Little Gaddesden
C. of E. Primary School

E-SAFETY AND DATA SECURITY POLICY

Approved January 2015

Review by January 2017

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Introduction

ICT in the 21st 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
- 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 with web functionality
- Gaming, especially online
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading

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, usually 13 years.

At Little Gaddesden Primary 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 other people 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 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, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, 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

All internet activity is logged by the school's internet provider. These logs may be monitored by authorised HCC staff.

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.

Any policy breach is grounds for disciplinary action in accordance with the school Disciplinary Procedure or, where appropriate, the HCC Disciplinary Procedure or Probationary Service Policy.

Policy breaches may also lead to criminal or civil proceedings.

The ICO's new 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

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 Head teacher or eSafety Co-ordinator. 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 Head teacher.

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

Acceptable Use Agreement: Pupils - Primary

Primary Pupil Acceptable Use 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 deliberately 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 details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately 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 that my parent / carer contacted if a member of school staff is concerned about my eSafety.

LITTLE GADDESDEN CHURCH OF ENGLAND PRIMARY SCHOOL

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 the Head teacher.

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Parent/ carer signature

We have discussed this and ……………………………….............(child name) agrees to follow the eSafety rules and to support the safe use of ICT at Little Gaddesden Church of England Primary School.

Parent/ Carer Signature …….…………………..………………………….

Class …………………………………. Date ………………………………

Acceptable Use Agreement: Staff, Governors and Visitors

Staff, Governor and Visitor

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 the Head teacher or the school eSafety coordinator.

- I 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.
- 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 and personal e-mail address, 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.
- I will not install any hardware of software without permission of the Head teacher.
- 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 Head teacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school 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 the Head teacher. I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role 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.

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.

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 that you use.

- 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

The accessing and appropriate use of school data is something that the school takes very seriously.
The school is aware of the Becta guidelines found at **http://tinyurl.com/76gj9xr** (published Spring 2009, please note that this organisation was closed in 2011 but the guidance is still useful), the advice and guidance given by the Information Commissioner's Office (ICO)
http://www.ico.gov.uk/for_organisations/data_protection/security_measures.aspx
and the Local Authority guidance documents listed below
HGfL: School Admin: School Office: Data Protection and Freedom of Information
Head teacher's Guidance – Data Security in Schools – Dos and Don'ts

- Network Manager/MIS Administrator or Manager Guidance – Data Security in Schools
- Staff Guidance – Data Security in Schools – Dos and Don'ts
- SIRO/IAO Guidance – Data Security in Schools - Dos and Don'ts

The Head, SIRO and Network Manager documents contain advice about identifying information assets including an example of an excel spreadsheet and a brief outline of the school policy that can be displayed at appropriate sites within the school or handed to visitors or guests.

Security

The handling of secured data is everyone's responsibility – whether they are an employee, consultant, software provider or managed service provider. Failing to apply appropriate controls to secure data could amount to gross misconduct or even legal action.

Any information that is sensitive needs to be protected. This will include the personal data of learners and staff; such as assessment records, medical information and special educational needs data.

The Head Teacher will address risks to the information and make sure that information handling complies with legal requirements.

- 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 have read the relevant guidance documents available on the SITSS website concerning 'Safe Handling of Data' (available on the grid at - http://www.thegrid.org.uk/info/dataprotection/index.shtml#securedata)

- Leadership have identified Senior Information Risk Owner (SIRO) and Asset Information Owner(s) (AIO) as defined in the guidance documents on the SITSS website (available - http://www.thegrid.org.uk/info/traded/sitss/)

- 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 mopiers (multi-function print, fax, scan and copiers) are used

Anyone expecting a confidential or sensitive fax should have warned the sender to notify before it is sent.

