (WEEE) directive and Data Protection Act (DPA)

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## **Portable & Mobile ICT Equipment**

This section covers such items as laptops, mobile devices and removable data storage devices. Please refer to the relevant sections of this document when considering storing or transferring personal or sensitive data

All activities carried out on school systems and hardware will be monitored in accordance with the general policy

Staff must ensure that all school data is stored on the school network, and not kept solely on the laptop. Any equipment where personal data is likely to be stored must be encrypted

Equipment must be kept physically secure in accordance with this policy to be covered for insurance purposes. When travelling by car, best practice is to place the laptop in the boot of your car before starting your journey

Synchronise all locally stored data, including diary entries, with the central school network server on a frequent basis

Ensure portable and mobile ICT equipment is made available as necessary for anti-virus updates and software installations, patches or upgrades

The installation of any applications or software packages must be authorised by the ICT support team, fully licensed and only carried out by your ICT support

In areas where there are likely to be members of the general public, portable or mobile ICT equipment must not be left unattended and, wherever possible, must be kept out of sight

Portable equipment must be transported in its protective case if supplied

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## **Mobile Technologies**

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

### **Personal Mobile Devices (including phones)**

The school allows staff and governors to bring in personal mobile phones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a pupil or parent/ carer using their personal device

Pupils are allowed to bring personal mobile devices/phones to school but must not use them for personal purposes within lesson time. These must be handed in to the school office on arrival at school.

This technology may be used for educational purposes, as mutually agreed with the Headteacher. The device user, in this instance, must always ask the prior permission of the bill payer

The school is not responsible for the loss, damage or theft of any personal mobile device

The sending of inappropriate text messages between any member of the school community is not allowed

Permission must be sought before any image or sound recordings are made on these devices of any member of the school community

Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device

### **School Provided Mobile Devices (including phones)**

The sending of inappropriate text messages between any member of the school community is not allowed

Permission must be sought before any image or sound recordings are made on the devices of any member of the school community

Where the school provides mobile technologies such as phones, laptops, chrome books and iPads for offsite visits and trips, only these devices should be used

Where the school provides a laptop/chrome book for staff, only this device may be used to conduct school business outside of school

Never use a hand-held mobile phone whilst driving a vehicle

## Telephone Services

You may make or receive personal telephone calls in designated places provided:

1. They are infrequent, kept as brief as possible and do not cause annoyance to others
2. They are not for profit or to premium rate services
3. They conform to this and other relevant HCC and school policies.

School telephones are provided specifically for school business purposes and personal usage is a privilege that will be withdrawn if abused

Be aware that the laws of slander apply to telephone calls. Whilst a telephone call may seem to have a temporary and private existence it still qualifies as admissible evidence in slander law cases

Ensure that you are available to take any pre-planned, incoming telephone calls.

Follow the appropriate procedures in the event of receiving a telephone call containing a bomb threat. These procedures are in the Emergency Plan and should be made readily available throughout your office. If you do not have a copy, please ask any office member or the site manager.

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## Removable Media

If storing or transferring personal, sensitive, confidential or classified information using Removable Media please refer to the section '**Storing/Transferring Personal, Sensitive, Confidential or Classified Information Using Removable Media**'

- Always consider if an alternative solution already exists
- Only use recommended removable media
- Encrypt and password protect
- Store all removable media securely
- Removable media must be disposed of securely by your ICT support team

## Servers

Always keep servers in a locked and secure environment

Limit access rights

Always password protect and lock the server

Existing servers should have security software installed appropriate to the machine's specification

Backup tapes should be encrypted by appropriate software

Data must be backed up regularly

Backup tapes/discs must be securely stored in a fireproof container

Back up media stored off-site must be secure

Remote backups should be automatically securely encrypted. SITSS provide an encrypted remote back up service. Please contact the SITSS helpdesk for further information – 01438 844777

Newly installed Office Master PCs acting as servers and holding personal data should be encrypted, therefore password protecting data. At the moment SITSS do not encrypt servers, however Office PCs (including Office Master PCs) installed by SITSS are supplied with encryption software installed

## Smile and Stay Safe Poster

eSafety guidelines to be displayed throughout the school



**S**taying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

**M**eeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you

**I**nformation online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'

**L**et a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online

**E**mails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply

## Social Media, including Facebook and Twitter

Facebook, Twitter and other forms of social media are increasingly becoming an important part of our daily lives.

