# Eastbrook School

# E- Safety Policy

Adopted by Governors: May 2020 - Based on LBBD School Online Safety Acceptable Use Agreements

Updated by Mrs Kyri Mingay

Reviewed: Feb 2021

To be reviewed every year

Headteacher: Mr Paul Frith

**Purpose of the policy**
This policy highlights the need to educate children, young people and their families about both the benefits and risks of using technologies both in and away from the school context. It will also provide safeguarding advice and rules to guide staff, pupils and visitors in their online experiences.

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 cyberbullying, or other online safety 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. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

We have a duty under the Counter Terrorism and Securities Act 2015 to ensure that children are safe from terrorist and extremist material on the internet.

This policy operates in conjunction with other policies including:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-bullying Policy
- Data Protection and GDPR
- Bring Your Own Device Policy

**Scope of the Policy**

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

The policy will be communicated to staff/pupils/community in the following ways:

- Policy to be available via the school office / network / website
- Policy to be part of school induction pack for new staff
- Regular updates and training on online safety for all staff
- Acceptable use agreements discussed with staff and pupils at the start of each year. Acceptable use agreements to be issued to whole school community, on entry to the school.

**Online Safety Team**

| | |
|---|---|
| Mr Paul Frith | Head Teacher |
| Mrs Kyri Mingay | Strategic Designated Safeguarding Lead |
| Mr Neil Tobias | Deputy Safeguarding Lead and ICT curriculum leader |

**Roles and Responsibilities**

The following section outlines the online safety roles and responsibilities of individuals and groups within the school (in some cases the roles described may be combined):

**Head Teacher**

- To take overall responsibility for the safety (including online safety) of members of the school community
- To take overall responsibility for data management and information security ensuring the school follows best practice in information handling
- To ensure the school uses an approved, filtered internet service, which complies with current statutory requirements
- To be responsible for ensuring that staff receive suitable training to carry out their safeguarding and online safety roles
- To be aware of procedures to be followed in the event of a serious online safety incident
- To receive regular monitoring reports from the Online Safety Coordinator / Officer
- To ensure that there is a system in place to monitor and support staff who carry out internal online safety procedures (e.g. network manager)

**Designated Safeguarding Lead (Online Safety Lead)**

- To take day to day responsibility for online safety issues and have a leading role in establishing and reviewing the school online safety policies / documents
- To promote an awareness and commitment to online safety throughout the school community
- To ensure that online safety education is embedded within the curriculum
- To ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident
- To ensure that online safety incidents are logged as safeguarding incidents
- Is regularly updated in online safety issues and legislation, and is aware of the potential for serious child protection issues
- To facilitate training and advice for all staff
- To liaise with the Local Authority and relevant agencies
- To communicate regularly with SLT to discuss current issues

**Governors/Online Safety Governor**

- To ensure that the school has in place policies and practices to keep the children and staff safe online
- To approve the Online Safety Policy and review the effectiveness of the policy
- To support the school in encouraging parents and the wider community to become engaged in online safety activities
- The role of the Online Safety Governor will include regular review with the Designated Safeguarding Lead

**ICT Subject Lead**

- To oversee the delivery of the online safety element of the Computing curriculum

**Network Manager/Technical Staff**

- To ensure that the school's technical infrastructure is secure and is not open to misuse or malicious attack, e.g. by keeping virus protection up to date
- To ensure that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- To report any online safety related issues that come to their attention to the Online Safety Coordinator
- To ensure the school's policy on web filtering is applied and updated on a regular basis
- To ensure appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster
- To keep up to date with the school's online safety and technical information in order to effectively carry out their online safety role and to inform and update others as relevant
- To regularly monitor the use of school technology and online platforms and that any misuse / attempted misuse is reported to the Designated Safeguarding Lead and Head Teacher.

**Data and Information Manager**

- To ensure that the data they manage is accurate and up-to-date
- To ensure best practice in information management, i.e. have appropriate access controls in place, that data is used, transferred and deleted in-line with data protection and GDPR requirements.

**Teaching and Support Staff**

- To ensure they have an up to date awareness of online safety matters and of the current school Online Safety Policy and practices.
- To read, understand, sign and adhere to the school staff Acceptable Use Agreement.
- To report any suspected misuse or problem to the Designated Safeguarding Lead or Head Teacher.
- To ensure that any digital communications with pupils / parents / carers should be on a professional level and only through school-based systems, e.g. not on personal email, mobile phones etc.
- To embed online safety in the curriculum.
- To ensure that pupils understand and follow the Online Safety Policy and Pupil Acceptable Use Agreement.
- To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extra-curricular and extended school activities if relevant).
- To ensure that pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- To 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
- To model safe, responsible and professional behaviours in their own use of technology.