Protective Marking

- Appropriate labelling of data should help schools secure data and so reduce the risk of security incidents

- Applying too high a protective marking can inhibit access, lead to unnecessary and expensive protective controls, and impair the efficiency of an organisation's business

- Applying too low a protective marking may lead to damaging consequences and compromise of the asset

- The sensitivity of an asset may change over time and it may be necessary to reclassify assets. If a document is being de-classified or the marking changed, the file should also be changed to reflect the highest marking within its contents

- HCC recommend 3 levels of labelling
  - Unclassified (or if unmarked) – this will imply that the document contains no sensitive or personal information and will be a public document
  - Protect – this should be the default setting and be applied to documents containing any sensitive or personal data. Marking documents as Protect will demonstrate an awareness of the Data Protection Act and the school's responsibilities
  - Restricted – documents containing any ultra sensitive data for even one person should be marked as Restricted

HCC is currently reviewing software which will automatically label documents on creation.

Disposal of Redundant ICT Equipment Policy

- All redundant ICT equipment will be disposed of through an authorised agency or via the Hertfordshire Business Services (HBS) disposal scheme. 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/si2007/pdf/uksi_20073454_en.pdf?lang=_e
  Data Protection Act 1998
  http://www.ico.gov.uk/what_we_cover/data_protection.aspx
  Electricity at Work Regulations 1989
  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 e.g. 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

The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007

http://www.opsi.gov.uk/si/si2007/pdf/uksi_20073454_en.pdf?lang=_e

Information Commissioner website

http://www.ico.gov.uk/

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

http://www.ico.gov.uk/for_organisations/data_protection_guide.aspx

PC Disposal – SITSS Information

http://www.thegrid.org.uk/info/traded/sitss/computers/pc_disposal.shtml

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 good network etiquette ('netiquette'). In order to achieve ICT level 4 or above, pupils must have experienced sending and receiving e-mails.

Managing e-Mail

- The school gives all staff 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
- 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 c.c. the Head teacher
- 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
- No pupils have their own individual school issued accounts, as all children would use a class/ group e-mail address
- The forwarding of chain letters is not permitted in school
- All pupil e-mail users are expected to adhere to the generally accepted rules of netiquette 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 e-mail
- Staff must inform the Head teacher if they receive an offensive e-mail
- Pupils are introduced to e-mail as part of the ICT Scheme of Work
- 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

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 e-mailing Personal, Sensitive, Confidential or Classified Information
- 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

Receiving e-Mails

- Check your e-mail regularly
- 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, Sensitive, Confidential or Classified 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
  - 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 body / 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

Hertfordshire County Council makes provision for secure data transfers to:

- Hertfordshire Constabulary
- Hertfordshire Partnership Trust

In exceptional circumstances provision can be made for other external agencies.

Equal Opportunities

Pupils with Additional Needs

The school endeavours to create a consistent message with parents 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

E-Safety – Roles and Responsibilities

As eSafety is an important aspect of strategic leadership within the school, the Head teacher 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 Lorna Elkes, 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, CEOP (Child Exploitation and Online Protection) and Childnet.

Senior Management and governors are updated by the Head teacher / 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 PSHE

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 ICT / PSHE 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

eSafety Skills Development for Staff

- Our staff receive regular information and training on eSafety and how they can promote the 'Stay Safe' online messages in the form of (**state how**)
- 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 enclosed flowcharts)
- All staff are encouraged to incorporate eSafety activities and awareness within their curriculum areas

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

Incident Reporting, eSafety Incident Log & Infringements

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 Head teacher or eSafety Co-ordinator. 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 Head teacher or eSafety Co-ordinator.

eSafety Incident Log

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

Little Gaddesden School eSafety Incident Log

Details of ALL eSafety incidents to be recorded by the eSafety Coordinator. This incident log will be monitored termly by the Head teacher, Member of SLT or Chair of Governors. Any incidents involving Cyberbullying may also need to be recorded elsewhere

Date & time	Name of pupil or staff member	Male or Female	Room and computer/ device number	Details of incident (including evidence)	Actions and reasons

Misuse and Infringements

Complaints

Complaints and/ or issues relating to eSafety should be made to the eSafety co-ordinator or Head teacher. 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 eSafety co-ordinator, depending on the seriousness of the offence; investigation by the Head teacher / LA;

