

# E-Safety Policy

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**1 St Michael's C of E High School aims are as follows:**

We want all our students to become:

- Successful learners who enjoy, progress and achieve.
- Confident individuals who live safe, healthy and fulfilling lives.
- Responsible citizens who make a positive contribution to society.

Therefore we want our learners to:

- Achieve the highest standards possible at Key Stage 3 and 4;
- Be more skilful at reasoning, information processing, enquiring, creative thinking, evaluating and problem solving;
- Develop the skills to become more creative and reflective learners and to be an effective self manager;
- Be more effective participators in the local and global community;
- Be more engaged and better motivated and see the relevance of their learning in modern society.

The school's whole school e-safety policy is linked to the school's aim of ensuring that all students live safe lives.

**1.1 E-safety and Safeguarding**

The E-safety policy is an aspect of the school's Health and Safety Policy and both policies form part of the school's overall Safeguarding Policy. Safeguarding is defined in the Children Act of 2004 and the government guidance document Working together to safeguard children in terms of:

- Protecting children and young people from maltreatment,
- Preventing impairment of children and young people's health or development,
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care,

Undertaking that role so as to enable those children and young people to have optimum life chances and to enter

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adulthood successfully. Safeguarding is a key statutory duty for the school and links to the school's aim of ensuring that students live safe and fulfilled lives.

## **1.2 E-Safety and Anti-Bullying**

The e-safety policy has links with the schools anti-bullying policy since breaches of the e- safety policy could involve bullying of others.

*See Appendix 1 Anti-Bullying Policy*

## **1.3 Governor and Staff Involvement**

St Michael's C of E High School Governing Body has fully delegated committees who meet regularly and report back to the full Governing Body. Two committees have responsibility for aspects of Safeguarding and the Governors' Chairs' Committee has overall responsibility for the monitoring and evaluating the effectiveness of the school's response to Safeguarding.

### **1.3.1 Health and Safety Committee**

The Health and Safety Committee have the responsibility for monitoring and evaluating the e-Safety policy as part of their remit for Health and Safety within the school. The named governor for Health and Safety including e-Safety is Clive Priest. He will work with the designated senior member of staff for e-safety to ensure that the annual check list for e- safety is tabled and addressed once a year.

*See Appendix 2 Annual checklist for e-Safety Governor*

### **1.3.2 Pastoral Team**

The Pastoral Team has to deal with cases where the e-safety policy is breached by students as part of an overall serious bullying issue and action has to be taken. The school's designated child protection officers are: Mrs C Hill, Mrs J Mills and Mrs J Gray. Otherwise incidents of bullying involving e-safety breaches are dealt with by school

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pastoral staff, inclusion staff and Mr W Hill.

Other technical breaches not involving bullying are dealt with by the respective departments.

Mr W Hill [Assistant Headteacher] has been nominated as the E-safety co-ordinator. He is a member of the Health and Safety Committee and will advise the Pastoral Committee as the need arises.

### **1.3.3 The Network Manager**

The Network Manager is responsible for monitoring the school's ICT systems to ensure compliance with the e-Safety policy and alerting senior managers in the event of a security or compliance breach. He reports on e-Safety matters to Mr W Hill [Assistant Headteacher] . Both the Network Manager and the SLT link have attended Securus e-monitoring solution training in November 2013.

### **1.3.4 The e-safety Committee**

This committee meets to discuss any e-safety issues that the school may have, any action needed to be taken and training for students , staff and Governors. The committee includes the e-safety co-ordinator, e-safety Governor, Network Manager, Head of ICT, teaching staff and representatives from Student Voice.

## **1.4 Parental Involvement**

The Use of the Internet Policy along with School Rules and Procedures regarding the use of computer equipment are published in the New Intake Booklet and on the St Michael's C of E High School website. The e-Safety policy is available on the school's website.

## **1.5 Parents and Governors**

Parents and Governors roles and responsibilities regarding e-safety, outlined in the Internet and Email Policy.

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The Internet and Email Policy is published in the New Intake Booklet, on the St Michael's C of E High School Website and is issued annually to parents with each pupils Internet Permission Form.

Parents and Governors are advised to visit the [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) website, which explores some of the specific dangers that children could face and provides practical guidance that should make online activity safer for all.

### **1.6 Community use and visitors**

Where ICT or other relevant facilities are booked for the use of the community or visitors, they will be asked to sign the Acceptable Use Policy and will be informed that their use will be monitored in the normal way. Visitors must also agree to the code of conduct which is displayed during as user's logon to the network.

*Appendix- 3 St Michael's C of E High School Code of Conduct for Visitors*

*Appendix 4- Code of Conduct for the use of the School Network and the Internet*

## **2 E-Safety Guidelines**

### **2.1 Introduction**

St Michael's C of E High Schools E-safety policy covers the safe use of:

- ICT Facilities
- E-mail
- Internet Use
- Mobile Devices

### **2.2 Access to ICT Facilities**

All students and staff at St Michael's C of E High School have access to ICT facilities with their own personal account

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and password through SIMS ID.. They also have access to the internet for use in supporting their studies and professional communication. Parental permission is required before students are allowed to access the Internet. Staff and students must sign to agree to the Internet and Email Guidelines before access is granted, this agreement is reviewed annually.

