St Matthew's CoE Primary School
Little Lever

Online Safety Policy

Based on Bolton ICT Online Safety Model Policy
Document Owner **School Governing Board**
Document Author **D Mayor/ G Ryding/L Binns**
Date **13/10/2016**

Contents

1 DOCUMENT CONTROL

1.1 CHANGE RECORD

Date	Update By	Version	Change Notes
22/09/2016	L Binns & G Ryding	V0.1	Initial Draft
13/10/2016	D Mayor	V0.2	Various updates and formatting after initial review

1.2 APPROVAL OF EDITS

Organisation	Role	Name	Last draft reviewed	Last approved version
School	Head Teacher	G Ryding	V0.2	
School	Business Manager	L Binns	V0.2	
Governing Board	Online Safety Governor	D Mayor	V0.2	
Governing Board	Chair of Curriculum & Inclusion Committee	G Brown	V0.2	
Governing Board	Vice-Chair of Curriculum & Inclusion Committee	TBC	V0.2	
Governing Board	Chair of Governing Board	P Hallows	V0.2	
Governing Board	Vice-Chair of Governing Board	K Winterbottom	V0.2	

1.3 DEVELOPMENT / MONITORING / REVIEW OF THIS POLICY

This Online policy has been developed by the senior leadership team in consultation with the whole school community.

1.4 SCHEDULE FOR DEVELOPMENT / MONITORING / REVIEW

This Online policy was approved by the *Governing Board:*	*22nd September 2016*
The implementation of this Online policy will be monitored by the:	*Senior Leadership Team*
Monitoring will take place at regular intervals:	*Termly*
The Curriculum and Inclusion Governing Committee will receive a report on the implementation of the Online policy generated by the senior leadership team (which will include anonymous details of Online incidents) at regular intervals:	*Termly*

The Online Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to Online or incidents that have taken place. The next anticipated review date will be:	*September 2017*
Should serious Online incidents take place, the following external persons / agencies should be informed:	*In addition to following the "First Five Minutes" if appropriate the school would inform Safeguarding Governor.*

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)
- Internal monitoring data for network activity
- Surveys / questionnaires of pupils, parents / carers and staff

Members of our school that have had inputted directly with this policy	
Head Teacher	
Member of Senior Leadership Team	
Online Safety / Computing lead	
Designated Safeguarding lead	
Linked Governor	
Member of TA staff	
School Council Representation (once a term one meeting to have an online safety update Which they then in turn feedback to their peers)	
Friends of St Matthew's	

2 DOCUMENT SCOPE

This policy applies to all members of the school community (including staff, pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Head teachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other online incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix for template policy). In the case of both acts, action can only be taken over issues covered by the school Behaviour Policy.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate online behaviour that take place out of school.

2.1 GLOSSARY

AUP	Acceptable Use Policy – see templates earlier in this document
BSCB	Bolton Safeguarding Children's Board
CEOP	Child Exploitation and Online Protection Centre (part of UK Police, dedicated to protecting children from sexual abuse, providers of the Think U Know programmes.
CPC	Child Protection Committee
CPD	Continuous Professional Development
FOSI	Family Online Safety Institute
EA	Education Authority
ES	Education Scotland
HWB	Health and Wellbeing
ICO	Information Commissioners Office
ICT	Information and Communications Technology
ICTMark	Quality standard for schools provided by NAACE
INSET	In Service Education and Training
IP address	The label that identifies each computer to other computers using the IP (internet protocol)
ISP	Internet Service Provider
ISPA	Internet Service Providers' Association
IWF	Internet Watch Foundation
LA	Local Authority
LADO	Local Authority Designated Officer
LAN	Local Area Network
MASSS	Multi-agency Screening and Safeguarding Service
MIS	Management Information System
NEN	National Education Network – works with the

	Regional Broadband Consortia (e.g. SWGfL) to provide the safe broadband provision to schools across Britain.
Ofcom	Office of Communications (Independent communications sector regulator)
PPIU	Police Public Protection Investigation Unit
SET	Safeguarding in Education Team
SWGfL	South West Grid for Learning Trust – the Regional Broadband Consortium of SW Local Authorities – is the provider of broadband and other services for schools and other organisations in the SW
TUK	Think U Know – educational Online programmes for schools, young people and parents.
VLE	Virtual Learning Environment (a software system designed to support teaching and learning in an educational setting,
WAP	Wireless Access Point

3 ROLES AND RESPONSIBILITIES

The following section outlines the online safety roles and responsibilities of individuals and groups within the school.

3.1 GOVERNORS

Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Curriculum and Inclusion Committee receiving regular information about online incidents and monitoring reports. A member of the Governing Board has taken on the role of Online Governor. The role of the Online Governor will include:

- Regular meetings with the Head Teacher
- Regular monitoring of online incident logs
- Regular monitoring of filtering / change control logs
- Reporting to relevant Governor Committee meetings

3.2 HEAD TEACHER AND SENIOR LEADERS

The Head teacher has a duty of care for ensuring the safety (including Online) of members of the school community. The Head Teacher will be supported by the ICT teaching assistant and the Business Manager.

- The Senior Leadership Team should be aware of the procedures to be followed in the event of a serious online allegation being made against a member of staff. (See Appendix 2)
- The Head teacher is responsible for ensuring that relevant staff receive suitable training to enable them to carry out their online roles and to train other colleagues, as relevant.
- The Head Teacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal Online monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles
- The Senior Leadership Team will receive regular monitoring reports from the Head Teacher.

3.3 COMPUTING / ONLINE SAFETY SUBJECT LEADER

- Takes day to day responsibility for online issues and has a leading role in establishing and reviewing the school online policies / documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of an online incident taking place.
- Provides training and advice for staff
- Liaises with the Local Authority / relevant body
- Liaises with school technical staff
- Receives reports of online incidents and creates a log of incidents to inform future online developments
- Meets regularly with Online Governor to discuss current issues, review incident logs and filtering / change control logs
- Attends relevant meeting / committee of Governors
- Reports regularly to Senior Leadership Team

All incidents will be dealt with by the Head Teacher or the Chair of Governors where the Head has a personal involvement.

3.4 NETWORK MANAGER / TECHNICAL STAFF

The Co-ordinator for Computing is supported by the Business Manager to ensure the following:

- That the school's technical infrastructure is secured and is not open to misuse or malicious attack
- That the school meets required online technical requirements and any Local Authority / other relevant body Online Policy / Guidance that may apply.
- That users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- The filtering policy (if it has one), is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person (see appendix 6 "Technical Security Policy" for good practice)
- That they keep up to date with online technical information in order to effectively carry out their online role and to inform and update others as relevant
- That the use of the network / internet / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Head Teacher for investigation / action / sanction
- That monitoring software / systems are implemented and updated as agreed in school policies

3.5 TEACHING AND SUPPORT STAFF

Are responsible for ensuring that:

- They have an up to date awareness of online matters and of the current school online policy and practices
- They have read, understood and signed the Staff Acceptable Use Policy (AUP)
- They report any suspected misuse or problem to the Head Teacher for investigation / action / sanction
- All digital communications with pupils / parents / carers should be on a professional level and only carried out using official school systems
- Online issues are embedded in all aspects of the curriculum and other activities
- Pupils understand and follow the Online and acceptable use policies
- Pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- They monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

3.6 CHILD PROTECTION / DESIGNATED SAFEGUARDING LEAD

Should be trained in Online issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- Sharing of personal data
- Access to illegal / inappropriate materials
- Inappropriate on-line contact with adults / strangers
- Potential or actual incidents of grooming
- Cyber-bullying

3.7 ONLINE CONSULTATION

Other than with the staff and governors the Head Teacher will also consult through pupil voice discussions and The Friends of St Matthew's with respect to:

- The production / review / monitoring of the school online policy / documents.
- The production / review / monitoring of the school filtering policy (if the school chooses to have one) and requests for filtering changes.
- Mapping and reviewing the online curricular provision – ensuring relevance, breadth and progression
- Monitoring network / internet / incident logs
- Consulting stakeholders – including parents / carers and the pupils about the online provision
- Monitoring improvement actions identified through use of safe self-review tool

3.8 PUPILS

- Are responsible for using the school digital technology systems in accordance with the Pupil Acceptable User Policy
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- Will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- Should understand the importance of adopting good online practice when using digital technologies out of school and realise that the school's Online Policy covers their actions out of school, if related to their membership of the school

3.9 PARENTS / CARERS

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local online safety campaigns / literature. Parents and carers will be encouraged to support the school in promoting good online practice and to follow guidelines on the appropriate use of:

- Digital and video images taken at school events
- Access to parents' sections of the website.

3.10 COMMUNITY USERS

There are no Community users who access school systems

4 POLICY STATEMENTS

4.1 EDUCATION – PUPILS

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety is therefore an essential part of the school's online provision. Children and young people need the help and support of the school to recognise and avoid online risks and build their resilience.