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

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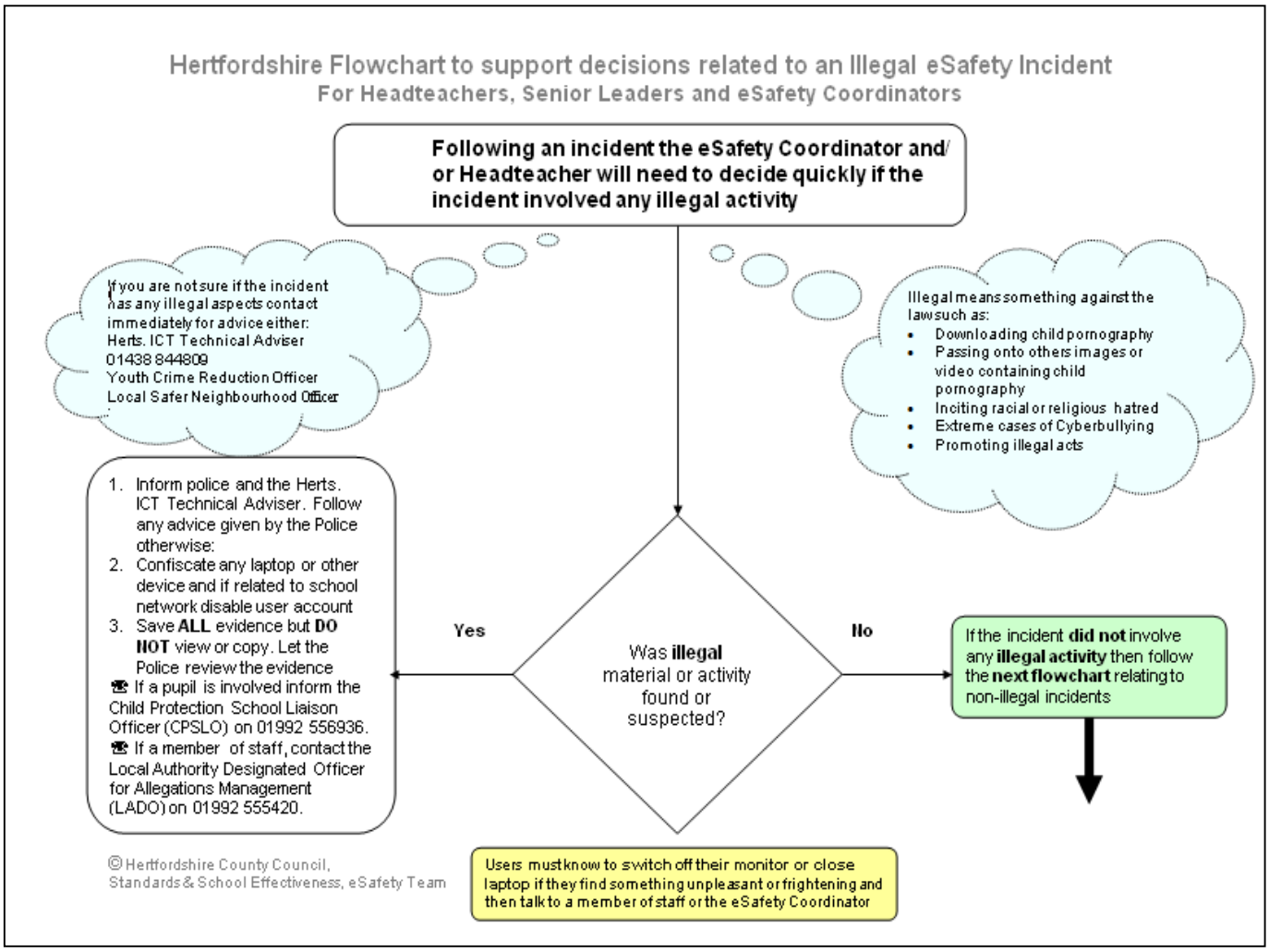
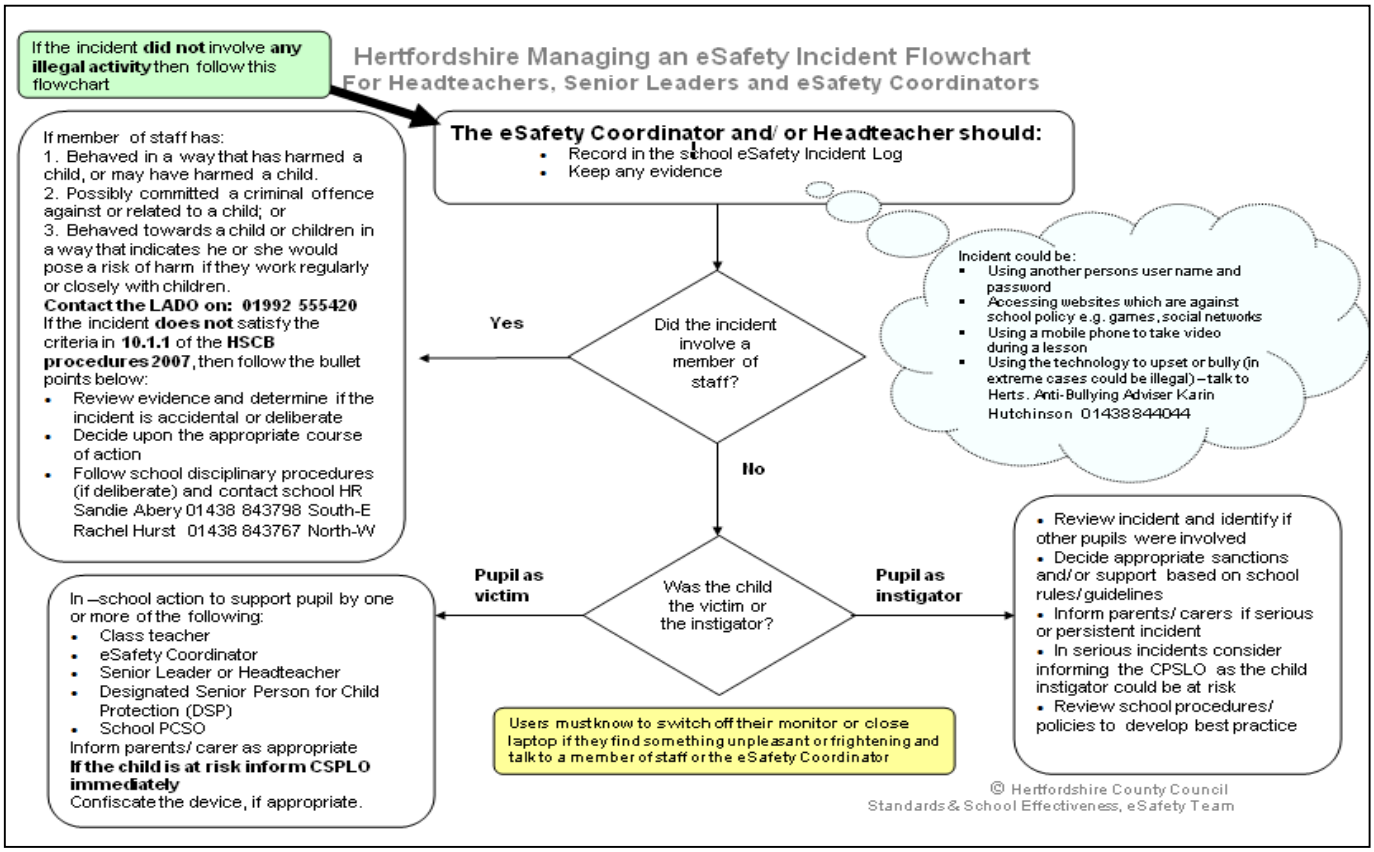
Flowcharts for Managing an eSafety Incident