### **2.3 Password Security**

Everyone has their own user account and private password to allow logon the internet and email accounts. Administration passwords are used responsibly. Any pupils found to be sharing accounts or passwords will have their account temporarily disabled.

### **2.4 Code of Conduct for the Use of the School Network and the Internet**

Students and staff must agree to accept the rules for the use of the ICT facilities each time they log onto the Curriculum Network by clicking to agree to the Acceptable Use Policy. The Acceptable Use Policy is displayed when pupils and staff log on to the Curriculum Network, anyone who does not agree to this policy is not allowed access to the network. This policy is reviewed annually.

*Appendix 4- Code of Conduct for the use of the School Network and the Internet*

### **2.5 E-Safety Guidelines for Students**

Pupils understand what safe and responsible online behaviour means, guidelines are laid out in the AUP Policy. E-safety rules are displayed all rooms where computers are used. Students receive e-Safety training as part of the curriculum.

#### **2.5.1 ICT Acceptable Use Policy**

The ICT Acceptable use Policy for students is published in the New Intake Booklet and on the St Michael's C of E High School Website. Students are expected to follow the rules which are set out in the ICT Acceptable Use Policy at all

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times. Internet and Email use is closely monitored.

*Appendix 5 - Acceptable Use Policy for Students*

*Appendix 6 - ICT Suite Acceptable Use Policy*

### **2.5.2 ICT Acceptable Use Policy General Rules**

Remember always; treat others as you wish to be treated. The use of abusive, racist or intolerant material is not allowed. The following are not permitted:

- Sending, displaying, sharing or downloading offensive messages or pictures;
- Using obscene language;
- Posting malicious or false information about other;
- Harassing, insulting or attacking others;
- Damaging or attempting to damage computers, computer systems or computer networks;
- Violating copyright laws (e.g. downloading copyright protected music, videos or images etc.) without the express permission of the copyright holder;
- Using others' passwords to gain access;
- Sharing of passwords to circumvent restrictions placed on other users;
- Intentionally wasting resources;
- Intentionally denying access to resources by others;
- Sending personally identifiable information to other online users without explicit permission;
- Accessing websites with the intent to access "chat-rooms" or unsupervised e-mail facilities.

### **2.6 Internet Permission Form and Parents Guide to the use of the Internet**

An Internet Permission Form and Parents Guide to the use of the Internet are sent to all parents at the beginning of each school year. This also provides information of the School Rules and Procedures regarding the use of computer equipment. Students are not provided with Internet Access until the Internet Permission form is returned to school

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having been signed by a parent and pupil. Internet permission forms are held by the ICT Department

*Appendix 7 – Internet Permission Form*

*Appendix 8 - Parents Guide to the Use of the Internet*

## **2.7 Inappropriate Websites**

Sites which give access to the following types of material are not allowed:

- Drugs and substance abuse (educational sites are allowed)
- Pornography and age restricted sites
- Intolerant Behaviour
- Proxy By Pass
- Violence
- Social networking
- Web based chat
- Web based mail (pupils only)
- Non educational games
- Mobile Phones/ringtones
- Executable downloads
- Mp3 downloads

A filtering service provided by TRUSTnet which uses a bespoke web filtering system, WebScreen™ 2.0, tailored to meet the needs of schools and offer a high degree of flexibility to each one. Filtering occurs from the moment of connection, with each school having full access to the configuration settings. WebScreen™ 2.0 allows each school to create the filtering environment best suited to all its different types of users.

The system filters by IP address groups as a default, with Per-User filtering being an option that can be activated by the school at any time. Time-based filtering is another feature that aids flexibility so that filtering policies can be adjusted automatically for different users at different times of the day.

This centrally-deployed system maximises performance with no proxy-related delays and no hardware to worry

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about. All filtering is Internet Watch Foundation compliant with further eSafety guidance available from TRUSTnet.

A number of other safety precautions are also in place to protect schools from a range of online hazards but the majority of settings are placed directly within the school's control. Internet access is closely monitored by the ICT Department, who also maintain in house filter lists. The filter list has been designed to reflect educational objectives and has been approved by the Headteacher. If an inappropriate website is found accidentally it should be reported to the ICT Department for investigation.