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The Online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited
- Key Online safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be helped to understand the need for the Pupil Acceptable Use Policy (AUPs) and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

4.2 EDUCATION – PARENTS / CARERS

Many parents and carers have only a limited understanding of the online risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site,
- Parents / Carers evenings / sessions
- High profile events / campaigns e.g. Safer Internet Day

- Reference to the relevant web sites / publications e.g. www.saferinternet.org.uk/ http://www.childnet.com/parents-and-carers (see appendix for further links / resources)

4.3 EDUCATION – THE WIDER COMMUNITY

The school website will provide online information for the wider community

4.4 EDUCATION & TRAINING – STAFF / VOLUNTEERS

It is essential that all staff receive Online safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal and informal online safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the online training needs of all staff will be carried out regularly. It is expected that some staff may identify Online as a training need within the performance management process.
- All new staff should receive online safety training as part of their induction programme, ensuring that they fully understand the school online safety policy and Acceptable Use Agreements.
- Safeguarding and Computing lead (or other nominated person) will receive regular updates through attendance at external training events (e.g. from / LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations.
- This Online safety policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days.
- Safeguarding and Computing lead (or other nominated person) will provide advice / guidance / training to individuals as required.

4.5 TRAINING – GOVERNORS

Governors should be invited to take part in online training / awareness sessions, with particular importance for those who are members of any subcommittee / group involved in technology / Online / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation.
- Participation in school training / information sessions for staff or parents

4.6 TECHNICAL – INFRASTRUCTURE / EQUIPMENT, FILTERING AND MONITORING

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their Online responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements

- There will be regular reviews and audits of the safety and security of school technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school technical systems and devices.
- All users (at KS2 and above) will be provided with a username and secure password by the school technical staffwho will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password. (School may choose to use group or class log-on and passwords for KS1 and below, but need to be aware of the associated risks – see appendix)
- The "master / administrator" passwords for the school ICT system, must also be available to the Head Teacher or other nominated senior leader and kept in a secure place.
- The Business Manager is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Internet access is filtered for all users. Illegal content (of various categories including but not limited to child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering changes
- The school has provided enhanced / differentiated user-level filtering for different roles
- The Senior Leadership regularly monitors and records the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement
- Users report any actual/potential technical incident / security breach to the Head Teacher verbally, immediately (or the Chair of Governors where the Head has a personal involvement). This is then followed by written confirmation of the incident.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data. The school infrastructure and individual workstations are protected by up to date virus software.
- An agreed policy is in place for the provision of temporary access of "guests" (e.g. trainee teachers, supply teachers, visitors) onto the school systems. This is done through the assignment of temporary logons with appropriate access levels and a log is retained of to whom a logon is allocated and in which areas this will be used. Each logon will only be assigned to one named individual at a time.
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured. Teachers are provided with remote access tokens provided by Bolton Council ICT unit in order to maintain two factor authentication when accessing the school network remotely.
- Pupils are not allowed to bring their own devices to school. Staff are allowed to bring mobile devices into school, for use in leisure time, but this should not be linked to the school wireless or wired network. Use for educational purposes is not allowed without the specific permission of the Head Teacher (Appendix 11) A log of permissions is maintained. School provide all staff requiring access to social media sites (including but not limited to blogs, Twitter etc.) a suitable device that is connected

to the school network but should not be used for personal use and should be stored securely at all times.

4.7 USE OF DIGITAL AND VIDEO IMAGES

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.

- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images. Refer to the school photography policy

- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website
- Pupil's work can only be published with the permission of Parents or Carers.

4.8 DATA PROTECTION

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive

- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

Following a number of "high profile" losses of personal data by public organisations, schools are likely to be subject to greater scrutiny in their care and use of personal data. Schools should also ensure that they take account of relevant policies and guidance provided by local authorities or other relevant bodies.

The school must ensure that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing"
- It has a Data Protection Policy (see appendix for template policy)
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)
- Responsible persons are appointed / identified - Senior Information Risk Officer (SIRO) – the Head Teacher and Information Asset Owners (IAOs) – The staff generating data. Risk assessments are carried out as part of the ongoing reviews.
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties

The school does not use cloud storage facilities with the exception of Office 365 email which utilises storage facilities within the EU and solely used as a mechanism for communication and not an online data storage facility.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

Personal data is not stored on any portable computer system, memory stick or other removable data.

4.9 COMMUNICATIONS

The following table provides clarity on the use of data technologies for those that this policy applies to:

Pupils do not have a school e-mail address or access to the school e-mail system. Staff are not allowed to communicate with pupils via e-mail. In cases where this is absolutely necessary it will be with the permission of the Head Teacher and a log will be maintained.

When using communication technologies the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access). E-mail communications with parents by Class Teachers and Teaching Assistants should only come from the school e-mail address and only in consultation with the Head Teacher.
- Users must immediately report, to the Head Teacher (or the Chair of Governors where the Head has a personal involvement) the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff or with parents/carers must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.

- Pupils should be taught about online issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only the school office e-mail address is provided on the website for communication.

4.10 SOCIAL MEDIA - PROTECTING PROFESSIONAL IDENTITY

With an increase in use of all types of social media for professional and personal purposes a policy that sets out clear guidance for staff to manage risk and behaviour online is essential. Core messages should include the protection of pupils, the school and the individual when publishing any material online. Expectations for teachers' professional conduct are set out in 'Teachers Standards 2012'. While, Ofsted's Online framework 2012, reviews how a school protects and educates staff and pupils in their use of technology, including what measures would be expected to be in place to intervene and support should a particular issue arise.

All schools, academies and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimize risk of harm to pupils, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions,

School staff should ensure that:

- No reference should be made in social media to pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimize risk of loss of personal information.

The school's use of social media for professional purposes will be checked regularly by the Head Teacher to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies and be evidenced to the Governing Board on a regular basis.

4.11 UNSUITABLE / INAPPROPRIATE ACTIVITIES

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

The school believes that the activities referred to in the following section would be inappropriate in a school context and those users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

User Actions		Acceptable	Acceptable at certain times/ in certain circumstances	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	**Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978**					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)					X	
On-line gaming (educational)		x				
On-line gaming (non-educational)					X	
On-line gambling					X	
On-line shopping / commerce			x			
File sharing				x		

Use of social media		x			
Use of messaging apps		x			
Use of video broadcasting e.g. YouTube		x			

4.12 RESPONDING TO INCIDENTS OF MISUSE

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see "User Actions" above).

4.13 ILLEGAL INCIDENTS

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.

4.14 OTHER INCIDENTS

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

4.15 IN THE EVENT OF SUSPICION, ALL STEPS IN THIS PROCEDURE SHOULD BE FOLLOWED

Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.

Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure. This computer should be forensically cleaned by appropriate technical staff with certification prior to being returned into general use. Isolate the computer in question as best you can as early as possible. Any change to its state may hinder a later police investigation.

It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).

Record any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)

Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:

- Internal response or discipline procedures
- Involvement by Local Authority or national / local organisation (as relevant).

- Police involvement and/or action

If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include but not be limited to:

- Incidents of 'grooming' behaviour
- The sending of obscene materials to a child
- Adult material which potentially breaches the Obscene Publications Act
- Criminally racist material
- Other criminal conduct, activity or materials.

It is important that all of the above steps are taken as they will provide an evidence trail for the *school* and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

4.16 SCHOOL ACTIONS & SANCTIONS

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour/disciplinary procedures as follows:

Pupils

Incidents:	Refer to class teacher	Refer to Head Teacher	Refer to Police	Refer to Bolton ICT technical support	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction e.g. detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X					
Unauthorised use of non-educational sites during lessons	x					x		
Unauthorised use of mobile phone / digital camera / other mobile device – mobile devices should not be brought to school.		x			x			
Unauthorised use of social media / messaging apps / personal email		x			x			
Unauthorised downloading or uploading of files		x			x	x		
Allowing others to access school network by	x				x	x		

sharing username and passwords								
Attempting to access or accessing the school network, using another pupil's account	x				x	x		
Attempting to access or accessing the school network, using the account of a member of staff		x			x	x		
Corrupting or destroying the data of other users	x				x	x		
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		x			x			x
Continued infringements of the above, following previous warnings or sanctions		x			x	x		x
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		x			x	x	x	x
Using proxy sites or other means to subvert the school's filtering system		x		x	x	x		
Accidentally accessing offensive or pornographic material and failing to report the incident	x	x			x			
Deliberately accessing or trying to access offensive or pornographic material		x		x	x	x		x
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act		x		x	x			

Staff

Incidents:	Refer to Head teacher	Refer to Local Authority Designated Officer & HR	Refer to Police	Refer to Bolton Council ICT Technical Support Staff for	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	X	X	X		Dependant on outcome		
Inappropriate personal use of the internet / social media / personal email	x				x		

Unauthorised downloading or uploading of files	x			x			
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	x						
Careless use of personal data e.g. holding or transferring data in an insecure manner	x				x		
Deliberate actions to breach data protection or network security rules	x	X (HR)		x	Dependant on outcome		
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	x	x	x	x	Dependant on outcome		
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	x	X (HR)	x			x	
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with pupils	x				x		
Actions which could compromise the staff member's professional standing	x	X (HR)			Dependant on outcome		
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	x	X (HR)		x		x	
Using proxy sites or other means to subvert the school's filtering system	x	X (HR)		x	Dependant on outcome		
Accidentally accessing offensive or pornographic material and failing to report the incident	x	x		x	Dependant on outcome		
Deliberately accessing or trying to access offensive or pornographic material	x	x		x		x	x
Breaching copyright or licensing regulations	x		x	x			
Continued infringements of the above, following previous warnings or sanctions	x	x	x	x			x

5 APPENDICES

5.1 EYFS ACCEPTABLE USE POLICY

 My Learning	• I will use school devices (PCs, laptops, tablets/ iPads) for my learning. • I will ask a teacher before using a device and ask for help if I can't work the device. • I will only use activities that a teacher has told or allowed me to use. • I will ask a teacher if I am not sure what to do or I think I have done something wrong. • I will look after the school's computing equipment and tell a teacher if something is broken or not working properly.
 My Online Safety	• I will always use what I have learned about Online Safety to keep myself safe. • I will tell a teacher if I see something that upsets me on the screen.
 Using the Internet @school	• I will only use the internet when the teacher says I can. • I will only go on websites that my teacher allows me to. • I will tell my teacher if I go on a website by mistake.
 Using the Internet @home	• I will tell a trusted adult if I see something that upsets me on the screen.