**Pupils**

- To read, understand, sign and adhere to the Pupil Acceptable Use Agreement annually.

- To understand the importance of reporting abuse, misuse or access to inappropriate materials, and how to do so.
- To know what action to take if they or someone they know feels worried or vulnerable when using online technology.
- To understand the importance of adopting safe behaviours and good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school.
- To have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- To know, understand and adhere to the school policy on the use of mobile devices and digital cameras, including the taking / use of images and cyberbullying.

**Parents/Carers**

- To support the school in promoting online safety and endorse the Parents' Acceptable Use Agreement, including the use of photographs and video images and pupils' use of the internet.
- To read, understand and promote the school Pupil Acceptable Use Agreement with their children.
- To consult with the school if they have any concerns about their children's use of technology.
- To model safe, responsible and positive behaviours in their own use of technology.

**Community Users**

- Any external individual / organisation will sign an Acceptable Use Agreement prior to using technology or the internet within school.
- To model safe, responsible and positive behaviours in their own use of technology.

**Education and Training**

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 safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety message 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 / PSHE / 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 sign and follow the guidance outlined in the Acceptable Use Agreement.
- Pupils should be taught and encouraged to adopt safe and responsible use of technology both within and outside school, including appropriate online behaviour and keeping personal information private.

- Pupils should be taught in all lessons to be critically aware of the materials / content they access online 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.
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices, e.g. use of passwords, logging-off, use of content, research skills, copyright.
- Pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.
- 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.

**Staff and Governors**

It is essential that all staff receive online safety training and understand their responsibilities, as outlined in this policy. Governors are invited to online safety training events.

Training will be offered as follows:

- Formal online safety training will be made available to staff. This will be regularly updated and reinforced.
- 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.
- The Online Safety Lead will receive regular updates through attendance at external training events, and by reviewing guidance documents released by relevant organisations
- This Online Safety Policy will be presented to and discussed by staff in staff meetings.
- The Online Safety Lead will provide advice / guidance / training to individuals as required.

**Parents/Carers**

Many parents and carers have only a limited understanding of online safety 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:

- Letters, newsletters, website
- Displays in school / at parents' evenings

- Parent / carer online safety workshop
- High-profile events and campaigns such as Safer Internet Day
- Reference to the relevant websites / publications for further support.

**Managing the Infrastructure, Equipment and Content**

**Access, Security and Filtering**

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

- The school network has user-defined policies ensuring secure documents are only accessible by specific users.
- The school has educational, filtered, secure broadband connectivity.
- Internet access is filtered for all users to keep users safe, including from terrorist and extremist material. Illegal content is filtered by the broadband provider, and only nominated staff are able to make a change to the filtering system.
- The school will ensure, to the best of their ability, that the filtering system prevents pupils using websites designed to bypass the filtering.
- The school has a secure wireless network to ensure access is restricted to school devices.
- If staff or pupils come across unsuitable on-line materials, the site is reported to the appropriate person(s) in line with school policy.
- The school checks their virus protection is updating regularly and informs their IT Support Service provider of any issues.
- Staff and pupils have access to the school network via a login suitable to their 'role'. Staff does not share their login details.
- Staff access to the management information system is controlled through a separate password for data security purposes. Staff only has access to the modules they require for their role, and passwords are not shared.
- The school checks that their data is backed up.
- The school 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.
- Guest accounts are only used for a short period of time by temporary staff.
- Guest access to wifi is only accessible with a guest password which is changed regularly.
- The school requires all users to log off when they have finished working, and to log off (or lock if not a shared computer) when leaving the computer unattended.
- The school ensures that all pupil level or personal data sent over the internet is encrypted or sent using an approved system, for example DfE S2S, Egress secure file / email.
- An agreed policy is in place regarding the use of removable media (e.g. memory sticks) by users on school devices. Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.
- Pupils use a child-friendly internet search engine.

**Password Policy**

The school makes it clear that staff and pupils must always keep their passwords private and not share them with others.
If a password is compromised the school should be notified immediately.
Staff are required to use strong passwords for network / email / system.
Staff are required to change their email / system passwords at least twice a year.