Misuse of the Internet is dealt with following the procedures laid out in the BECTA publication "What to do with Suspicious Web Browsing" [Appendix 8] and the procedure outlined by the Staffordshire Local Safeguarding Children's Board [Appendix 9]

*Appendix 9 – BECTA Publication –What to do with Suspicious Web Browsing*

*Appendix 10- Staffordshire Local Safeguarding Children Board*

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## 2.8 Sanctions

Should a student be found to have breached any of the rules then an appropriate sanction will be applied. Sanctions include:

Type of Site	Action Taken
Games sites during lesson time	2 week internet ban, after school detention & letter to parents
Social networking	2 week internet ban, after school detention & letter to parents
Glamour	3 week internet ban, after school detention & letter to parents
Pornography	12 week internet ban, after school detention & letter to parents
Intolerance	12 week internet ban & letter to parents
Gambling	12 week internet ban & letter to parents
Proxy By Pass	12 week internet ban & letter to parents
Illegal Sites	Reported to the Police for investigation
Bullying via email messages, social media or any other form of digital media	Reported to Pastoral Staff for further action potential Police investigation

Where e-safety has been breached and this is linked to bullying behaviour, this will be referred to the Pastoral Team for further action. The Internet Logs are regularly monitored and sanctions are applied where necessary. An incident log is maintained in the ICT Department.

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## 2.9 Internet Permission Form and Parents Guide to the use of the Internet

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Students are not provided with Internet Access until the Internet Permission form is returned to school having been signed by a parent and pupil. Internet permission forms are held by the ICT Department

*Appendix 7 – Internet Permission Form*

*Appendix 8 – Parents' Guide to the Use of the Internet*

## 2.10 Email

Everyone who has signed the Internet Permission Form is allowed to send emails and attachments to outside recipients. A banned word filter list is in place which redirects filtered mail to the Administrators email account and notifies the sender.

Pupils who send emails which containing bad language have their email access temporarily banned. Any evidence of bullying via email is referred to the Pastoral Team and dealt with accordingly.

## 2.11 SMART Rules

Pupils should be aware of the 5 SMART Rules which are published by Childnet International:

**S Safe** : Keep safe by being careful not to give out personal information such as your name, email address , home address, school name, phone numbers and photographs.

**M Meeting**: Meeting someone you have only been in touch with online can be dangerous. Only do so with your

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parent's or carers consent and only when they can be present .

**A Accepting:** Accepting emails, instant messages, files or texts from strangers can lead to problems.

**R Reliable:** Information you find on the internet may not be true, or someone online may be lying about who they are.

**T Tell:** Tell your parent, carer or trusted adult if someone or something makes you feel uncomfortable or worried or if someone you know is being bullied online.

E-safety posters are also displayed in classrooms. SMART Rules are published in the homework planners.

### **2.12 E-safety Assemblies**

E-Safety assemblies are delivered to students where the guidelines for e-safety are reinforced and the schools stance against any form of bullying is reinforced.

### **2.13 Mobile Devices**

Students are allowed to bring mobile phones into school but are not allowed to use them in the classroom. If they come to the attention of a teacher in the classroom, they are confiscated and given to the school office for return at the end of the school day. If the problem is repeated then the parent needs to come into school to collect the phone from the office.

Any misuse of mobile phone technology eg, photos, abusive text messages, social media and video clips are dealt with by Pastoral Staff as part of an anti-bullying policy.

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## **2.14 Photographs and video imaging**

The school follows Sandwell LA guidelines regarding the use of photographs and video images in school and new parents' are asked to indicate if they do not want photographs or video images taken of their child as part of the new parent induction pack.

*Appendix 10 - Staffordshire County Council Guidance – Taking and Publishing Images of Children*

*Appendix 12 - Photograph consent form*

## **3 E-safety Guidelines for Staff**

Staff have an understanding of e-safety issues and risks, guidelines are laid out in the Staff e-mail and Internet Use Policy. Staff receive training and updates as appropriate. New teaching staff receive e-Safety training as part of their induction process.

Issues of concern are escalated following the procedures outlined in the BECTA publication What to do with Suspicious Web Browsing and the procedure outlined by the Sandwell local safeguarding Children's Board [Staff receive regular Child Protection training and know how to conduct themselves professionally online].

*Appendix 9 – BECTA Publication –What to do with Suspicious Web Browsing*

*Appendix 10- Sandwell Local Safeguarding Children Board*

### **3.1 ICT Security Guidelines and Rules for Staff**

All members of staff are issued with a Copy of Rules and Agreements for Staff which detail the Acceptable Use Policy for both the Curriculum and Administration Networks. Signed copies to show compliance to the agreement are held by the ICT Department.

The Acceptable Use Policy is reviewed annually.

*Appendix 13 – ICT Security Policy - Email and Internet Use Good Practice*

*Appendix 14 – ICT Security Policy – Rules for ICT Users - Staff*

*Appendix 15 –ICT Security Policy – Staff Declaration*

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Any member of Staff found to be using the Internet inappropriately will be reported to the Headteacher or to the Police if the site contains Illegal content.

### **3.2 Sanctions**

Staff [teaching or non teaching] who misuse ICT in the school and breach the school's e- Safety policy are subject to sanctions which include:

- Removal of access to ICT facilities
- Disciplinary warnings [in line with the LA disciplinary policy]
- Dismissal [in line with the LA disciplinary policy]

## **4 Security**

### **4.1 Access to Digital Communications and Technologies**

Levels of access to the both the Administration and Curriculum network are controlled by the use of user types.