I understand that these rules help me to stay safe and I agree to follow them.
I also understand that if I break the rules I might not be allowed to use the school's computing equipment.

_____

Child's Signature

5.2 EYFS PARENTS / CARERS

I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

_____ _____

Parent/Carer's Signature **Date**

5.3 YEAR 1 AND YEAR 2 ACCEPTABLE USE POLICY

 My Learning	• I will use school devices (PCs, laptops, tablets/ iPads) for my learning. • I will ask a teacher before using a device and ask for help if I can't work the device. • I will only use activities that a teacher has told or allowed me to use. • I will ask a teacher if I am not sure what to do or I think I have done something wrong. • I will look after the school's computing equipment and tell a teacher if something is broken or not working properly.
 My Online Safety	• I will always use what I have learned about Online Safety to keep myself safe. • I will tell a teacher if I see something that upsets me on the screen.
 Using the Internet @school	• I will only use the internet when the teacher says I can. • I will only go on websites that my teacher allows me to. • I will tell my teacher if I go on a website by mistake.
 Using the Internet @home	• I will not share personal information about myself when on-line (names, addresses, telephone numbers, age, gender, school details) • Where I have my own username and password, I will keep it safe and secret. • I will tell a trusted adult if I see something that upsets me on the screen. **My use of Social Media and Gaming** • I understand that certain sites and games have age restrictions to keep me safe. • I understand that by accessing such sites and games, I maybe putting myself at risk of accessing inappropriate content and cyberbullying.

I understand that these rules help me to stay safe and I agree to follow them.
I also understand that if I break the rules I might not be allowed to use the school's computing equipment.
I understand that these rules help me to stay safe and I agree to follow them.
I also understand that if I break the rules I might not be allowed to use school computing equipment.

_____ _____

Child's Signature **Date**

5.4 KEY STAGE 1 PARENTS / CARERS

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

_____ _____

Parent/Carer's Signature **Date**

5.5 YEAR 3 AND YEAR 4 PUPILS SCHOOL ACCEPTABLE USE POLICY

 My Learning	• I will use school devices (PCs, laptops, tablets/ iPads) for my learning. • I will ask a teacher before using a device and ask for help if I can't work the device. • I will only use activities that a teacher has told or allowed me to use. • I will ask a teacher if I am not sure what to do or I think I have done something wrong. • I will look after the school's computing equipment and tell a teacher if something is broken or not working properly. • When logging on using my own username and password, I will keep it safe and secret. • I will save only school work on the school computer and will check with my teacher before printing. • I will log off or shut down a computer when I have finished using it
 Using the Internet @school	• I will only visit sites that are appropriate to my learning at the time **My School Accounts** • I will keep my username and password safe and secure - I will not share it. • I will not try to use any other person's username and password. • I understand that I should not write down or store a password where it is possible that someone may use it. **My role as a Digital Citizen.** • I will report any inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to a trusted adult. • I will respect other people's work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
 Using the Internet @home	• I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, school details) • I will immediately report any inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line, to a trusted adult or online agencies e.g.: CEOP, ChildNet, ChildLine, Barnardo's **My Communications** • I will be aware of the "SMART" rules, when I am communicating online. • I will be polite and responsible when I communicate with others. • I will not use inappropriate language and I understand that others may have different opinions. **My use of Social Media and Gaming** • I understand that certain sites and games have age restrictions to keep me safe. • I understand that by accessing such sites and games, I maybe putting myself at risk of accessing inappropriate content and cyberbullying.

I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that these rules help me to stay safe and I agree to follow them.
I also understand that if I break the rules I might not be allowed to use school computing equipment.

My parents/carers understand that keeping me safe on the internet at home is their responsibility.

_____ **_____**

Child's Signature **Date**

5.6 YEAR 3 & YEAR 4 PARENTS / CARERS

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

_____ _____

Parent/Carer's Signature **Date**

5.7 YEAR 5 AND YEAR 6 PUPILS ACCEPTABLE USE POLICY

 My Learning	• I will use school devices (PCs, laptops, tablets/ ipads) for my learning. • I will ask a teacher before using a device and ask for help if I can't work the device. • I will only use activities that a teacher has told or allowed me to use. • I will ask a teacher if I am not sure what to do or I think I have done something wrong. • I will look after the school's computing equipment and tell a teacher if something is broken or not working properly. • When logging on using my own username and password, I will keep it safe and secret. • I will save only school work on the school computer and will check with my teacher before printing. • I will log off or shut down a computer when I have finished using it.
 Using the Internet @school	• I will only visit sites that are appropriate to my learning at the time **My School Accounts** • I will keep my username and password safe and secure - I will not share it. • I will not try to use any other person's username and password. • I understand that I should not write down or store a password where it is possible that someone may steal it. **My role as a Digital Citizen.** • I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to a trusted adult. • I will respect other people's work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission. • I will not take or distribute images of anyone without their permission.
 Using the Internet @home	• I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, school details) • If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an responsible adult with me. • I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line, to a trusted adult or online agencies e.g.: CEOP, ChildNetet, ChildLine, Barnardo's. **My Communications (Including texting and messaging)** • I will be aware of "stranger danger", when I am communicating online. • I will be polite and responsible when I communicate with others. • I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions. **My use of Social Media and Gaming** • I understand that certain sites and games have age restrictions to keep me safe. • I understand that by accessing such sites and games, I maybe putting myself at risk of accessing inappropriate content and cyberbullying.

I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that these rules, help me to stay safe and I agree to follow them.
I also understand that if I break the rules I might not be allowed to use school computing equipment.

My parents/carers understand that keeping me safe on the internet at home is their responsibility.

_____ _____

Child's Signature **Date**

5.8 YEAR 5 & YEAR 6 PARENTS / CARERS

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

_____ _____

Parent/Carer's Signature **Date**

5.9 STAFF (AND VOLUNTEER) ACCEPTABLE USE POLICY AGREEMENT

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe digital access at all times.

This Acceptable Use Policy is intended to ensure:

- That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed Online in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (E.g. laptops email, etc.) Out of school, and to the transfer of personal data (digital or based) out of school including the use of remote access tokens.
- I understand that the school ICT systems are solely intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of to the Head Teacher, or in the case of the Head Teacher to the Chair of Governors.
- I will be professional in my communications and actions when using school ICT systems:
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission unless required by law.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images and in line with the Data

Protection Act. I will not use my personal equipment to record these images, unless I have express permission from the Head Teacher do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.

- I will only use social networking sites (Twitter / Blogs or other school approved mediums only) in school in accordance with the school's policies.
- I will only communicate with pupils (where approved by the Head Teacher and parents / carers using official school systems. Any such communication will be professional in tone and manner. E mail communication between class teachers/teaching assistants and parents will be from the school e-mail address
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, with the permission of the Head Teacher. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based protected and restricted data (as defined in the Information Management Policy) must be held in lockable storage.
- I understand that data protection policy requires that any staff or Pupil data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software however may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including but not limited to music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school

ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action and in the event of illegal activities the involvement of the police.