**Personal Devices**

- Personal devices brought into school are entirely at the owner's risk. The school accepts no responsibility for the loss, theft or damage of any phone or hand-held device brought into school
- Other than in exceptional circumstances staff should not use their personal device when contacting pupils or parents; there should be access to a school phone. If it is necessary to use own personal device staff should always anonymise their number.
- The school strongly advises that pupils' mobile phones should not be brought into school.
- The recording, taking and sharing of images, video and audio on any personal device is to be avoided, except where it has been explicitly agreed otherwise by the Head Teacher.
- The school reserves the right to search the content of any mobile or handheld device on school premises where there is a reasonable suspicion that it may contain undesirable material.
- Personal devices will not be used during lessons unless as part of an approved and directed curriculum-based activity.

**Data Protection and GDPR**

This is in line with our Data Protection Policy and GDPR.

Personal data will be recorded, processed, transferred and made available according to the Data Protection and GDPR Act (2018) 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
- 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 within unnecessary delay.
- The Head Teacher is the Senior Information Risk Officer.

- Staff must ensure that at all times they take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Staff must 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.
- Staff must ensure they only transfer data using encryption and secure password protected devices.

**Remote Learning**

Remote learning, including the use of various online platforms and video conferencing, is an increasingly common and important educational tool for teachers and students. However, it presents some potential issues that all parties must be aware of and consider.

**Procedures and expectations for staff**

Staff should always adhere to the following protocols:

- They will communicate with parents and pupils using school channels and not from personal accounts. Students should be only contacted directly via the designated portals e.g. Show My Homework.
- All other communication will be made to the parent, not directly to the pupil, although the member of staff may subsequently speak with the student if appropriate.
- Any calls to parents are made from school or if using personal phones, it will be set to 'private number' or 'no caller ID'.
- Data and information related to students must not be kept on any personal devices.

When hosting a video conference staff should always adhere to the following protocols and ensure that they:

- Only use Microsoft Teams as the platform
- Conduct meetings against a neutral background
- Are dressed appropriately
- Use professional language at all times
- Conduct such meetings within the times of the normal working day
- Confirm the identity of all participants by having cameras on throughout
- Set ground rules, including appropriate behaviour and language, for all participants at the start of the session. This should be done by reading through the 'Student Expectations' document
- Monitor and uphold ground rules throughout the session
- Although not essential, where possible it is desirable for more than one member of staff to be present in the meeting.
- On occasions it may be useful or necessary to record meetings/online lessons so that students can refer back to them later or use them for revision purposes. This is acceptable but the teacher must alert the students to the fact that the session is being recorded at the start of the session.
- If recording a meeting staff should store it in the Teams area of Office 365. This should not be uploaded or shared with others.

- Note anything untoward during the meeting and report to the appropriate person
- Never conduct a one to one meeting with a student without the prior permission of the Headteacher. To avoid this, at the start of a meeting the host should invite students to join at the same time. If participants leave a meeting suddenly, and leave a member of staff in a one to one situation, this should be explained to the remaining student and the meeting should be terminated.
- Consult with a senior member of staff if they are unsure about any aspect of conducting a video conference. This should take place before the meeting.

**Procedures and expectations for students.**

Remote learning, including the use of various online platforms and video conferencing, is an increasingly common and important educational tool for teachers and students. However, there are a number of things that students must be aware of and consider.

**Students must always adhere to the following protocols and expectations when taking part in any form of online video conference or meeting:**

- All students must be dressed appropriately
- All students must use appropriate language at all times
- All students should treat all other participants with appropriate respect and decency.
- All students should confirm their identity by ensuring that cameras are on.
- All students should remain in a meeting until they are given permission to leave by the host.
- Teachers will talk through ground rules for the meeting at the start. Students must uphold these ground rules at all times.
- Students must not record any meetings they attend. The teacher is automatically notified if anyone starts recording the meeting and the students doing so would be identifiable. Any attempt to record would be considered a very serious breach of our safety policy.
- If a member of staff wishes to record a meeting, all students will be made aware of this in advance.

**By joining a meeting, you are agreeing to abide by these procedures and expectations.**

**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.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website / social media / local press.
- Digital media should be used in accordance with the home school agreement.
- The digital media release form should be reviewed annually.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- 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. 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.
- 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. Personal equipment of staff should not be used for such purposes.
- Pupils must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website will be selected carefully and will comply with good practice guidance on the use of such images.

**Email and Communications**

A wide range of rapidly developing communications technologies has the potential to enhance learning. Schools need to consider the benefit of using these technologies for education whilst reducing their risks. Note that all email messages will be deleted through an automatic process on a rolling two year period, i.e. any emails that reach an age of two years will be deleted by the Outlook system automatically overnight at the two year anniversary, and this is a continuous process each night thereafter. Also note that the school's GDPR policy takes precedence over this policy.