### **4.2 Antivirus**

The curriculum network uses Broadband Sandwell software, the administration network also uses Broadband Sandwell software both of which are updated regularly. The antivirus software is set to automatically scan memory sticks and other portable devices.

All laptops have antivirus software installed which is set to update automatically and to scan memory sticks and other portable devices.

The network is not setup to automatically scan laptops.

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### 4.3 Securus Monitoring Solution

A Securus Server is used to monitor all ICT activity on the Network. Mr W Hill [Assistant Headteacher is the Securus Server Administrator and Mr W Hill e-Safety Coordinator is the Securus Management Supervisor

Logs are checked daily and any misuse is reported to the SMT, Head of ICT or Pastoral Team for further action. Incidents of misuse are recorded by the ICT Department.

Mr W Hill e-Safety Coordinator is the Securus Management Supervisor has attended Securus e-monitoring solution training in November 2013.

### 4.4 Filtering

TrustNet Broadband Filtering is used to prevent access to the following types of websites:

- RM IWF Child Abuse Images List
- Staffordshire LA Filter List
- RM Web-Based Social Networking List
- RM Web – Based Chat List
- RM Non Educational Games List
- RM Pornography or Age Restricted Activity List
- RM Violence List
- RM Intolerance List
- RM Drugs and Substance Abuse List
- RM Proxy Bypass List
- RM Active –Adapt Content Filter List

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#### 4.5 Caching Server

A Caching Server is in use so that all computers access the Internet via the Cache. The Caching Server is used to filter internet content in accordance with the E-Safety Committees recommendations.

#### 4.6 Video Conferencing

Video conferencing is not used at present. The school is aware of the need to use the national JVCS service to check that connections are made to legitimate sites.

#### 4.7 Internet Services

A BECTA accredited supplier is used to provide Internet Services.

#### 4.8 SEF

E- safety measures are included in Section 4b of the schools SEF.

#### 4.9 Cyberbullying

This is covered in the school's anti-bullying policy.

*Appendix 1- Anti- bullying Policy*

#### 4.10 Data security

There is a planned outline for staff training on data security and new staff have e-safety training as part of their induction. **From September 2017 the school will use a terminal server and Go for Schools which allows staff to access data at home without having to store it on memory sticks. In staff training, staff are aware the do's and don'ts on saving data and when and where to access information.** The school follows Sandwell's LA guidelines on data security.

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#### 4.11 Privacy Policy

Privacy Notice - Data Protection Act 1998

St Michael's C of E High School is the Data Controller for the purposes of the Data Protection Act; a Privacy Notice is sent to all parents and is displayed on the St Michael's C of E High School Website

*Appendix 16 – Privacy Policy*

#### 5 Audit

The school Assistant Headteacher and ICT Department completes an annual audit of compliance with ICT security guidelines.

*Appendix 17 - St Michael's C of E High School e-Safety Audit*

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## Appendix 1

### Anti-Bullying Policy

The aim of St Michael's C of E High School's anti-bullying policy is to promote the moral, mental, physical well being and development of all pupils by providing a healthy social and learning environment. The school rejects all forms of bullying and cruelty and intends to provide an atmosphere of safety and happiness for pupils, in which the school's overall aims of enabling pupils to develop personally socially and academically can be achieved.

This policy forms part of the school's development plan and will be reviewed annually to ensure that new pupils joining the school and their parents are consulted and involved in the effective working of the policy.

#### What is bullying?

Bullying can be the result of differences in personal factors (e.g. appearance, possessions, personalities, social background, gender, race or academic ability). Bullying is imposing one's will systematically on another and this may cause harm physically, emotionally or mentally. Bullying takes many forms and in determining whether bullying has taken place, the views of the victim must be taken into account. However, the following behaviour is frequently associated with bullying and the governors, staff, pupils and parents of St Michael's C of E High School are determined to work together to prevent it both inside and outside school. Behaviour, which could be considered to be "Bullying", includes:

- Intimidation:
  - making the victim fear your presence
  - 'owning' a specific area
  - gang hierarchy
- Isolation:
  - the purposeful exclusion of an individual from his/her peers
- Verbal Abuse:
  - name calling
  - threats
  - bossing others around

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- personal comments (e.g. about person or family)
- Property:
  - Hiding
  - theft
  - damage
- constant jostling/pushing around Violent physical abuse:
- direct, deliberate violence to another.

It is important that this behaviour is discouraged and dealt with wherever it is observed; and that pupils understand that these behaviours are considered to be forms of bullying (whether or not the victim complains).

#### Procedures for dealing with bullying

#### The General Staff's Responsibilities:

- Be vigilant in the classroom and as you move around the school for any of the behaviour identified above,
- Stop the incident,
- Make sure the victim is safe and feels that the incident will be dealt with,
- Deal with the incident firmly and fairly,
- Making sure that the victim feels safe and feels that the incident will be dealt with,
- Fill in a bullying log, taking action at this stage if appropriate,
- Send the bullying log to the form tutor of the bully, unless;
  - If it is a serious incident, it should go directly to the Head of Year or Assistant Head,
- The form tutor will reinforce the message about the unacceptability of the bullying behaviour and will,
  - Pass the bullying log onto the Head of Year who will have an overview of pupil behaviour.