- Our school uses Twitter to communicate with parents and carers. The head teacher/Deputy Head and Computing subject leader are responsible for all postings on these technologies and monitors responses from others
- Staff **are not** permitted to access their personal social media accounts using school equipment at any time/ during school hours
- Staff are able to setup Social Learning Platform accounts, using their school email address, in order to be able to teach pupils the safe and responsible use of Social Media
- Pupils are not permitted to access their social media accounts whilst at school
- Staff, governors, pupils, parents and carers are regularly provided with information on how to use social media responsibly and what to do if they are aware of inappropriate use by others
- Staff, governors, pupils, parents and carers are aware that the information, comments, images and video they post online can be viewed by others, copied and stay online forever
- Staff, governors, pupils, parents and carers are aware that their online behaviour should at all times be compatible with UK law

## Systems and Access

You are responsible for all activity on school systems carried out under any access/account rights assigned to you, whether accessed via school ICT equipment or your own PC

Do not allow any unauthorised person to use school ICT facilities and services that have been provided to you

Ensure you remove portable media from your computer when it is left unattended

Use only your own personal logons, account IDs and passwords and do not allow them to be used by anyone else

Keep your screen display out of direct view of any third parties when you are accessing personal, sensitive, confidential or classified information

Ensure you lock your screen before moving away from your computer during your normal working day to protect any personal, sensitive, confidential or otherwise classified data and to prevent unauthorised access

Ensure that you logoff from the PC completely when you are going to be away from the computer for a longer period of time

Do not introduce or propagate viruses

It is imperative that you do not access, load, store, post or send from school ICT any material that is, or may be considered to be, illegal, offensive, libelous, pornographic, obscene, defamatory, intimidating, misleading or disruptive to the school or may bring the school or HCC into disrepute. This includes, but is not limited to, jokes, chain letters, files, emails, clips or images that are not part of the school's business activities; sexual comments or images, nudity, racial slurs, gender specific comments, or anything that would offend someone on the basis of their age, sexual orientation, religious or political beliefs, national origin, or disability (in accordance with the Sex Discrimination Act, the Race Relations Act and the Disability Discrimination Act)

Any information held on School systems, hardware or used in relation to School business may be subject to The Freedom of Information Act

Where necessary, obtain permission from the owner or owning authority and pay any relevant fees before using, copying or distributing any material that is protected under the Copyright, Designs and Patents Act 1998

It is essential that any hard drives which may have held personal or confidential data are 'scrubbed' in way that means the data can no longer be read. It is not sufficient to simply delete the files or reformat the hard drive. Whoever you appoint to dispose of the equipment must provide a **written guarantee** that they will irretrievably destroy the data by multiple over writing the data.

## Writing and Reviewing this Policy

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### Staff and Pupil Involvement in Policy Creation

- Staff, governors and pupils have been involved in making/ reviewing the Policy for ICT Acceptable Use through *the staff meetings and school council*.
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### Review Procedure

There will be on-going opportunities for staff to discuss with the eSafety coordinator any eSafety issue that concerns them

There will be on-going opportunities for staff to discuss with the SLT any issue of data security that concerns them

This policy will be reviewed every 12 months and consideration will be given to the implications for future whole school development planning

The policy will be amended if new technologies are adopted or Central Government change the orders or guidance in any way.

This policy has been read, amended and approved by the head teacher, staff and governors.

### Distribution List:

All staff

All governors

Parents on request

Approved:.....

Date:.....