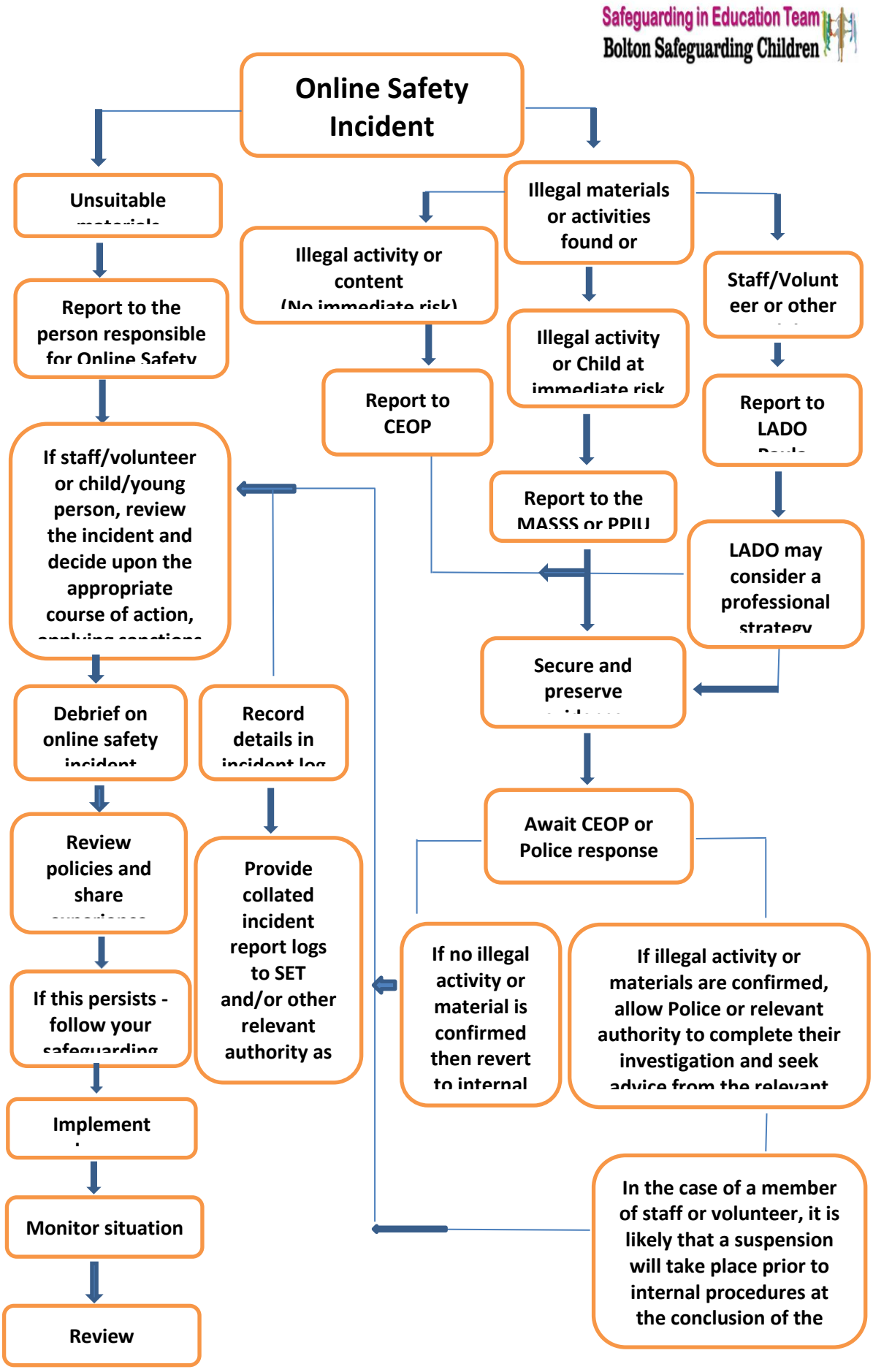
I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date

5.10 INCIDENT REPORTING PROCESS



5.11 SUPPORT CONTACTS FOR BOLTON SCHOOLS

SET – Safeguarding in Education Team:

- Jacqui Parkinson – Safeguarding in Education Officer – 01204 337472
- Natalie France – Safeguarding Education Social Worker – 01204 331314

LADO: Paula Williams - 01204 337474

Bolton's MASSS – 01204 331500

Police protection investigation unit – 0161 856 7949

Community Police - 101

EXIT Team – 01204 337195

Bolton Safeguarding Children's Board: Shona Green – 01204 337964

If there is an ICT network issues contact your school ICT provider.

If your provider is Bolton School ICT Unit – contact 01204 332034 or contact@sict.bolton.gov.uk

5.12 EXAMPLE ONLINE INCIDENT LOG

Details of ALL Online incidents to be recorded by the Head Teacher, this incident log will be monitored weekly by a senior member of staff.

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

5.13 EXAMPLE ONLINE SAFETY AUDIT CHECKLIST

This quick self-audit will help the senior leadership team assess whether the online safety basics are in place.

Has the school an Online Safety Policy that complies the latest guidance?	
Date of lastest review:	
The Policy was agreed by governors on :	
The Policy is available for staff at:	
And for parents at:	
The Designated Safeguarding lead is:	
The Online Safety / Computing lead is:	
Has Online Safety training been provided for staff?	
Has Online Safety training been provided for pupils?	
Do parents sign & return • An agreement that their child will comply with the School Online Safety rules? • The Acceptable User Policy (AUP) for pupils ? • An agreement that their children's work & pictures may be displayed on the internet.	
Has the school got an AUP / Online Safety Rules age appropriate for pupils?	
Is the AUP / Online Safety rules displayed in all rooms with computers?	
Internet access is provided by an educational Internet service provider and complies with DfES requirements for safe and secure access?	
Has an ICT security audit been initiated by SMT, possibly using external expertise?	
Is personal data collected, stored and used according to the principles of Data Proctection Act?	

5.14 SCHOOL TECHNICAL SECURITY POLICY (INCLUDING FILTERING AND PASSWORDS)

Introduction

Effective technical security depends not only on technical measures, but also on appropriate policies and procedures and on good user education and training. The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that:

- Users can only access data to which they have right of access
- No user should be able to access another's files (other than that allowed for monitoring purposes within the school's policies).
- Access to personal data is securely controlled in line with the school's personal data policy
- Logs are maintained of access by users and of their actions while users of the system
- There is effective guidance and training for users
- There are regular reviews and audits of the safety and security of school computer systems
- There is oversight from senior leaders and these have impact on policy and practice.

Responsibilities

The management of technical security will be the responsibility of the Head Teacher, with support from the ICT teaching assistant and Business Manager.

Technical Security

Policy statements

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people will receive guidance and training and will be effective in carrying out their responsibilities:

School technical systems will be managed in ways that ensure that the school meets recommended technical requirements. There will be regular reviews and audits of the safety and security of school academy technical systems

- Servers, wireless systems and cabling must be securely located and physical access restricted
- Appropriate security measures are in place to protect the servers, firewalls, switches, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data.

- Responsibilities for the management of technical security are clearly assigned to appropriate and well trained staff
- All users will have clearly defined access rights to school technical systems. Details of the access rights available to groups of users will be recorded by the Business Manager and will be reviewed annually.
- Users will be made responsible for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.
- The Business Manager is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Mobile device security and management procedures are in place. Personal mobile phones should not be linked to the school framework unless by express permission is given by the Head Teacher.
- The senior leadership team monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement
- Remote management tools are used by staff to control workstations for maintenance purposes
- An appropriate system is in place for users to report any actual / potential technical incident to the Head Teacher.
- An agreed policy is in place (to be described) for the provision of temporary access of "guests" (e.g. trainee teachers, supply teachers, visitors) onto the school system.
- An agreed policy is in place regarding the downloading of executable files and the installation of programmes on school devices by users and as is reviewed regularly
- An agreed policy is in place regarding the use of removable media (e.g. memory sticks / CDs / DVDs) by users on school devices and as is reviewed regularly
- The school infrastructure and individual workstations are protected by up to date software to protect against malicious threats from viruses, worms, Trojans etc..
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

Password Security

A safe and secure username / password system is essential if the above is to be established and will apply to all school technical systems, including networks, devices and email. .

Policy Statements

- All users will have clearly defined access rights to school technical systems and devices. Details of the access rights available to groups of users will be recorded by the Business Manager and will be reviewed annually
- All school networks and systems will be protected by secure complex passwords
- The "master / administrator" passwords for the school systems, used by the technical staff must also be available to the Head Teacher or other nominated senior leader and kept in a secure place e.g. school safe.
- Passwords for new users, and replacement passwords for existing users will be allocated by the Business Manager in consultation with Bolton ICT unit or in liaison with the school ICT technical resource.
- All users (adults and young people) will have responsibility for the security of their username and password and must not allow other users to access the systems using their logon details and must immediately report any suspicion or evidence that there has been a breach of security.
- The level of security required may vary for staff and Pupil accounts and the sensitive nature of any data accessed through that account)
- Requests for password changes should be authenticated by the Business Manager) to ensure that the new password can only be passed to the genuine user)

Staff passwords:

- All staff users will be provided with a username and password by the Business Manager in consultation with Bolton ICT Unit,) who will keep an up to date record of users and their usernames.
- Should be a minimum of 8 characters long and must include three of – uppercase character, lowercase character, number, special characters
- Must not include proper names or any other personal information about the user that might be known by others
- Should be "locked out" following six successive incorrect log-on attempts
- Temporary passwords e.g. used with new user accounts or when users have forgotten their passwords, shall be enforced to change immediately upon the next account log-on
- Shall not be displayed on screen, and shall be securely hashed (use of one-way encryption)
- Should be different for different accounts, to ensure that other systems are not put at risk if one is compromised and should be different for systems used inside and outside of school
- Should be different for systems used inside and outside of school

Pupil passwords

- Each class has one Cohort specific username and password.
- Pupils have their own username and password to access Education City, Mathletics, Sumdog and Purple Mash.

- Pupils will be taught the importance of password security
- The complexity (i.e. minimum standards) will be set with regards to the cognitive ability of the children.

Training / Awareness

It is essential that users should be made aware of the need for keeping passwords secure, and the risks attached to unauthorised access / data loss. This should apply to even the youngest of users, even if class logons are being used.

Members of staff will be made aware of the school's password policy:

- at induction
- through the school's online policy and password security policy
- through the Acceptable Use Agreement

Pupils / students will be made aware of the school's password policy:

- in lessons
- through the Acceptable Use Agreement

Audit / Monitoring / Reporting / Review

The Head Teacher will ensure that full records are kept of:

- User Ids and requests for password changes
- User logons
- Security incidents related to this policy
-

Filtering

Introduction

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so, because the content on the web changes dynamically and new technologies are constantly being developed. It is important, therefore, to understand that filtering is only one element in a larger strategy for online and acceptable use. It is important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.

Responsibilities

The responsibility for the management of the school's filtering policy will be held by the Head Teacher They will manage the school filtering, in line with this policy and will keep records / logs of changes and of breaches of the filtering systems.

To ensure that there is a system of checks and balances and to protect those responsible, changes to the school filtering service must

- be logged in change control logs
- be reported to a second responsible person - the Deputy Head Teacher:
- be reported to and authorised by a second responsible person prior to changes being made)

All users have a responsibility to report immediately to the Head Teacher any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered.