#### The Form Tutor's Responsibilities:

The Form Tutor is the front line of the pastoral care system and is responsible for creating a good relationship with individual pupils, so that the pupils feel they can discuss personal issues including bullying if necessary. Tutors need to be vigilant in assessing the well being of pupils, especially if they are particularly vulnerable for any reason. If a number of bully logs are received which begin to indicate that a pupil is responsible for a series of incidents of bullying behaviour, the Form Tutor should discuss the matter with Head of Year so that further action can be taken.

#### The Head of Year's Responsibilities:

Heads of Year will use their judgement in deciding whether an incident is a minor one or a more serious one. The views of the victim will be important in assessing the situation but the victim should not be asked to confront the

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alleged perpetrator or argue their case in front of them. If the incident is judged to be a minor one, the Head of Year will take the following steps:

- Reprimand the perpetrator, pointing out that his/her behaviour is a form of bullying,
- Issue a warning, noted on the bully log of further action if the behaviour is repeated. Further action will involve contact with parents,
- Use additional sanctions if the Head of Year feels these are appropriate at this stage, Within a fortnight, Heads of Year should check with the victim that there has been no repetition.

More serious incidents will be characterised by their physical or persistent nature, and the emotional effect on the victim will be an important consideration in judging the seriousness of the bullying. Serious incidents will generally involve some malicious intent and their physical aspect may affect person, property or 'space'. In these cases the Head of Year will take the following steps.

- Both the perpetrator and the victim will be asked to write his/her version of the incident The victim will not be asked to confront the perpetrator or argue their case in front of the perpetrator.
- Any witnesses will also be asked for their version of events,
- In the case of a serious physical assault on another pupil, the Assistant Head or the Headteacher must be notified without delay,
- Telephone the parents of the perpetrator and if appropriate, invite them into the school to discuss the matter fully,
- Telephone the parents of the victim, inform them of the situation, and invite them into school if appropriate,
- In all cases appropriate action will be taken, up to and including permanent exclusion,
- Incidents falling into this more serious category will be recorded on the school's log of bullying incidents,
- The Head of Year will ensure that all staff are aware of any serious incident (through the weekly briefings, memos etc) so that staff can continue to be vigilant for any continuation of the problem,
- Within a fortnight, the Head of Year will formally follow up the incident by checking with the victim that there has been no repetition and the Form Tutor will also monitor the situation. A follow up contact with

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the parents can also help to resolve any remaining concerns,

- All records, written reports and copies of letters to parents will be filed appropriately.

The Responsibilities of the Assistant Headteacher:

The Assistant Headteacher is the 'line manager' for the pastoral care system in the school. The Assistant Headteacher meets the Year Heads' to monitor any behaviour problems including bullying incidents. At this meeting, pupils with serious behavioural problems affecting their learning are considered in line with the Code of Practice. (In most cases, pupils whose behaviour is affecting their learning can only be referred to the Educational Psychologist after the school has gone through two stages – (see policy on Special Educational Needs).

Responsibilities of the Headteacher:

The Headteacher has overall responsibility for the welfare of pupils. The Headteacher will provide data from the summary bully log to the Governing Body. The Headteacher is the only person who can exclude a pupil.

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## Appendix 2

### Annual checklist for e-Safety Governor

It is the responsibility of the e-Safety Governor to ensure that this document is tabled once a year at the termly meeting of the full governing body and at the next meeting following any major incident.

Action	Completed by: <i>(date)</i>
The Acceptable Use Policy is in place and has been revised to accommodate any developments in technology and its use.	
All staff (teaching and non-teaching) and any volunteers or supply staff are familiar with the current e-safety policy and the Acceptable Use Policy	
e-Safety forms a part of the induction process for all new staff.	
All new parents/carers have received a copy of the school's AUP.	
All parents/carers have received a copy of the internet access permission form and returned their response to school.	
All staff (teaching and non-teaching) and any volunteers or supply staff are in possession of the 'A concern is raised' flow diagram and know what to do if an incident occurs.	
All users are compliant with additional AUPs and Terms and conditions contained in other services (such as a learning platform) and procedures are in place to ensure this happens.	
All users understand the use of 'e-safety monitoring software' where installed.	

Chair of Governing Body:

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

Note: The Governing Body should be aware that it is a duty of Staffordshire County Council to monitor the processes outlined above and this document should be retained in order to facilitate that process.

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**Appendix 3**

St Michael's C of E High School Code of Conduct for Visitors

You must read, understand and sign this form if you use our ICT facilities and services. The completed form will be retained by the ICT Department.

