

Hemdean House School



eSAFETY POLICY **Whole School**

Policy Reviewed and Updated by:	Alison Pomeroy & Grace Reilly
Date Reviewed and Effective from:	15 May 2015
Approved by:	SMT
Distribution:	School Website Policy file - Head's Office Policy file - Staff Room Policy file - Nursery
Next Proposed Update:	September 2016

The policy for the safe use of ICT has been produced to ensure the protection of all parties – the pupils, the parents, and the staff. The school reserves the right to monitor, view or delete any data that may be held on its computer systems and to monitor network, Internet and email use. The School also reserves the right to have access to data on pupils' personal devices in case of complaint or suspected abuse of this policy.

The use of mobile devices in school

Pupils from Year 6 upwards may, if their parents wish, bring a mobile phone to school but it must be switched off and handed in to the office on arrival in school and collected at the end of the day. Any phone seen or heard in school will be confiscated and only returned to a parent. The school will not be responsible for phones or other equipment not handed in.

Personal ICT devices such as mobile phones and portable devices that can display stored media e.g. documents, movies, audio such as iPods, notebooks with 3G access and similar should be used only by the pupil owner outside of school hours or in a teacher supervised session.

Social networking websites

We acknowledge that many pupils access social networking websites whilst out-of-school and so we ask parents to discuss the use of these sites in the context of the family being part of the whole Hemdean House Community. The presence of messaging and social networking sites on the internet such as Facebook and Twitter, as well as media access sites such as Youtube, allows pupils to publish images, messages, videos and collections of personal material which relates to them, their friends and family where data is sometimes held on servers outside of the jurisdiction of UK law and invariably images etc posted are unable to be removed subsequently.

Pupils who choose to make postings on social networking and other sites, using media in this way, must not cause others to suffer hurt or distress, or bring the name of the school into disrepute. Any breach of this policy will result in serious disciplinary action by the school. While we accept that inexperience or naivety exists in young people, it is important that incidents involving uploading images or any form of networking activity that gives due cause for concern are thoroughly investigated. The school also recognizes its responsibility to educate its pupils about internet use and where applicable will work in partnership with families to achieve this goal. However it is still the case that any breach or activity which is deemed inappropriate will be viewed very seriously. In this context and with reference to the use of ICT generally we advise

pupils never to arrange to meet anyone who is unknown to them and has contacted them online or through mobile text, email or a similar virtual communication tool.

Some useful websites for parents

Insafe	www.saferinternet.org.uk
CEOP	www.ceop.police.uk/safety-centre/
Think U Know	www.thinkuknow.co.uk/parents/
Digizen	www.digizen.org

Using the ICT facilities in school

All use of the ICT facilities should be relevant to academic activity and should be appropriate at all times. The School aims to encourage the optimum, positive use of ICT within the school in order to enhance teaching, learning, attainment, research, administration, management and efficiency. The School is committed to the delivery of a high quality ICT provision within a safe environment. Any breach of this policy may result in disciplinary action.

A guide for pupil use

The ICT facilities are provided to enhance the teaching and learning environment at Hemdean House School. The computers are maintained for the benefit of staff and all pupils, who are encouraged to use and enjoy these resources, and ensure they remain available to all. It is important that all pupils including junior school age are aware of ICT good practice and the following guidelines:

Remember that access is a privilege, not a right and inappropriate use may result in that privilege being withdrawn.

Equipment

- Always look after the computers so that your friends and others can benefit and enjoy using them too.
- Be Green- try not to waste resources such as paper. Printing can be very expensive so be careful to only print what you really need.
- Remember that the computer facilities are provided for educational purposes and not for commercial purposes such as buying or selling goods. The facilities should not be used for gambling or political purposes and their use must always be legal.

- We are very fortunate to have extensive ICT facilities here at Hemdean House School so please do not bring your own mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) into school without permission.
- Please help to keep the computer equipment clean and undamaged by not eating or drinking near them.
- The school will not be responsible for any damages or loss a user suffers resulting from delays, non-deliveries, mis-deliveries or service interruptions.
- At least once a year, pupils should regularly (removed comma) delete files and emails that are not needed and endeavour to keep their use of data storage to a minimum.
- To help ensure that Hemdean House School continues to comply with software licensing policies, pupils should not install, attempt to install or store programs of any type on the computers without permission.
- If a pupil has any concern regarding the ICT systems in the school or is aware of a breach of this policy, she/he/they should inform senior management.

Security and Privacy

- If you are in a class that uses passwords to logon to the computers, remember not to tell your password to others, or log on as another user.
- The computers are setup so that it is not possible to alter their settings or bypass security.
- Like many schools, organisations and work-places, senior management may review files and communications to ensure that users are using the system responsibly.
- Although the school makes every effort to ensure the integrity and backup of data held by the organisation, users are advised and required to ensure they have a second copy (backup) of all their academic data.
- Whether accessing the systems from school, or especially from outside the school, the user should lock the computer or log off before leaving the station. The School systems should not be accessed or viewed by those outside the user community.
- Wherever possible a pupil should work in real time in their network area through their network login at school. Data should only be transferred to another medium e.g. Hard drive or USB stick for e.g. printing or secondary backup. At all times data should be kept secure.
- Activity that threatens the integrity of the School ICT systems, or activity that attacks or corrupts other systems, is forbidden.