Users must not attempt to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.

Policy Statements

Internet access is filtered for all users. Differentiated internet access is available for staff and customised filtering changes are managed by the school. Illegal content is filtered by broadband or

filtering provider by actively employing the Internet Watch Foundation CAIC list and other illegal content lists . Filter content lists are regularly updated and internet use is logged and frequently monitored. The monitoring process alerts the school to breaches of the filtering policy, which are then acted upon. There is a clear route for reporting and managing changes to the filtering system. Where personal mobile devices are allowed internet access through the school network, filtering will be applied that is consistent with school practice.

- The school maintains and supports the managed filtering service provided by Bolton Council ICT unit
- In the event of the technical staff needing to switch off the filtering for any reason, or for any user, this must be logged and carried out by a process that is agreed by the Head Teacher.
- Mobile devices that access the school internet connection (whether school or personal devices) will be subject to the same filtering standards as other devices on the school systems. Personal mobiles should not access the school internet connections unless express permission is gained from the Head Teacher.
- Any filtering issues should be reported immediately to the filtering provider.
- Requests from staff for sites to be removed from the filtered list will be considered by the Head Teacher in consultation with Bolton LA ICT unit. If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the Governing Body.

Education / Training / Awareness

Pupils will be made aware of the importance of filtering systems. They will also be warned of the consequences of attempting to subvert the filtering system.

Staff users will be made aware of the filtering systems through:

- the Acceptable Use Agreement
- induction training

Parents will be informed of the school's filtering policy through the Acceptable Use Agreement and through online awareness sessions / newsletter etc.

Changes to the Filtering System

In the event of a request to change the filtering system the Head Teacher will liaise with Bolton ICT Unit and a risk assessment will be carried out.

Users who gain access to, or have knowledge of others being able to access, sites which they feel should be filtered (or unfiltered) should report this in the first instance to the Head Teacher who will decide whether to make school level changes (as above).

Monitoring

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment as indicated in the School Online Policy and the Acceptable Use Agreement.

Audit / Reporting

Logs of filtering change controls and of filtering incidents will be made available to:

- the Senior Leadership Team
- Online Governor
- Local Authority / Police on request

The filtering policy will be reviewed in the response to the evidence provided by the audit logs of the suitability of the current provision.

5.15 SCHOOL PERSONAL DATA HANDLING POLICY

School Personal Data Handling Policy

Recent publicity about data breaches suffered by organisations and individuals has made the area of personal data protection compliance a current and high profile issue for schools and other organisations. It is important that the school has a clear and well understood personal data handling policy in order to avoid or at least minimise the risk of personal data breaches. A breach may arise from a theft, a deliberate attack on your systems, the unauthorised use of personal data by a member of staff, accidental loss, or equipment failure.

In addition:

- No school or individual would want to be the cause of any data breach, particularly as the impact of data loss on individuals can be severe and cause extreme embarrassment, put individuals at risk and affect personal, professional or organisational reputation.
- Schools are "data rich" and the introduction of electronic storage and transmission of data has created additional potential for the loss of data
- The school will want to avoid the criticism and negative publicity that could be generated by any personal data breach.
- The school is subject to a wide range of legislation related to data protection and data use, with significant penalties for failure to observe the relevant legislation.

It is a statutory requirement for all schools to have a Data Protection Policy: (http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/a00201669/statutory-policies-for-schools)

Schools have always held personal data on the pupils in their care, and increasingly this data is held digitally and accessible not just in school but also from remote locations. Legislation covering the safe handling of this data is mainly the Data Protection Act 1998 ('the DPA'). Moreover, following a number of losses of sensitive data, a report was published by the Cabinet Office in June 2008, Data Handling Procedures in Government. The latter stipulates the procedures that all departmental and public bodies should follow in order to maintain security of data. Given the personal and sensitive nature of much of the data held in schools, it is critical that they adopt these procedures too.

It is important to stress that the Personal Data Handling Policy applies to all forms of personal data, regardless of whether it is held on paper or in electronic format. However, as it is part of an overall Online policy template, this document will place particular emphasis on data which is held or transferred digitally.

Introduction

Schools and their employees should do everything within their power to ensure the safety and security of any material of a personal or sensitive nature

It is the responsibility of all members of the school community to take care when handling, using or transferring personal data that it cannot be accessed by anyone who does not:

- Have permission to access that data, and/or
- Need to have access to that data.
-

Data breaches can have serious effects on individuals and / or institutions concerned, can bring the school into disrepute and may well result in disciplinary action, criminal prosecution and fines imposed by the Information Commissioners Officer for the school and the individuals involved. Particularly, all transfer of data is subject to risk of loss or contamination.

Anyone who has access to personal data must know, understand and adhere to this policy, which brings together the legal requirements contained in relevant data protection legislation and relevant regulations and guidance (where relevant from the Local Authority).

The DPA lays down a set of rules for processing of personal data (both structured manual records and digital records). It provides individuals (data subjects) with rights of access and correction. The DPA requires organisations to comply with eight data protection principles, which, among others require data controllers to be open about how the personal data they collect is used.

The DPA defines "Personal Data" as data which relate to a living individual who can be identified (http://ico.org.uk/for_organisations/data_protection/the_guide/key_definitions)

It further defines "Sensitive Personal Data" as personal data consisting of information as to:

Guidance for organisations processing personal data is available on the Information Commissioner's Office website: http://www.ico.gov.uk/for_organisations/data_protection_guide.aspx

Policy Statements

The school will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.

Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.

All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing".

Personal Data

The school and individuals will have access to a wide range of personal information and data. The data may be held in a digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances. This will include:

- Personal information about members of the school community – including pupils members of staff and parents / carers e.g. names, addresses, contact details, legal guardianship contact details, health records, disciplinary records
- Curricular / academic data e.g. class lists, pupil progress records, reports, references
- Professional records e.g. employment history, taxation and national insurance records, appraisal records and references
- Any other information that might be disclosed by parents / carers or by other agencies working with families or staff members

Responsibilities

The school's Senior Information Risk Officer (SIRO) is the Head Teacher. This person will keep up to date with current legislation and guidance and will:

- Determine and take responsibility for the school's information risk policy and risk assessment
- Appoint the Information Asset Owners (IAOs) by name or role

Information Asset Owners will be responsible for the various types of data being held (e.g. pupil / student information / staff information / assessment data etc.). The IAOs will manage and address risks to the information and will understand:

- What information is held, for how long and for what purpose,
- How information has been amended or added to over time, and
- Who has access to protected data and why.
-

Everyone in the school has the responsibility of handling protected or sensitive data in a safe and secure manner.

Governors are required to comply fully with this policy in the event that they have access to personal data, when engaged in their role as a Governor.

Registration

The school is registered as a Data Controller on the Data Protection Register held by the Information Commissioner.

Information to Parents / Carers – the "Privacy Notice"

In order to comply with the fair processing requirements of the DPA, the school will inform parents / carers of all pupils of the data they collect, process and hold on the pupils , the purposes for which the data is held and the third parties (e.g. LA, DfE, etc.) to whom it may be passed. This

privacy notice will be passed to parents / carers as a specific letter annually at the time the data collection sheets are sent home for checking or when the pupil joins the school mid-year.

Training & awareness

All staff will receive data handling awareness / data protection training and will be made aware of their responsibilities, as described in this policy through: Induction training for new staff

- Staff meetings / briefings / Inset

Risk Assessments

Information risk assessments will be carried out by the Head Teacher to establish the security measures already in place and whether they are the most appropriate and cost effective. The risk assessment will involve:

Recognising the risks that are present;

Judging the level of the risks (both the likelihood and consequences); and

Risk Prioritisation

Risk assessments are an ongoing process and should result in the completion of an Information Risk Actions Form (example below):

Risk ID	Information Asset affected	Information Asset Owner	Protective Marking (Impact Level)	Likelihood	Overall risk level (low, medium, high)	Action(s) to minimise risk

Impact Levels and protective marking

Following incidents involving loss of data, the Government recommends that the Protective Marking Scheme should be used to indicate the sensitivity of data. The Protective Marking Scheme is mapped to Impact Levels as follows:

Government Protective Marking Scheme label	Impact Level (IL)	Applies to schools?
NOT PROTECTIVELY MARKED	0	Will apply in schools
PROTECT	1 or 2	
RESTRICTED	3	
CONFIDENTIAL	4	Will not apply in schools
HIGHLY CONFIDENTIAL	5	
TOP SECRET	6	

Most pupil or staff personal data that is used within educational institutions will come under the PROTECT classification. However some, e.g. the home address of a child (or vulnerable adult) at risk will be marked as RESTRICT.

The school will ensure that all school staff, independent contractors working for it, and delivery partners, comply with restrictions applying to the access to, handling and storage of data classified as Protect, Restricted or higher. Unmarked material is considered 'unclassified'. The term 'UNCLASSIFIED' or 'NON' or 'NOT PROTECTIVELY MARKED' may be used to indicate positively that a protective marking is not needed.

All documents (manual or digital) that contain protected or restricted data will be labelled clearly with the Impact Level shown in the header and the Release and Destruction classification in the footer.

Users must be aware that when data is aggregated the subsequent impact level may be higher than the individual impact levels of the original data. Combining more and more individual data elements together in a report or data view increases the impact of a breach. A breach that puts pupils at serious risk of harm will have a higher impact than a risk that puts them at low risk of harm. Long-term significant damage to anyone's reputation has a higher impact than damage that might cause short-term embarrassment.