The following are **not** permitted:

- Sending, displaying, sharing or downloading offensive messages or pictures;
- Using obscene language;
- Posting malicious or false information about other;
- Harassing, insulting or attacking others;
- Damaging or attempting to damage computers, computer systems or computer networks;
- Violating copyright laws (e.g. downloading copyright protected music, videos or images etc.) without the express permission of the copyright holder;
- Using others' passwords to gain access;
- Sharing of passwords to circumvent restrictions placed on other users;
- Intentionally wasting resources;
- Intentionally denying access to resources by others;
- Sending personally identifiable information to other online users without explicit permission;
- Accessing websites with the intent to access "chat-rooms" or unsupervised e-mail facilities.

Use of the school's ICT facilities and Internet is closely monitored, should anyone be found to have breached any of the rules then an appropriate sanction will be applied. Sanctions include:

- A temporary or permanent ban on ICT Equipment , Internet and/or E-Mail use;
- Where the 'offence' originated outside the school premises, then a formal request to the Internet Service Provider (ISP) requesting the termination of the service and account(s) of the publisher and/or author will be issued;
- Where applicable, the matter may be referred to the Police or other local authorities.

Declaration

I confirm that, as an authorised user of the School's ICT facilities, E-mail and Internet services, I have read, understood and accepted all of the Rules for Visitors.

Name:.....Signature:.....

Date:.....

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## Appendix 4

Acceptable Use Policy

### CODE OF CONDUCT FOR USE OF THE SCHOOL NETWORK & THE INTERNET

This simplified code of conduct applies at all times, in and out of school hours, whilst using school equipment.

Please read it carefully.

#### **You should:**

- Only access websites that are appropriate for use in school.
- Be careful of what you say to others and how you say it.
- Respect copyright and trademarks. (You cannot copy material without giving credit to the person or company that owns it.)
- Check with a teacher before opening email attachments or completing on-line questionnaires or subscription forms.

#### **You must not:**

- Download games or other programs from the Internet.
- Use chat-lines or web-based email services (e.g Hotmail).
- Send, access or display offensive messages or pictures.
- Give your name, address, telephone number or any other personal information about yourself or others to anyone you write to.
- Use or send bad language.
- Intentionally waste resources thus preventing use by others.

#### **Please note:**

User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate.

If applicable, external agencies may be involved, as certain activities may constitute a criminal offence.

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## Appendix 5

### ICT Acceptable Use Policy (AUP) Policy Statement

As part of the school's IT programme we offer pupils supervised access to the Internet, the global network of computers you will have read about and seen on television. Before being allowed to use the Internet, all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter. Access to the Internet will enable pupils to explore thousands 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 might contain items that are illegal, defamatory, inaccurate or potentially offensive to some.

All activity on the computer system is logged, in particular the students' use of the Internet; these activity logs are closely monitored and frequently reviewed. The Internet activity logs store a variety of information, including: the user identity of the student, the date and time of access, the computer used by the student and the Internet address of every page and image that was accessed. In addition, e-mails are routinely scanned for offensive language by the computer system and, any that "fail" this preliminary scan are redirected to the I.T. Coordinator for further scrutiny. Access to websites providing external e-mail accounts are blocked, allowing the school to ensure and enforce the appropriate use of e-mail via the school's computers.

Whilst our aim for Internet use is to further educational goals and objectives, pupils 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. Whilst the school will endeavour to "police" the use of the Internet in school, ultimately, parents and guardians 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 guide pupils toward appropriate materials. 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. Parents are advised to visit the following website [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), which explores some of the specific dangers that children could face and provides practical advice and guidance that should make the online experience safer for all.

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## School Procedures

### Resource Development

In order to match electronic resources as closely as possible to the national and school curriculum, teachers need to review and evaluate resources in order to offer "home pages" and menus of materials that are appropriate to the age range and ability of the group being taught. The IT co-ordinator will provide appropriate guidance to pupils as they make use of telecommunications and electronic information resources to conduct research and other studies. All pupils will be informed by staff of their rights and responsibilities as users, before their first use, either as an individual user or as a member of a class or group.

As much as possible, the school's chosen information provider has organised information resources in ways that point pupils to those that have been reviewed and evaluated prior to use. While pupils may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Pupils may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

### School Rules

The school has developed a set of guidelines for Internet use by pupils. These rules will be made available to all pupils, and kept under constant review. All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

Every year students will be required to complete a Parent & Student agreement Form regarding the use of the Internet which outlines the Acceptable Usage Policy (AUP) of the school. In addition, students are required to re-affirm their agreement, to follow the AUP, every time they login and every time they attempt to access the Internet and/or E-Mail systems. The agreement form will be issued by form tutors during the first couple of weeks of every new academic year. Internet access will be removed for any student who does not have a current agreement returned and on file.

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## Appendix 6

St Michael's C of E High School

ICT Rooms / ILD usage within departments

### Acceptable Use Policy

St Michael's C of E High School ICT Rooms and ILD's situated in Lapsfaes within departments all have Internet access to help users learn.

These rules will help keep everyone safe and help us be respectful of other users.