These three flowcharts have been developed by the HSCB eSafety subgroup and are designed to help schools successfully manage eSafety incidents

http://www.thegrid.org.uk/eservices/safety/research/incident.shtml)




If the incident did not involve any illegal activity then follow this flowchart
Hertfordshire Managing an eSafety Incident Flowchart
For Headteachers, Senior Leaders and eSafety Coordinators
The eSafety Coordinator and/ or Headteacher should:
Record in the school eSafety Incident Log
Keep any evidence
If member of staff has:
1. Behaved in a way that has harmed a child, or may have harmed a child.
2. Possibly committed a criminal offence against or related to a child; or
3. 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 555420
If the incident does not satisfy the criteria in 10.1.1 of the HSCB procedures 2007, then follow the bullet points below:
Review evidence and determine if the incident is accidental or deliberate
Decide upon the appropriate course of action
Follow school disciplinary procedures (if deliberate) and contact school HR
Sandie Abery 01438 843798 South-E
Rachel Hurst 01438 843767 North-W
Yes
Did the incident involve a member of staff?
No
Incident could be:
Using another persons 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 01438844044
Pupil as victim
Was the child the victim or the instigator?
Pupil as instigator
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.
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 talk to a member of staff or the eSafety Coordinator
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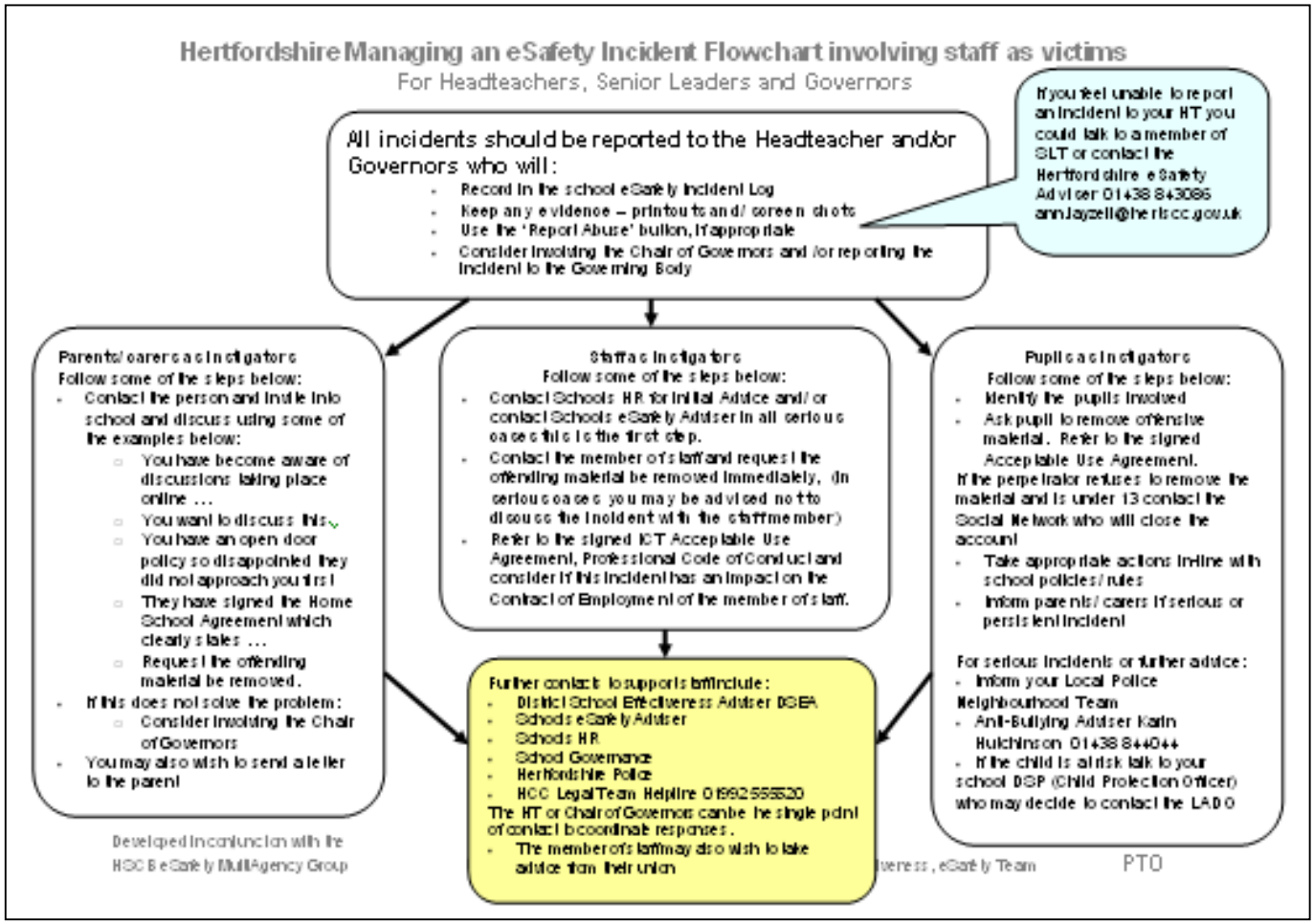
Standards & School Effectiveness, eSafety Team