## Further help and support

Your organisation has a legal obligation to protect sensitive information under the Data Protection Act 1998. For more information visit the website of the Information Commissioner's Office <https://ico.org.uk/>

Advice on eSafety - <http://www.thegrid.org.uk/eservices/safety/index.shtml>

Further guidance - <http://www.thegrid.org.uk/info/dataprotection/index.shtml#securedata>

School's toolkit is available - Record Management Society website – <http://www.rms-gb.org.uk/resources/848>

Test your online safety skills <http://www.getsafeonline.org>

Data Protection Team – email - [data.protection@hertfordshire.gov.uk](mailto:data.protection@hertfordshire.gov.uk)

Information Commissioner's Office – [www.ico.org.uk](http://www.ico.org.uk)

Cloud (Educational Apps) Software Services and the Data Protection Act – Departmental advice for local authorities, school leaders, school staff and governing bodies, October 2015. This is an advice and information document issued by the Department for Education. The advice is non-statutory, and has been produced to help recipients understand some of the key principles and their obligations and duties in relation to the Data Protection Act 1998 (the DPA), particularly when considering moving some or all of their software services to internet-based “cloud” service provision –

<https://www.gov.uk/government/publications/cloud-software-services-and-the-data-protection-act>

## Current Legislation

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### Acts Relating to Monitoring of Staff email

#### ***Data Protection Act 1998***

The Act requires anyone who handles personal information to comply with important data protection principles when treating personal data relating to any living individual. The Act grants individuals rights of access to their personal data, compensation and prevention of processing.

<http://www.hms0.gov.uk/acts/acts1998/19980029.htm>

#### ***The Telecommunications (Lawful Business Practice)***

#### ***(Interception of Communications) Regulations 2000***

<http://www.hms0.gov.uk/si/si2000/20002699.htm>

#### ***Regulation of Investigatory Powers Act 2000***

Regulating the interception of communications and making it an offence to intercept or monitor communications without the consent of the parties involved in the communication. The RIP was enacted to comply with the Human Rights Act 1998. The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, however, permit a degree of monitoring and record keeping, for example, to ensure communications are relevant to school activity or to investigate or detect unauthorised use of the network. Nevertheless, any monitoring is subject to informed consent, which means steps must have been taken to ensure that everyone who may use the system is informed that communications may be monitored. Covert monitoring without informing users that surveillance is taking place risks breaching data protection and privacy legislation.

<http://www.hms0.gov.uk/acts/acts2000/20000023.htm>

#### ***Human Rights Act 1998***

<http://www.hms0.gov.uk/acts/acts1998/19980042.htm>

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### Other Acts Relating to eSafety

#### ***Racial and Religious Hatred Act 2006***

It is a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

#### ***Sexual Offences Act 2003***

The new grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence. Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. Schools should already have a copy of "Children & Families: Safer from Sexual Crime" document as part of their child protection packs.

#### ***Communications Act 2003 (section 127)***

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent,

obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

### ***The Computer Misuse Act 1990 (sections 1 – 3)***

Regardless of an individual's motivation, the Act makes it a criminal offence to gain:

- access to computer files or software without permission (for example using another person's password to access files)
- unauthorised access, as above, in order to commit a further criminal act (such as fraud)
- impair the operation of a computer or program

UK citizens or residents may be extradited to another country if they are suspected of committing any of the above offences.

### ***Malicious Communications Act 1988 (section 1)***

This legislation makes it a criminal offence to send an electronic message (e-mail) that conveys indecent, grossly offensive, threatening material or information that is false; or is of an indecent or grossly offensive nature if the purpose was to cause a recipient to suffer distress or anxiety.

### ***Copyright, Design and Patents Act 1988***

Copyright is the right to prevent others from copying or using work without permission. Works such as text, music, sound, film and programs all qualify for copyright protection. The author of the work is usually the copyright owner, but if it was created during the course of employment it belongs to the employer. Copyright infringement is to copy all or a substantial part of anyone's work without obtaining their author's permission. Usually a licence associated with the work will allow a user to copy or use it for limited purposes. It is advisable always to read the terms of a licence before you copy or use someone else's material. It is also illegal to adapt or use software without a licence or in ways prohibited by the terms of the software licence.