**Remember always; treat others as you wish to be treated.**

The use of abusive, racist or intolerant material is not allowed.

- I will only access the system with the login and password provided.
- I will not access other people's files.
- I will only use the computers for work related activities.
- I will not use the CD's or other computer media unless I have been given permission.
- I will ask permission from a member of staff before using the Internet.
- I will only e-mail people I know for work/learning related purposes.
  - The messages I send will be polite and responsible.
- I will not give out personal information.
- I will use Ctrl Alt Delete to lock my workstation when leaving it unattended.
- I will report any unpleasant material or messages I find or are sent to me.

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- I understand that there will be checks and monitoring of the computer use and Internet sites I visit.
- I understand reports will be confidential and will help protect myself and others.

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## Appendix 7

### Internet Permission Form

Dear Parent,

As part of the school's IT programme we offer pupils supervised access to the Internet, the global network of computers you will have read about and seen on television. Before being allowed to use the Internet, all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter. Access to the Internet will enable pupils to explore thousands 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 might contain items that are illegal, defamatory, inaccurate or potentially offensive to some.

All activity on the computer system is logged, in particular the students' use of the Internet; these activity logs are closely monitored and frequently reviewed. The Internet activity logs store a variety of information, including: the user identity of the student, the date and time of access, the computer used by the student and the Internet address of every page and image that was accessed. In addition, e-mails are routinely scanned for offensive language by the computer system and, any that "fail" this preliminary scan are redirected to the I.T. Coordinator for further scrutiny. Access to websites providing external e-mail accounts are blocked, allowing the school to ensure and enforce the appropriate use of e-mail via the school's computers.

Whilst our aim for Internet use is to further educational goals and objectives, pupils 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. Whilst the school will endeavour to "police" the use of the Internet in school, ultimately, parents and guardians 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 guide pupils toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies,

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radio and other potentially offensive media. Parents are advised to visit the following website [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk) which explores some of the specific dangers that children could face and provides practical advice and guidance that should made the online experience safer for all.

We would be grateful if you would read the outline acceptable usage policy overleaf and, if you wish to allow your child to access the Internet, then complete the permission form that appears at the bottom of this page. From the 10th October 2014, any student who does not have a permission slip on file with the IT office will have their Internet and Email account disabled – they can be re-activated at any time upon the return of the permission slip.

Yours sincerely

Mrs J Gray, Head Teacher

Please complete and return this consent form to the Head Teacher via your child's form tutor.

Pupil

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting

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standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Pupil \_\_\_\_\_ Form \_\_\_\_\_

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## Appendix 8

A parent's guide to the Internet What is the Internet?

The Internet is a large number of computers all over the world linked together with cables. In most cases, each of these computers is also linked locally to a number of other computers, in a local network. It is possible for someone using one of these computers to access information on any of the other computers. Universities and Government organisations established the system for the fast and efficient transfer of largely text-based information around the world directly from one computer to another.

It is possible for other people, outside these local networks, to connect to the Internet by using standard telephone lines between their computers and those already connected to the Internet. A number of companies specialise in providing this service for a fee.

What is the World Wide Web?

To make the appearance of information available through the Internet more attractive, and to assist people in finding information more easily, it is now possible for special pages of information to contain text, colours, and pictures, sound and even video. These pages, collectively, make up what is known as the World Wide Web. Most of these pages include information on the location of other pages on the World Wide Web, and it is possible to follow up links between pages with similar or related content. Moving from one page to another, regardless of where in the world they might be located, is called browsing, or surfing the net or web. Many of these Web pages contain information that may be useful in the classroom, and it is presented in a way that is often easy to use.

A number of UK suppliers including BT and Research Machines, offer schools the facility of keeping their own pages on the Internet. These school "home pages" might describe the school's activities to outsiders or explain project work that pupils are involved in.

What is Electronic Mail (E-mail)

This is merely a way of sending messages from one person to another via the Internet. Each Internet user has a

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unique e-mail address (such as anybody@msn.com) and by sending a message to this address, the recipient can read the message the next time he or she connects to the Internet. Internet e-mail addresses are usually provided along with a schools' connection to the Internet and normally pupils will have their own e-mail address.

#### What are News Groups?

These are collections of messages written for public readership rather than addressed to an individual. Each collection, or group, of messages is about a particular subject or theme. Individuals can reply to these messages, and these replies are also public. In this way it is possible to track a multi-way conversation about an important issue of the day. At present there are more than 10,000 different topics available for discussion, from specialist science research to support groups for asthma to fans of James Bond movies. Most of the press concern for pornography on the Internet refers to newsgroups but they are the easiest for school Internet providers to police.

#### What are Social Network Sites?

Sites such as MySpace, Bebo and Facebook allow people to keep in touch with friends using photographs, videos and message boards. These sites are very popular with young people but they do introduce potential risks including cyberbullying, misuse of personal information and contact by adults with a sexual interest in children. Social networking sites provide safety tools which allow the use Privacy Settings. Parents should ensure that these tools are used to which give control of who can see, make comments or copy photographs from their child's social networking site.