Release and destruction markings should be shown in the footer e.g. "Securely delete or shred this information when you have finished using it".

Schools will need to review the above section with regard to LA policies (where relevant), which may be more specific, particularly in the case of HR records.

Secure Storage of and access to data

The school will ensure that ICT systems are set up so that the existence of protected files is hidden from unauthorised users and that users will be assigned a clearance that will determine which files

are accessible to them. Access to protected data will be controlled according to the role of the user. Members of staff will not, as a matter of course, be granted access to the whole management information system.

All users will use strong passwords. User passwords must never be shared.

Personal data may only be accessed on machines that are securely password protected. Any device that can be used to access data must be locked if left (even for very short periods) and set to auto lock if not used for five minutes.

All storage media must be stored in an appropriately secure and safe environment that avoids physical risk, loss or electronic degradation.

Personal data can only be stored on the school network.. Private equipment (i.e. owned by the users) must not be used for the storage of personal data.

Personal data must not be stored on mobile devices.

The school has clear policy and procedures for the automatic backing up, accessing and restoring all data held on school systems, including off-site backup. This is provided by Bolton Council ICT unit.

The school does not use "Cloud Based Storage" Systems

As a Data Controller, the school is responsible for the security of any data passed to a "third party". Data Protection clauses will be included in all contracts where data is likely to be passed to a third party.

All paper based Protected and Restricted (or higher) material must be held in lockable storage, whether on or off site.

The school recognises that under Section 7 of the DPA, http://www.legislation.gov.uk/ukpga/1998/29/section/7 data subjects have a number of rights in connection with their personal data, the main one being the right of access. Procedures are in place to deal with Subject Access Requests i.e. a written request to see all or a part of the personal data held by the data controller in connection with the data subject. Data subjects have the right to know: if the data controller holds personal data about them; a description of that data; the purpose for which the data is processed; the sources of that data; to whom the data may be disclosed; and a copy of all the personal data that is held about them. Under certain circumstances the data subject can also exercise rights in connection with the rectification; blocking; erasure and destruction of data.

Secure transfer of data and access out of school

The school recognises that personal data may be accessed by users out of school, or transferred to the LA or other agencies. In these circumstances:

- Users may not remove or copy sensitive or restricted or protected personal data from the school or authorised premises without permission and unless the media is encrypted and password protected and is transported securely for storage in a secure location

- When restricted or protected personal data is required by an authorised user from outside the organisation's premises teachers and designated staff have secure remote access to the management information system or learning platform
- If secure remote access is not possible, users must only remove or copy personal or sensitive data from the organisation or authorised premises if the storage media, portable or mobile device is encrypted and is transported securely for storage in a secure location; and with the permission of the Head Teacher
- Users must protect all portable and mobile devices, including media, used to store and transmit personal information using approved encryption software; and
- Particular care should be taken if data is taken or transferred to another country, particularly outside Europe, and advice should be taken from the local authority (if relevant) in this event.

Disposal of data

The school will comply with the requirements for the safe destruction of personal data when it is no longer required.

The disposal of personal data, in either paper or electronic form, must be conducted in a way that makes reconstruction highly unlikely. Electronic files must be securely overwritten, in accordance with government guidance, and other media must be shredded, incinerated or otherwise disintegrated for data.

A Destruction Log should be kept of all data that is disposed of. The log should include the document ID, classification, date of destruction, method and authorisation.

Audit Logging / Reporting / Incident Handling

It is good practice, as recommended in the "Data Handling Procedures in Government" document that the activities of data users, in respect of electronically held personal data, will be logged and these logs will be monitored by responsible individuals.

The audit logs will be kept to provide evidence of accidental or deliberate data security breaches – including loss of protected data or breaches of an acceptable use policy, for example.

The school has a policy for reporting, managing and recovering from information risk incidents, which establishes:

- A "responsible person" for each incident;
- A communications plan, including escalation procedures;
- And results in a plan of action for rapid resolution; and
- A plan of action of non-recurrence and further awareness raising.
- All significant data protection incidents must be reported through the SIRO to the Information Commissioner's Office based upon the local incident handling policy and communication plan.

Use of technologies and Protective Marking

The following provides a useful guide:

	The information	**The technology**	**Notes on Protect Markings (Impact Level)**
School life and events	School terms, holidays, training days, the curriculum, extra-curricular activities, events, displays of pupils work, lunchtime menus, extended services, parent consultation events	Common practice is to use publically accessible technology such as school websites or portal, emailed newsletters, subscription text services	Most of this information will fall into the NOT PROTECTIVELY MARKED (Impact Level 0) category.
Learning and achievement	Individual pupil / student academic, social and behavioural achievements, progress with learning, learning behaviour, how parents can support their child's learning, assessments, attainment, attendance, individual and personalised curriculum and educational needs.	Typically schools will make information available by parents logging on to a system that provides them with appropriately secure access, such as a Learning Platform or portal, or by communication to a personal device or email account belonging to the parent.	Most of this information will fall into the PROTECT (Impact Level 2) category. There may be students/ pupils whose personal data requires a RESTRICTED marking (Impact Level 3) or higher. For example, the home address of a child at risk. In this case, the school may decide not to make this pupil / student record available in this way.
Messages and alerts	Attendance, behavioural, achievement, sickness, school closure, transport arrangements, and other information that it may be important to inform or contact a parent about as soon as possible. This may be particularly important when it is necessary to contact a parent concerning information that may be considered too sensitive to make available using other online means.	Email and text messaging are commonly used by schools to contact and keep parents informed. Where parents are frequently accessing information online then systems e.g. Learning Platforms or portals, might be used to alert parents to issues via "dashboards" of information, or be used to provide further detail and context.	Most of this information will fall into the PROTECT (Impact Level 1) category. However, since it is not practical to encrypt email or text messages to parents, schools should not send detailed personally identifiable information. General, anonymous alerts about schools closures or transport arrangements would fall into the NOT PROTECTIVELY MARKED (Impact Level 0) category.

5.15.1 Appendices: Additional issues / documents related to Personal Data Handling in Schools

All schools must have a Freedom of Information Policy which sets out how it will deal with FOI requests. In this policy the school should:

Delegate to the Head teacher day-to-day responsibility for FOIA policy and the provision of advice, guidance, publicity and interpretation of the school's policy.
Consider designating an individual with responsibility for FOIA, to provide a single point of reference, coordinate FOIA and related policies and procedures, take a view on possibly sensitive areas and consider what information and training staff may need.
Consider arrangements for overseeing access to information and delegation to the appropriate governing body.
Proactively publish information with details of how it can be accessed through a Publication Scheme (see Model Publication Scheme below) and review this annually.
Ensure that a well-managed records management and information system exists in order to comply with requests.
Ensure a record of refusals and reasons for refusals is kept, allowing the school to review its access policy on an annual basis.

All FOI requests are currently handled via the LA

5.15.2 DfE Guidance on the wording of the Privacy Notice

PRIVACY NOTICE TEMPLATE
for
Pupils in Schools, Alternative Provision and Pupil Referral Units
and Children in Early Years Settings

(This is suggested text which can be amended to suit local needs and circumstances)

Privacy Notice - Data Protection Act 1998

We, St. Matthew's Little Lever are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

Support your teaching and learning;

Monitor and report on your progress;

Provide appropriate pastoral care, and

Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

In addition for Secondary Schools
Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. Please inform *(Insert name of School Administrator)* if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at *www.direct.gov.uk/en/YoungPeople/index.htm or* the LA website shown above.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

(For Academy use only) We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact **(Insert name of School Administrator).**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

http://www.bolton.gov.uk/website/Pages/Schoolsandchildren.aspx
http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Public Communications Unit, Department for Education
Sanctuary Buildings, Great Smith Street, London
SW1P 3BT
Website: www.education.gov.uk
email: http://www.education.gov.uk/help/contactus
Telephone: 0370 000 2288

5.16 SCHOOL POLICY TEMPLATE: ELECTRONIC DEVICES - SEARCHING & DELETION

The Education Act 2012, the basis of this template, sets out what the law is presumed to be, based on prior legal and educational knowledge, and common sense. Rights and responsibilities regarding physical contact and personal data are still evolving rapidly. So too are social, entertainment and educational technologies and the skills necessary to use them safely and prudently. This is particularly so where those who are under 18 are involved.

No existing law or policy can fully insulate anyone from the risk involved in searching for, access to or deletion of the personal data of others. Anyone refraining from any such search, access or deletion when hindsight shows circumstances merit such actions may however be at significant risk and may put seriously at risk the wellbeing of children entrusted to their care. This template cannot therefore be relied on as justification for any act or lack of action by anyone – there is no substitute for the proper and well documented exercise of adequately informed professional judgement. .

It is for each school's Head Teacher and Governors to both set, apply and monitor application of their own policies as guided by their head teacher, local authority and official guidance, especially if the school is local authority maintained. This template is intended as an aide to this. Bolton Safeguarding Children's Board does not and cannot accept and does not have responsibility for any school's policy on this or any other matter.

Within this template, sections which include information or guidance are shown in **BLUE**. It is anticipated that schools will remove these sections from their completed policy documents, though this will be for the school's relevant policy advisory group to recommend and for the head teacher and other governors to decide upon.

The template uses the term pupils to refer to the children / young people attending the learning institution and the term Head Teacher. Schools will need to choose which terms to use and delete the others accordingly.