Hertfordshire Managing an eSafety Incident Flowchart involving staff as victims
For Headteachers, Senior Leaders and Governors
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 involving 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 843086 annjayzell@hertscc.gov.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 Instigators
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.
Pupil as Instigators
Follow some of the steps below:
Identify the pupils 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 inline 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 844044
If the child is at risk talk to your school DSP (Child Protection Officer) who may decide to contact the LADO
Further contacts to support staff include:
District School Effectiveness Adviser DSEA
Schools eSafety Adviser
Schools HR
School Governance
Hertfordshire Police
HCC Legal Team Helpline 01992 555520
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
Developed in conjunction with the HSCB eSafety Multi Agency Group
eSafety Team
PTO

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 use of the **Hertfordshire Grid for Learning** (HGfL) is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected it will be followed up.

Managing the Internet

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

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 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 Head teacher's discretion as to what internet activities are permissible for staff and pupils and how this is disseminated.

Infrastucture

- Hertfordshire Local Authority has a monitoring solution via the Hertfordshire Grid for Learning where web-based activity is monitored and recorded
- School internet access is controlled through the LA's web filtering service. For further information relating to filtering please go to http://www.thegrid.org.uk/eservices/safety/filtered.shtml
- Little Gaddesden Primary 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
- 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 to install or maintain virus protection on personal systems. If pupils wish to bring in work on removable media it must be safety checked first

- Pupils and staff are not permitted to download programs or files on school based technologies without seeking prior permission from (the Head teacher or eSafety Co-ordinator
- If there are any issues related to viruses or anti-virus software, the network manager should be informed

Managing Other Web 2 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.

- 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

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
- 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 (e.g., on school website)
- Parents / carers are expected to sign a Home School agreement containing the following statement or similar
  - → **We will support the school approach to on-line safety and not deliberately upload or add any text, image, sound or videos that could upset or offend any member of the school community**
- The school disseminates information to parents relating to eSafety where appropriate in the form of;
  - Information and celebration evenings
  - Practical training sessions e.g. How to adjust the Facebook privacy settings
  - Posters
  - School website
  - Newsletter items

Passwords and Password Security

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 aware of a breach of security with your password or account inform the Head teacher or eSafety Co-ordinator immediately**
- Passwords must contain a minimum of six characters and be difficult to guess
- User ID and passwords for staff and pupils who have left the school are removed from the system

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

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 and Data Security Policy
- Users are provided with an individual network, email, learning platform and Management Information System (where appropriate) log-in username. They are also expected to use a personal password and keep it private
- Pupils are not allowed to deliberately access on-line materials or files on the school network, 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 midnight
- 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 the Head teacher and eSafety Co-ordinator and all staff and pupils are expected to comply with the policies at all times

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 unauthorized access
- Regularly change generic passwords to avoid unauthorized access (Microsoft© advise every 42 days)

Personal Information Promise

The Information Commissioner's Office launched a Personal Information Promise in January 2009. Schools may wish to sign up to this promise which is shown below.