#### What is Cyberbullying?

Cyberbullying is the use mobile phones and the internet, deliberately to upset someone else. This can take a range of different forms, such as nasty text messages on mobile phones, instant messaging in chat rooms, posting of images or messages on social networking sites or video sharing sites.

This type of bullying is particularly distressing as the target can be reached at any time and any distressing material

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can often be seen by a large audience causing humiliation to the person concerned.

Bullying incidents often start off as a joke which quickly gets out of hand, children should be encouraged to always respect others and to be careful of what they say or post online.

What are the dangers of the Internet referred to in the media?

It is true that there is some material on the Internet that would be offensive to most people, such as pornography, racist and fascist material; students, if unsupervised, might access this. The provider that we use tries to 'filter' known offensive locations of material of this kind, but there are too many sites on the Internet for this filtering to be 100% effective. The only guaranteed way to block access to this kind of material is to have a restricted range of pages available, in which case many of the advantages of the global and dynamic nature of the Internet may be lost. It is a feature of the Internet that the information available is free. Increasing restrictions will undoubtedly lead to systems of charging for access to specific material, in addition to the other costs described. An alternative system is to educate pupils and encourage an acceptable use policy and partnership between home and school in dealing with the less savoury side of Internet use.

How can I get more information?

Parental guidance to safe use of the internet is available on the [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk) website. This includes frequently asked questions and guidance about Chat Rooms, Social Networking, Gaming, Mobile Phones, Grooming and Online Gaming.

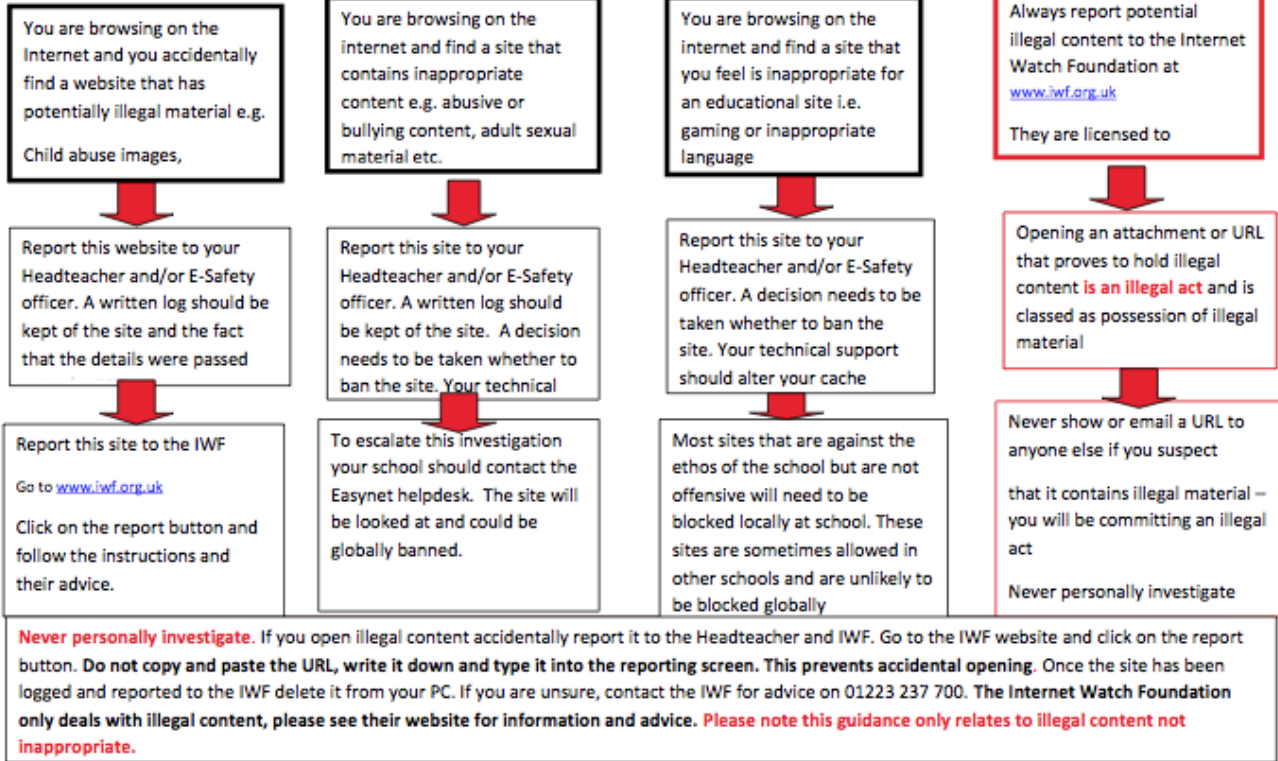
There are many magazines in newsagents that cater for beginners-advanced use of the Internet. If you have any specific questions please contact the school and ask for the IT coordinator.

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Appendix 9

BECTA Publication - What to do with Suspicious Web Browsing



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