Introduction

The changing face of information technologies and ever increasing pupil / student use of these technologies have meant that the Education Acts have had to change in an attempt to keep pace. Within Part 2 of the Education Act 2011 (Discipline) there have been changes to the powers afforded to schools by statute to search pupils in order to maintain discipline and ensure safety. Schools are required to ensure they have updated policies which take these changes into account. No such policy can on its own guarantee that the school will not face legal challenge, but having a robust policy which takes account of the Act and applying it in practice will however help to provide the school with justification for what it does.

The particular changes we deal with here are the added power to search for items 'banned under the school rules' and the power to 'delete data' stored on seized electronic devices.

Items banned under the school rules are determined and publicised by the Head Teacher (section 89 Education and Inspections Act 1996).
An item banned by the school rules may only be searched for under these new powers if it has been identified in the school rules as an item that can be searched for. It is therefore important that there is a school policy which sets out clearly and unambiguously the items which: are banned under the school rules; and are banned AND can be searched for by authorised school staff

The act allows authorised persons to examine data on electronic devices if they think there is a good reason to do so. In determining a 'good reason' to examine or erase the data or files the authorised staff member must reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or could break the school rules.
Following an examination, if the person has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.

The Head Teacher must publicise the school behavior policy, in writing, to staff, parents / carers and pupils at least once a year. (There should therefore be clear links between the search etc. policy and the behavior policy).

Relevant legislation:

Education Act 1996
Education and Inspections Act 2006
Education Act 2011 Part 2 (Discipline)
The School Behavior (Determination and Publicising of Measures in Academies) Regulations 2012
Health and Safety at Work etc. Act 1974
Obscene Publications Act 1959
Children Act 1989
Human Rights Act 1998
Computer Misuse Act 1990
This is not a full list of Acts involved in the formation of this advice. Further information about relevant legislation can be found via the above link to the DfES advice document.

Responsibilities

The Head Teacher is responsible for ensuring that the school policies reflect the requirements contained within the relevant legislation. The formulation of these policies may be delegated to other individuals or groups. The policies will normally be taken to Governors for approval. The Head teacher will need to authorise those staff who are allowed to carry out searches.

This policy has been written by and will be reviewed by the Head Teacher

The Head Teacher with assistance from Bolton ICT unit if appropriate will carry out searches for and of electronic devices and the deletion of data / files on those devices:

The Head Teacher may authorise other staff members in writing in advance of any search they may undertake, subject to appropriate training.

Training / Awareness

It is essential that all staff should be made aware of and should implement the school's policy.

Members of staff should be made aware of the school's policy on "Electronic devices – searching and deletion":

- At induction
- At regular updating sessions on the school's online policy

Specific training is required for those staff that may need to judge whether material that is accessed is inappropriate or illegal.

Policy Statements

Search:

The school Behaviour Policy refers to the policy regarding searches with and without consent for the wide range of items covered within the Education Act 2011 and lists those items. This policy refers only to the searching for and of electronic devices and the deletion of data / files on those devices.

The school has a policy relating to whether or not mobile phones and other electronic devices are banned, or are allowed only within certain conditions. The school should therefore consider including one of the following statements in the policy:

Pupils are not allowed to bring mobile phones or other personal electronic devices to school or use them in the school.

If pupils breach these rules the Head Teacher will confiscate the item and arrange to meet with their parent/carer.

Authorised staff (defined in the responsibilities section above) have the right to search for such electronic devices where they reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.
Searching with consent - Authorised staff may search with the pupil's consent for any item.
Searching without consent - Authorised staff may only search without the pupil's consent for anything which is either 'prohibited' (as defined in Section 550AA of the Education Act 1996) or appears in the school rules as an item which is banned and may be searched for.

In carrying out the search:
The authorised member of staff must have reasonable grounds for suspecting that a *Pupil* is in possession of a prohibited item i.e. an item banned by the school rules and which can be searched for

The authorised member of staff should take reasonable steps to check the ownership of the mobile phone / personal electronic device before carrying out a search.
The authorised member of staff should take care that, where possible, searches should not take place in public places e.g. an occupied classroom, which might be considered as exploiting the Pupil being searched.

The authorised member of staff carrying out the search must be the same gender as the Pupil being searched; and there must be a witness (also a staff member) and, if at all possible, they too should be the same gender as the pupil being searched.

There is a limited exception to this rule: Authorised staff can carry out a search of a Pupi/ of the opposite gender including without a witness present, **but only where you reasonably believe that there is a risk that serious harm will be caused to a person if you do not conduct the search immediately and where it is not reasonably practicable to summon another member of staff.**

Extent of the search:
The person conducting the search may not require the pupil to remove any clothing other than outer clothing.

Outer clothing means clothing that is not worn next to the skin or immediately over a garment that is being worn as underwear (outer clothing includes hats; shoes; boots; coat; blazer; jacket; gloves and scarves).
'Possessions' means any goods over which the Pupil has or appears to have control – this includes desks, lockers and bags.
A pupil's possessions can only be searched in the presence of the Pupil and another member of staff, except where there is a risk that serious harm will be caused to a person if the search is not conducted immediately and where it is not reasonably practicable to summon another member of staff.

The power to search without consent enables a personal search, involving removal of outer clothing and searching of pockets; but not an intimate search going further than that, which only a person with more extensive powers (e.g. a police officer) can do.

Use of Force – force cannot be used to search without consent for items banned under the school rules regardless of whether the rules say an item can be searched for.

Electronic devices
An authorised member of staff finding an electronic device may access and examine any data or files on the device if they think there is a good reason to do so

The examination of the data / files on the device should go only as far as is reasonably necessary to establish the facts of the incident. Any further intrusive examination of personal data may leave the school open to legal challenge.

If inappropriate material is found on the device it is up to the authorised member of staff to decide whether they should delete that material, retain it as evidence (of a criminal offence or a

breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police. Examples of illegal activity would include: child sexual abuse images (including images of one child held by another child) adult material which potentially breaches the Obscene Publications Act, criminally racist material other criminal conduct, activity or materials.

Deletion of Data

Following an examination of an electronic device, if the authorised member of staff has decided to return the device to the owner, or to retain or dispose of it, they may erase any data or files, if they think there is a good reason to do so.

If inappropriate material is found on the device, it is up to the authorised member of staff to decide whether they should delete that material, retain it as evidence (of a possible criminal offence or a breach of school discipline) or whether the material is of such seriousness that it requires the involvement of the police

A record should be kept of the reasons for the deletion of data / files.

Care of Confiscated Devices

School staff are reminded of the need to ensure the safe keeping of confiscated devices, to avoid the risk of compensation claims for damage / loss of such devices (particularly given the possible high value of some of these devices).

The school may wish to add a disclaimer to the relevant section of the Behaviour Policy which may assist in covering the school against damage / loss claims.

Audit / Monitoring / Reporting / Review

The responsible person, the Head Teacher will ensure that full records are kept of incidents involving the searching for and of mobile phones and electronic devices and the deletion of data / files.

These records will be reviewed by the Online Governor at regular intervals.

This policy will be reviewed by the head teacher and governors annually and in response to changes in guidance and evidence gained from the records.

Bring Your Own Device (BYOD)

The educational opportunities offered by mobile technologies are being expanded as a wide range of devices, software and online services become available for teaching and learning, within and beyond the classroom. This has led to the exploration by schools of users bringing their own technologies in order to provide a greater freedom of choice and usability.
School partners and third party support providers also bring in their own mobile devices which they connect to school networks in order to deliver their services.

However, there are a number of Online considerations for BYOD that need to be reviewed prior to implementing such a policy. Use of BYOD should not introduce vulnerabilities into existing secure environments. Considerations will need to include; levels of secure access, filtering, data protection, storage and transfer of data, mobile device management systems, training, support, acceptable use, auditing and monitoring. This list is not exhaustive and a BYOD policy should be in place and reference made within all relevant policies.

The school has a set of clear expectations and responsibilities for all users
The school adheres to the Data Protection Act principles
All users are provided with and accept the Acceptable Use Agreement

All network systems are secure and access for users is differentiated
Where possible these devices will be covered by the school's normal filtering systems, while being used on the premises
All users will use their username and password and keep this safe
Mandatory training is undertaken for all staff
Pupils receive training and guidance on the use of personal devices
Regular audits and monitoring of usage will take place to ensure compliance
Any device loss, theft, change of ownership of the device will be reported as in the BYOD policy
Any user leaving the school will follow the process outlined within the BYOD policy

Will the configuration of school BYOD allow the user to store sensitive data on their device?
If so then the following may need to be considered:

The employee's device may be remotely wiped if 1) the device is lost, 2) the device is changed, 3)the employee terminates his or her employment, 4) IT detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.

Risks/Liabilities/Disclaimers
While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remote wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc.

School Bring Your Own Devices (BYOD) Staff Policy

What does "bring your own device" mean?
Bring your own device (often shortened to BYOD) is the term used to describe the connection of a personally-owned device (such as a laptop, smartphone or tablet) to a Wi-Fi network provided by school.

Personally owned devices are not allowed to be linked to the school Wi-Fi network without express permission of the Head Teacher.

In the event of permission being granted, this must be done in a safe and secure manner so the following rules have been put in place and must be followed by all users of this service.

In allowing mobile devices into school, these must not be used other than on agreed secure network, i.e. use of 3G/4G networks is forbidden.