### ***Public Order Act 1986 (sections 17 – 29)***

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence.

### ***Protection of Children Act 1978 (Section 1)***

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence may face up to 10 years in prison.

### ***Obscene Publications Act 1959 and 1964***

Publishing an "obscene" article is a criminal offence. Publishing includes electronic transmission.

### ***Protection from Harassment Act 1997***

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other.

A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

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## **Acts Relating to the Protection of Personal Data**

### ***Data Protection Act 1998***

[http://www.opsi.gov.uk/acts/acts1998/ukpga\\_19980029\\_en\\_1](http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1)

### ***The Freedom of Information Act 2000***

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

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## **Counter-Terrorism and Security Act 2015 (Prevent), Anti-Radicalisation & Counter-Extremism Guidance**

<https://www.gov.uk/government/publications/preventing-extremism-in-schools-and-childrens-services>

## Appendix 1

### **School Policy in Brief**

- At this school we have an Acceptable Use policy which is reviewed at least annually, which all staff sign. Copies are kept on file. We use the LA model policy
- ICT Acceptable Use Agreements are signed by all Staff/Governors/Students/Visitors. We use the LA model agreements.
- Safe Handling of Data Guidance documents are issued to all members of the school who have access to sensitive or personal data.

**Protect and Restricted material must be encrypted if the material is to be removed from the school.**

#### **At Giles Junior School:**

- We encrypt flash drives for this purpose and limit such data removal.
- We use the DfE S2S site to securely transfer CTF pupil data files to other schools.
- We follow LA guidelines for the transfer of any other internal data transfer, using secure export to Local Authority Pupil Database.

**Sensitive or personal material must be held in a lockable storage area or cabinet if in an un-encrypted format (such as paper)**

#### **At Giles Junior School:**

- We store such material in lockable storage cabinets in a lockable storage area.
- all servers are in lockable locations and managed by CRB-checked staff.
- we follow LA back-up procedures and lock the tapes in a secure cabinet. Back-ups are taken off site in a case of fire.
- we use protocol for disaster recovery on our admin server.

**Disposal: Sensitive or personal material electronic files must be securely overwritten and other media must be shredded, incinerated or otherwise disintegrated for data.**

#### **At Giles Junior School:**

- we use the Authority's recommended current disposal firm for disposal of system hard drives where any protected or restricted data has been held.
- All paper based sensitive information is kept in a white bag in the office to be collected for shredding.
- we are using secure file deletion software
- Laptops used by staff at home, where used for any protected data are brought in and disposed of through the same procedure.
- SuperUsers with access to setting-up usernames and passwords which enable users to access data systems eg for email, network access, SLG and Learning Platform access are controlled by the office manager through the LA processes and supported by the LA ICT Support Service.
  - Security policies are reviewed and staff updated at least annually and staff know to whom they should report any incidents where data protection may have been compromised. Staff have guidance documentation.



## **Giles Junior School Image consent form**

Occasionally, we take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

### **Conditions of use:**

1. This form is valid for the period of time your child attends this school. Images of your child will not be used after this time. Please write to the school if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the school and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
5. We will only use images of pupils who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.*

To give your consent, please complete the information overleaf and return the form to the school.

Please tick those that apply:

I give permission for my child's image to be taken and used in publicity material for the school, including printed and electronic publications, video and webcam recordings and on websites / social media

I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images / footage the media may take themselves if invited to the school to cover an event.

I do not want my child's image used in any publicity

**I have read and understood the information overleaf.**

Name of child: \_\_\_\_\_

Parent's or carer's signature: \_\_\_\_\_

Name (in block capitals) \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

***If you require help completing this form or a translated version, please contact your child's school.***