Internet

- The Internet can be great fun to use. Lots of interesting information can be found, however, there are also parts of the Internet that are not suitable for children.
- An extremely effective filtering service is in place for Internet access but it is impossible to guarantee that all inappropriate websites are filtered out.
- If you see or read anything whilst using the Internet that makes you feel uncomfortable, you must tell your teacher straight away.
- The Internet should always be used safely. It should not be possible to enter 'Chat' websites in school, however, if you become aware that it is possible, tell your teacher straight away so that it can be filtered out for the future.
- Your teacher will always be near when you are using the computers at school, however, it is important that we all understand that we must never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem. Never tell anyone you meet on the Internet your full name, home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- Your teacher will let you know when it is a suitable time to access the Internet.
- Check with your teacher first before copying pictures or articles from the Internet. We must be careful that we are abiding by copyright laws.
- Remember that not all information available on the Internet is accurate. Your teacher will help you determine which sites are reputable. The school takes no responsibility for the accuracy or quality of information obtained through the Internet.

Email

- Email (electronic mail) is a great way to communicate with your friends and teachers.
- Your teacher will let the class know if it is a suitable time to send and receive emails. Only email during lessons when instructed to do so or you may get behind with your work or miss what your teacher is explaining to the class.
- The language and content of emails must be appropriate and acceptable and relate to school activities. A good thing to remember is 'never write anything in an email that you wouldn't like to say to a person in actual conversation'. Before sending an email, remember to check that what you have written is polite and will not offend or upset the person you are writing to.

- If you receive an email and you do not recognise the sender, let your teacher know before attempting to open it.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content.
- If you receive an email that makes you feel uncomfortable, you must tell your teacher straight away.
- To help avoid using valuable resources, you should not send or pass on 'chain letter' emails, or emails containing personal photos, jokes and petitions etc. Should you receive one, you should let your teacher know.
- Only the school's own email system is available for pupils to use. It should not be possible to access web-based email accounts such as Hotmail from a school computer.
- Emails may be checked by senior management to help ensure that the system is being used appropriately.
- Users are responsible for all emails sent and for contacts made that may result in email being received.

A guide for staff use

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

- Staff will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- Staff will comply with the ICT system security and not disclose any passwords provided to them by the school or other related authorities.
- Staff will ensure that all electronic communications with pupils and other teachers are compatible with their professional role. Electronic communication with pupils should be via the school HUB / email only and not through private email or social media.
- Staff will only use the approved, secure email system(s) for any school business.
- Staff will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.

- Staff will not deliberately browse, download or upload material that could be considered offensive or illegal.
- If staff accidentally come across any offensive material they will report it to the senior management.
- Staff will not send to pupils or colleagues material that could be considered offensive or illegal.
- Images of pupils will only be taken with school equipment and used for professional purposes and will not be distributed outside the school network without the permission of the parent/carer.
- Staff understand that all their use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to senior management.
- Staff will respect copyright and intellectual property rights.
- Staff will support and promote the school's policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- Complaints about Internet misuse will be dealt with under the school's complaints procedure.
- Any complaint about staff misuse will be referred to the Head Teacher.
- All e-Safety complaints and incidents will be recorded by the school, including any actions taken.
- Parents and pupils will need to work in partnership with the school to resolve issues.
- All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting incidents or concerns
- Any issues (including sanctions) will be dealt with according to the school's disciplinary, behaviour and child protection procedures.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school.

Parental Permission

Parental permission will be sought from every parent at the start of the new academic year for the use of their child's image in our marketing materials and social media channels. If a family does not give permission then the children's names will be placed on a 'Do Not Photo' list. This list will be displayed in the school office and the staff room.

Content that we publish

Content that we publish is defined as any photos, videos, or links to our news stories that we create and post to social media.

We will not publish, or personally identify, the names of the children in any photo or video. Where appropriate we will identify the group represented in the photo or video eg. Year 4 outing to Reading Museum. However, if it is necessary to identify individual pupils we will do so by their first name only.

Content that we re-publish

Content that we re-publish refers to anything that was originally published by someone else eg. an article in a newspaper referencing one of our pupils.

Newspapers will typically publish a first and last name, if we re-publish the article we will only mention the first name of the pupil.

School Trips

We will not chronicle school trips in real time. We will only publicise an event after it has happened and the agenda for a trip will not be published prior to the event taking place. Updates to the HUB, website and twitter feed should be made after an event.

Taking images and video/audio recordings in school

Photographs/videos, etc should only be taken with permission of the person whose photograph is being taken; there are legal implications to taking/using/sending images (eg Child Protection, Copyright Law). Similarly audio recordings should not take place without permission. If images, videos or audio recordings are taken and created in school by staff or parents they must not be publicly published or distributed without permission both of the school and those involved.