Devices' camera and/or video capabilities are/are not disabled while on-site. Students may not use the devices to record, transmit or post photos or video of other teachers or students. No images or video recorded at school can be transmitted or posted at any time without the permission of their teachers.

Users must request BYOD access and agree to the terms in this Acceptable User Policy (AUP)

Users must keep passwords secure and not share with non-registered users.

In the event of changing or losing a device registered for this service, the user must notify school so appropriate security measure can be taken.

When using a BYOD device, the user must adhere to all other AUPs regarding the safe use of the network, systems and internet.

The school has the discretion to allow and regulate the use of personal devices in the classroom and for use during specific projects.

Devices may not be used to cheat on assignments or tests or for non-instructional purposes (such as making a personal call and texting).

Mobile devices must be charged prior to bringing them to school so as to be usable during school hours. Charging devices in the school is not an option.

Liability
School does not take responsibility for lost, stolen, or damaged personal devices. Students are responsible for their digital property and should take appropriate measures to ensure any devices brought to school are secure throughout the school day. The school does not have the ability to

electronically manage or filter a student's use of the Internet when he or she is connected via your wireless phone provider's 3G, 4G, or other data network connection.

Violations of Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:
Suspension of network, technology, or computer privileges
Suspension from school and school-related activities
Legal action and/or prosecution

_____ _____

Name (printed) Signature

5.17 LEGISLATION

Schools should be aware of the legislative framework under which this Online Policy template and guidance has been produced. It is important to note that in general terms an action that is illegal if committed offline is also illegal if committed online.

It is recommended that legal advice is sought in the advent of an e safety issue or situation.

Computer Misuse Act 1990

This Act makes it an offence to:

- Erase or amend data or programs without authority;
- Obtain unauthorised access to a computer;
- "Eavesdrop" on a computer;
- Make unauthorised use of computer time or facilities;
- Maliciously corrupt or erase data or programs;
- Deny access to authorised users.

Data Protection Act 1998

This protects the rights and privacy of individual's data. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The Act states that person data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Not kept longer than necessary.
- Processed in accordance with the data subject's rights.
- Secure.
- Not transferred to other countries without adequate protection.

Freedom of Information Act 2000

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they have to follow a number of set procedures.

Communications Act 2003

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.

Malicious Communications Act 1988

It is an offence to send an indecent, offensive, or threatening letter, electronic communication or other article to another person.

Regulation of Investigatory Powers Act 2000

It is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic communications is permitted, in order to:

- Establish the facts;
- Ascertain compliance with regulatory or self-regulatory practices or procedures;
- Demonstrate standards, which are or ought to be achieved by persons using the system;
- Investigate or detect unauthorised use of the communications system;
- Prevent or detect crime or in the interests of national security;
- Ensure the effective operation of the system.
- Monitoring but not recording is also permissible in order to:
- Ascertain whether the communication is business or personal;
- Protect or support help line staff.
- The school reserves the right to monitor its systems and communications in line with its rights under this act.

Trade Marks Act 1994

This provides protection for Registered Trade Marks, which can be any symbol (words, shapes or images) that are associated with a particular set of goods or services. Registered Trade Marks must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

Copyright, Designs and Patents Act 1988

It is an offence to copy all, or a substantial part of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, and sounds, moving images, TV broadcasts and other media (e.g. YouTube).

Telecommunications Act 1984

It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

Criminal Justice & Public Order Act 1994

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they:

- Use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- Display any writing, sign or other visible representation, which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

Racial and Religious Hatred Act 2006

This Act makes 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.

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.

Protection of Children Act 1978

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

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. (Typically, teachers, social workers, health professionals, connexions staff fall in this category of trust). Any sexual intercourse with a child under the age of 13 commits the offence of rape.

Public Order Act 1986

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. Children, Families and Education Directorate page 38 April 2007.

Obscene Publications Act 1959 and 1964

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

Human Rights Act 1998

This does not deal with any particular issue specifically or any discrete subject area within the law. It is a type of "higher law", affecting all other laws. In the school context, human rights to be aware of include:

- The right to a fair trial
- The right to respect for private and family life, home and correspondence
- Freedom of thought, conscience and religion
- Freedom of expression
- Freedom of assembly
- Prohibition of discrimination
- The right to education

These rights are not absolute. The school is obliged to respect these rights and freedoms, balancing them against those rights, duties and obligations, which arise from other relevant legislation.

The Education and Inspections Act 2006

Empowers Head teachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

The Education and Inspections Act 2011

Extended the powers included in the 2006 Act and gave permission for Head teachers (and nominated staff) to search for electronic devices. It also provides powers to search for data on those devices and to delete data. (see template policy in these appendices and for DfE guidance) http://www.education.gov.uk/schools/pupilsupport/behaviour/behaviourpolicies/f0076897/screening-searching-and-confiscation

The Protection of Freedoms Act 2012

Requires schools to seek permission from a parent / carer to use Biometric systems

The School Information Regulations 2012
Requires schools to publish certain information on its website:

http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/b0075738/reducing-bureaucracy/requirements/changestoschoolinformationregulations

5.18 SUPPORT FOR BOLTON SCHOOLS

SET – Safeguarding in Education Team:

- Jacqui Parkinson – Safeguarding in Education Officer – 01204 337472
- Natalie France – Safeguarding Education Social Worker – 01204 331314

LADO: Paula Williams - 01204 337474
Bolton's MASSS – 01204 331500
Police protection investigation unit – 0161 856 7949
Community Police - 101
EXIT Team – 01204 337195
Bolton Safeguarding Children's Board: Shona Green – 01204 337964

If there is an ICT network issues contact your school ICT provider.
If your provider is Bolton School ICT Unit – contact 01024 332034 or contact@sict.bolton.gov.uk

Bolton Information Management Unit - Tasadiq.Naveed@bolton.gov.uk

http://mossextranet.bolton.gov.uk/website/pages/DataProtectionandFreedomofInformation.aspx

Links to other organisations or documents
The following links may help those who are developing or reviewing a school online safety policy.

UK Safer Internet Centre

Safer Internet Centre -

South West Grid for Learning

Childnet

Professionals Online Safety Helpline

Internet Watch Foundation

CEOP

Public enquiries
Telephone: 0870 000 3344

For general enquiries or to verify a person as an NCA officer:

Email: communication@nca.x.gsi.gov.uk
Telephone: 0370 496 7622 (available 24/7)

http://ceop.police.uk/
ThinkUKnow

Others:

INSAFE - http://www.saferinternet.org/ww/en/pub/insafe/index.htm

UK Council for Child Internet Safety (UKCCIS) www.education.gov.uk/ukccis

Netsmartz http://www.netsmartz.org/index.aspx

Cyberbullying

DfE – Preventing & Tackling Bullying – Advice to school leaders, staff and Governing Bodies

Anti-Bullying Network - http://www.antibullying.net/cyberbullying1.htm

Cyberbullying.org - http://www.cyberbullying.org/

Social Networking

Digizen – Social Networking

SWGfL - Facebook - Managing risk for staff and volunteers working with children and young people

Connectsafely Parents Guide to Facebook

Facebook Guide for Educators

https://www.disrespectnobody.co.uk/sexting/what-is-sexting/

Mobile Devices / BYOD

Cloudlearn Report Effective practice for schools moving to end locking and blocking

NEN - Guidance Note - BYOD

Data Protection

Information Commissioners Office:

Your rights to your information – Resources for Schools - ICO

ICO pages for young people

Guide to Data Protection Act - Information Commissioners Office

Guide to the Freedom of Information Act - Information Commissioners Office

ICO guidance on the Freedom of Information Model Publication Scheme

ICO Freedom of Information Model Publication Scheme Template for schools (England)

ICO - Guidance we gave to schools - September 2012 (England)

ICO Guidance on Bring Your Own Device

ICO Guidance on Cloud Hosted Services

Information Commissioners Office good practice note on taking photos in schools

ICO Guidance Data Protection Practical Guide to IT Security

ICO – Think Privacy Toolkit

ICO – Personal Information Online – Code of Practice

ICO – Access Aware Toolkit

ICO Subject Access Code of Practice

Bolton Information Management Unit - Tasadiq.Naveed@bolton.gov.uk

http://mossextranet.bolton.gov.uk/website/pages/DataProtectionandFreedomofInformation.aspx

Professional Standards / Staff Training

DfE - http://www.rrrecruitment.com/wp-content/uploads/2016/04/Guidance-for-Safer-Working-Practice-October-2015.pdf

Kent - Safer Practice with Technology

Childnet / TDA - Social Networking - a guide for trainee teachers & NQTs

Childnet / TDA - Teachers and Technology - a checklist for trainee teachers & NQTs

UK Safer Internet Centre Professionals Online Safety Helpline

Working with parents and carers

SWGfL / Common Sense Media Digital Literacy & Citizenship Curriculum

Connect Safely - a Parents Guide to Facebook

Vodafone Digital Parents Magazine

Childnet Webpages for Parents & Carers

DirectGov - Internet Safety for parents

Get Safe Online - resources for parents

Teach Today - resources for parents workshops / education

The Digital Universe of Your Children - animated videos for parents (Insafe)

Cerebra - Learning Disabilities, Autism and Internet Safety - a Parents' Guide

Insafe - A guide for parents - education and the new media

The Cybersmile Foundation (cyberbullying) - advice for parents

Research

EU Kids on Line Report - "Risks and Safety on the Internet" - January 2011

Futurelab - "Digital participation - its not chalk and talk any more!"

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