The personal information promise is:

I (name and title), on behalf of (name of organisation) promise that we will:

1. value the personal information entrusted to us and make sure we respect that trust;
2. go further than just the letter of the law when it comes to handling personal information, and adopt good practice standards;
3. consider and address the privacy risks first when we are planning to use or hold personal information in new ways, such as when introducing new systems;
4. be open with individuals about how we use their information and who we give it to;
5. make it easy for individuals to access and correct their personal information;
6. keep personal information to the minimum necessary and delete it when we no longer need it;
7. have effective safeguards in place to make sure personal information is kept securely and does not fall into the wrong hands;
8. provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly;
9. put appropriate financial and human resources into looking after personal information to make sure we can live up to our promises; and
10. regularly check that we are living up to our promises and report on how we are doing

More information available -

http://www.ico.gov.uk/upload/documents/pressreleases/2009/personal_information_promise_280109.pdf

To view the promise

http://www.ico.gov.uk/upload/documents/personal_info_promise/pip%20final.pdf

To sign up to the Promise

http://www.ico.gov.uk/about_us/news_and_views/current_topics/personal_info_promise.aspx
go down to the bottom of the page

Personal or Sensitive Information

Protecting Personal, Sensitive, Confidential and Classified Information

- Ensure that any school information accessed from your own PC or removable media equipment is kept secure
- 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 mopiers (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

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
- 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, e.g. 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

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.

- 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.
- 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 Head teacher
- Pupils and staff must have permission from the Head teacher before any image can be uploaded for publication

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

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
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, i.e. exhibition promoting the school
- general media appearances, e.g. 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, e.g. divorce of parents, custody issues, etc.

Parents or carers may withdraw permission, in writing, at any time. Consent has to be given by both parents in order for it to be deemed valid.

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 the Web Manager or Head teacher has authority to upload to the site.

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

Storage of Images

- Images/ films of children are stored on the school's network and school owned media
- Pupils and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the Head teacher
- 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

Webcams and CCTV

- We do not use publicly accessible webcams in school
- Webcams in school are only ever used for specific learning purposes, i.e. monitoring hens' eggs
- 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)

Consent is sought from parents/carers and staff on joining the school, in the same way as for all images

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

Video Conferencing

- Permission is sought from parents and carers if their children are involved in video conferences
- Permission is sought from parents and carers if their children are involved in video conferences with end-points outside of the school
- All pupils are supervised by a member of staff when video conferencing
- All pupils are supervised by a member of staff when video conferencing with end-points beyond the school
- The school keeps a record of video conferences, including date, time and participants.
- Approval from the Head teacher is sought prior to all video conferences within school
- The school conferencing equipment is not set to auto-answer and is only switched on for scheduled and approved conferences
- No part of any video conference is recorded in any medium without the written consent of those taking part

Additional points to consider:

- Participants in conferences offered by 3rd party organisations may not be CRB checked
- Conference supervisors need to be familiar with how to use the video conferencing equipment, particularly how to end a call if at any point any person taking part becomes unhappy with the content of the conference

For further information and guidance relating to Video Conferencing, please see
http://www.thegrid.org.uk/learning/ict/technologies/videoconferencing/index.shtml

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

School ICT Equipment

- As a user of the school ICT equipment, you are responsible for your activity
- It is recommended that 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. Authorising Managers 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)

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

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 Smartphones, 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 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. At all times the device must be switched onto silent
- This technology may be used for educational purposes, as mutually agreed with the Head teacher. 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 and iPads for offsite visits and trips, only these devices should be used
- Where the school provides a laptop for staff, only this device may be used to conduct school business outside of school

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**' – under "Personal or Sensitive Information"

- Always consider if an alternative solution already exists
- Only use recommended removable media

- Encrypt and password protect - see section under “eMail”
- Store all removable media securely
- Removable media must be disposed of securely by you

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
- Back up tapes should be encrypted by appropriate software
- Data must be backed up regularly
- Back up tapes/discs must be securely stored in a fireproof container
- Back up media stored off-site must be secure
- Remote back ups 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

SMILE and stay safe

Staying 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)

Meeting 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

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

Let 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

Emails, 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.