- Staff and pupils should only use the school email service to communicate with others when in school, or on school systems. Users should be aware that email communications are monitored.
- Any digital communication between staff and pupils or parents / carers must be professional in tone and content, and must only take place on school approved systems. Personal email addresses or social media must not be used for these communications.
- Users must immediately tell an appropriate member of staff if they receive any communication which is offensive, discriminatory, threatening or bullying in nature, and should not respond to any such communication.
- Staff or pupil personal contact information should not be published. The contact details given online should be the school office.
- Pupils should be taught about online safety issues such as the risks attached to the sharing or 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.
- In email communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.

**Social Media – Staff (Protecting Professional Identity)**

All schools have a duty of care to provide a safe learning environment for pupils and staff. Schools 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 has clear reporting guidance, including responsibilities, procedures and sanctions.
- All school staff sign the Acceptable Use Agreement indicating they understand and will follow the guidance contained.
- School staff ensure they make no reference in social media to pupils, parents / carers or school staff.
- School staff should not engage in online discussion on personal matters relating to members of the school community.
- School staff should ensure that personal opinions are not attributed to the school or local authority.
- School staff should ensure that security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.
- As part of active social media engagement, it is considered good practice to proactively monitor the internet for public postings about the school.
- The school should effectively respond to social media comments made by others according to a defined policy or process.

**Social Media – Pupils**

- The school will control access to social networking sites, and where relevant educate pupils in their safe use.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.

**Managing Incidents**

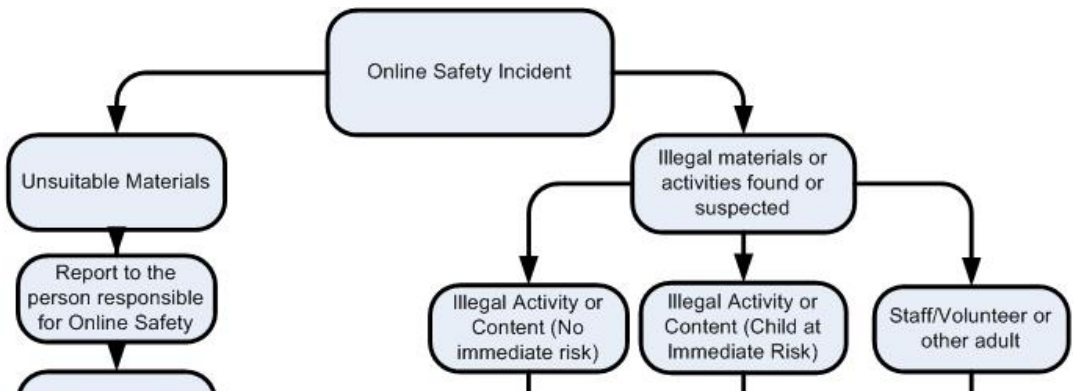
**Responding to Incidents**

- The school will take all reasonable precautions to ensure online safety.
- Complaints of internet misuse will be dealt with by a senior member of staff, with DSL (Online Safety Lead) as first point of contact.

- Any complaint about staff misuse must be referred to the Head Teacher, unless the concern is about the Head Teacher in which case the complaint is referred to the Chair of Governors and the Local Authority's Designated Officer.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- If a member of staff or pupil receives online communication that is considered particularly disturbing or illegal, the Police will be contacted.
- If an incident involving sexting comes to the attention of a member of staff, it must be reported to the Designated Safeguarding Lead immediately (see appendix 2 for further advice relating to sexting incidents).
- Complaints related to cyberbullying will be dealt with in accordance with school bullying procedures.
- Monitoring of incidents takes place and contributes to developments in policy and practice in online safety within the school.
- Parents / carers are informed of online safety incidents involving children and young people for whom they are responsible.

**Appendix 1**

## Responding to Incidents – Flowchart



**Appendix 2**

**Online Safety Audit (2018-19)**

This audit is completed by Designated Safeguarding Lead, who has responsibility for online safety policy. SENCO, ICT Subject Leader and Head Teacher have contributed to this audit.

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| Date of latest update of the online safety policy (at least annual): May 2020 | |
| The school online safety policy was agreed by governors on: May 2020 | |
| The policy is available for staff at: School Website, Staff Shared Drive | |
| The policy is available for parents/carers at: School Website, School Office | |
| The online safety coordinator is: Kyri Mingay – Strategic Designated Safeguarding Lead | |
| The member of the Senior Leadership Team responsible for online safety is: Kyri Mingay – Strategic Designated Safeguarding Lead | |
| The Child Protection coordinator is: Kyri Mingay – Strategic Designated Safeguarding Lead | |
| The Data Manager is: Sarah Jennings | |
| The GDPR and Data Protection Officer is: Yvonne Mason | |
| Has online safety training been provided for all staff? | |
| Has online safety guidance been provided for all pupils? | |
| Are online safety guidance materials available for parents? | |
| Is there a clear procedure for a response to an incident of concern? | |
| Have online safety materials from CEOP and other agencies been considered? | |
| Have all staff (teaching and non-teaching) signed the Staff Acceptable Use Agreement? | |
| Have all pupils signed the Pupil Acceptable Use Agreement? | |
| Have all parents/carers signed an Online Safety home / school agreement form? | |
| Are online safety rules displayed in all rooms where computers are used and expressed in a form that is accessible to all pupils? | |
| Is personal data collected, stored and used according to the principles of the General Data Protection Regulation? | |
| Is Internet access provided by an approved educational internet service provider (e.g. RM)? | |
| Has filtering on internet-based devices been appropriately applied? | |

**Appendix 3**

## Handling a Sexting Incident

### An overview for all teaching and non-teaching staff in schools and colleges

UK Council for Child Internet Safety (UKCCIS)

In the latest advice for schools and colleges (UKCCIS, 2016), sexting is defined as the **production and / or sharing of sexual photos and videos of and by young people who are under the age of 18**. It includes nude or nearly nude images and / or sexual acts. It is also referred to as 'youth produced sexual imagery'.

Sexting does not include the sharing of sexual photos and videos of under 18-year olds with or by adults. This is a form of child abuse and must be referred to the police.

**What to do if an incident involving sexting comes to your attention:**

- **Report it to your Designated Safeguarding Lead immediately**
- **Do not** view, download or share the imagery yourself, or ask a child to share or download.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL.
- **Do not** delete the imagery or ask the young person to delete it.
- **Do not** ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL.
- **Do not** share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- **Do not** say or do anything to blame or shame any young people involved.
- **Do** explain to the child that you need to report it and reassure them that they will receive support and help from the DSL.

For further information:

Sexting in Schools and Colleges: Responding to Incidents and Safeguarding Young People (UKCCIS, 2016)

## Eastbrook School

## Acceptable Use Agreement: Students

1. I will only use school ICT systems, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
2. I will not download or install software on school technologies.
3. I will only log on to the school network with my own user name and password.
4. I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
5. I will only use my school e-mail address for school related communication.
6. I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
7. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
8. I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
9. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved and overseen by my teacher.
10. Any images of students or staff will only be taken with permission from a member of staff, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the Headteacher.
11. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring Eastbrook School into disrepute.
12. I will respect the privacy and ownership of others' work on-line at all times.
13. I will not attempt to bypass the internet filtering system
14. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers and my parent/carers
15. I understand that these rules designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.

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

Signature …… Date ……

Full Name ……..(printed)

**Dear Parent/ Carer**

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-safety and know how to stay safe when using any ICT.

Students are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their form tutor, Head of Year or a member of the Senior Leadership Team.

Please return the bottom section of this form to school for filing.

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**Student and Parent/ Carer signature**

We have discussed this document and ……..(student name) agrees to follow the e-safety rules and to support the safe and responsible use of ICT at Eastbrook School.

Parent/ Carer Signature ……. Student Signature…… Form …… Date ……

## Eastbrook School

## Staff, Governor and Visitor - Acceptable Use Agreement / Code of Conduct

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

1. I will only use the school's email / Internet / Intranet / Network and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or Governing Body.
2. I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
3. I will ensure that all electronic communications with students and staff are compatible with my professional role.
4. I will not give out my own personal details, such as personal mobile phone number and personal e-mail address, to students.
5. I will only use the approved, secure e-mail system(s) for any school business.
6. I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or Governing Body. Personal or sensitive data taken off site must be encrypted.
7. I will not install any hardware of software without permission of the Network Manager
8. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
9. Images of students and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
10. I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
11. I will respect copyright and intellectual property rights.
12. I will ensure that my online activity, both in school and outside school, will not bring my professional role, or the school, into disrepute.
13. I will support and promote the school's e-safety and Data Security policies and help students to be safe and responsible in their use of ICT and related technologies.
14. I will adhere to the schools GDPR policy, which is available to me upon request.

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

Signature …… Date ……

Full Name ……(printed)

Role ……

Updated: May 2020