- Staff ***are not*** permitted to access their personal social media accounts using school equipment at any time.
- Staff are able to setup social media accounts, using their school email address, in order to be able to teach pupils the safe and responsible use of Facebook or other applications
- 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
- 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, libellous, 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. *Hertfordshire Business Services, RM and RecycleIT all offer this service*

Telephone Services

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

Mobile Phones

- You are responsible for the security of your school mobile phone. Always set the PIN code on your school mobile phone and do not leave it unattended and on display (especially in vehicles)
- Report the loss or theft of any school mobile phone equipment immediately
- You must read and understand the user instructions and safety points relating to the use of your school mobile phone prior to using it
- All school mobile phones are barred from calling premium rate numbers and any numbers outside of the UK as the default
- In accordance with the Finance policy on the private use of school provided mobiles, you must reimburse the school for the cost of any personal use of your school mobile phone. This includes call charges incurred for incoming calls whilst abroad. [To assist you in identifying personal use, add * to the end of the number being contacted, these will be shown separately on your bill]. Payment arrangements should be made through your finance administrator
- Never use a hand-held mobile phone whilst driving a vehicle. Only genuine 999 or 112 emergency calls may be made if it would be unsafe to stop before doing so

Writing and Reviewing this Policy

Staff and Pupil Involvement in Policy Creation

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

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 SIRO/AIO any issue of data security that concerns them

This policy will be reviewed every 24 months and consideration 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 staff, head teacher and governors on 9th July 2013

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 Commissioners Office [http://www.ico.gov.uk/].

Advice on esafety - http://www.thegrid.org.uk/eservices/safety/policies.shtml

Full Becta guidance & documents are available at the link below
http://schools.becta.org.uk/index.php?section=lv&catcode=ss_lv_mis_im03&rid=14734

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]

Information Commissioner's Office http://www.ico.gov.uk/

Data Protection Team – Email:- data.protection@hertscc.gov.uk

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SSE, CSF, ICT Team
Becta
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Information Commissioners Office
LGFL
Thomas Coram School
Record Management Society

Current Legislation

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.hmso.gov.uk/acts/acts1998/19980029.htm

The Telecommunications (Lawful Business Practice)
(Interception of Communications) Regulations 2000
http://www.hmso.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.hmso.gov.uk/acts/acts2000/20000023.htm

Human Rights Act 1998
http://www.hmso.gov.uk/acts/acts1998/19980042.htm

Other Acts Relating to eSafety

Racial and Religious Hatred Act 2006

It 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.
For more information www.teachernet.gov.uk

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 persons 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 them 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 a 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.

Acts Relating to the Protection of Personal Data

Data Protection Act 1998

http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1

The Freedom of Information Act 200

http://www.ico.gov.uk/for_organisations/freedom_of_information_guide.aspx

Appendix

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 / Pupils / 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 this school we encrypt flash drives as necessary for this purpose and limit such data removal.
- At this school we use the DfE S2S site to securely transfer CTF pupil data files to other schools.
- At this school we follow LA guidelines for the transfer of any other internal data transfer.

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

- At this school we store such material in lockable storage cabinets in a lockable storage area.
- At this school all servers are in lockable locations and managed by CRB-checked staff.
- At this school we follow LA back-up procedures.
- At this school we use LA suggested 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 this 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.
- At this school paper based sensitive information is shredded.
- Laptops used by staff at home (loaned by the school) 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 e.g. for email, network access, SLG and Learning Platform access are supported by the LA ICT Support Service and the network manager.

- Security policies are reviewed and staff updated at least annually and staff know who to report any incidents where data protection may have been compromised. Staff have guidance documentation.