Kings Avenue Primary School

E-Safety Policy

Updated On	**Changes Made/Notes**
May 2020	Updated & Reviewed

Kings Avenue Primary School e-Safety Policy

Contents

1. Introduction and Overview

Rationale

The purpose of this policy is to:

- set out the key principles expected of all members of the school community at Kings Avenue Primary School with respect to the use of ICT-based technologies.
- safeguard and protect the children and staff of Kings Avenue.
- assist school staff working with children to work safely and responsibly with the internet and other communication technologies and to monitor their own standards and practice.
- set clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational, personal or recreational use.
- have clear structures to deal with online abuse such as cyber bullying which are cross referenced with other school policies.
- ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- minimise the risk of misplaced or malicious allegations made against adults who work with students.

The main areas of risk for our school community can be summarised as follows: Content

- exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse
- lifestyle websites, for example pro-anorexia/self-harm/suicide sites
- hate sites
- content validation: how to check authenticity and accuracy of online content

Contact

- grooming
- cyber-bullying in all forms
- identity theft and sharing passwords

Conduct

- privacy issues, including disclosure of personal information
- digital footprint and online reputation
- health and well-being (amount of time spent online (internet or gaming))
- sexting (sending and receiving of personally intimate images) also referred to as SGII (self generated indecent images)
- copyright (little care or consideration for intellectual property and ownership — such as music and film) (Ref Ofsted 2013)

Scope

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

The Education and Inspections Act 2006 empowers Headteachers / Principals to such extent as is reasonable, to regulate the behaviour of students / 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 e-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 (see appendix for policy). In the case of both acts, action can only be taken over issues covered by the published 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 e-safety behaviour that take place out of school.

Role	Key Responsibilities
Headteacher	• To take overall responsibility for e-Safety provision • To take overall responsibility for data and data security (SIRO) To ensure the school uses an approved, filtered Internet Service, which complies with current statutory requirements eg LGfL to be responsible for ensuring that staff receive suitable training to carry out their e-safety roles and to train other colleagues, as relevant • To be aware of procedures to be followed in the event of a serious e-Safety incident. • To receive regular monitoring reports from the E-Safety Coordinator / Officer • To ensure that there is a system in place to monitor and support staff who carry out internal e-safety procedures (e.g. network manager)
Safeguarding Lead	• takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents promotes an awareness and commitment to e-safeguarding throughout the school community ensures that e-safety education is embedded across the curriculum liaises with school ICT technical staff • To communicate regularly with SLT and the designated e-Safety Governor / committee to discuss current issues, review incident logs and filtering / change control logs • To ensure that all staff are aware of the procedures that need to be followed in the event of an e-Safety incident • To ensure that an e-Safety incident log is kept up to date (as part of behaviour log) • facilitates training and advice for all staff • liaises with the Local Authority and relevant agencies • Is regularly updated in e-safety issues and legislation, and be aware of the potential for serious child protection issues to arise from: • sharing of personal data access to illegal / inappropriate materials inappropriate on-line contact with adults / stranger's potential or actual incidents of grooming cyber-bullying and use of social media

Governors	• To ensure that the school follows all current e-Safety advice to keep the children and staff safe • To approve the E-Safety Policy and review the effectiveness of the policy. This will be carried out by the Governors / Governors Sub Committee receiving regular information about e-safety incidents and monitoring reports. • To support the school in encouraging parents and the wider community to become engaged in e-safety activities the role of the Governors will include: • regular review with the E-Safety Co-ordinator / Officer (including e-safety incident logs, filtering / change control logs)
Computing Curriculum Leader	• To oversee the delivery of the e-safety element of the Computing curriculum • To liaise with the e-safety coordinator regularly
Network Manager/technician	• To report any e-Safety related issues that arises, to the e-Safety coordinator. • To ensure that users may only access the school's networks through an authorised and properly enforced password protection policy, in which passwords are regularly changed • To ensure that provision exists for misuse detection and malicious attack e.g. (keeping virus protection up to date) To ensure the security of the school ICT system. • To ensure that access controls / encryption exist to protect personal and sensitive information held on school-owned devices the school's policy on web filtering is applied and updated on a regular basis • LGfL is informed of issues relating to the filtering applied by the Grid that he / she keeps up to date with the school's e-safety policy and technical information in order to effectively carry out their e-safety role and to inform and update others as relevant that the use of the network is regularly monitored in order that any misuse / attempted misuse can be reported to the E-Safety Coordinator / Officer /Headteacher for investigation / action / sanction • 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 documentation of the school's e-security and technical procedures
LGfL Nominated contact(s)	To ensure all LGfL services are managed on behalf of the school including maintaining the LGfL USO database of access accounts
Teachers	To embed e-safety issues in all aspects of the curriculum and other school activities To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extracurricular and extended school activities if relevant) To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws
All staff	To read, understand and help promote the school's e-Safety policies and guidance To read, understand, sign and adhere to the school staff Acceptable Use Agreement / Policy

	To be aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices To report any suspected misuse or problem to the e-Safety coordinator To maintain an awareness of current e-Safety issues and guidance e.g. through CPD To model safe, responsible and professional behaviours in their own use of technology To ensure that any digital communications with pupils should be on a professional level and only through school based systems, never through personal mechanisms, e.g. email, text, mobile phones etc.
Pupils	Read, understand, sign and adhere to the Student / Pupil Acceptable Use Policy (nb. at KSI it would be expected that parents / carers would sign on behalf of the pupils) have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations to understand the importance of reporting abuse, misuse or access to inappropriate materials to know what action to take if they or someone they know feels worried or vulnerable when using online technology. To know and understand school policy on the use of mobile phones, digital cameras and hand held devices. To know and understand school policy on the taking / use of images and on cyber-bullying. To understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school To take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in school and at home to help the school in the creation/ review of e-safety policies
Parents/carers	To support the school in promoting e-safety and endorse the Parents' Acceptable Use Agreement which includes the pupils' use of the internet and the school's use of photographic and video images to read, understand and promote the school Pupil Acceptable Use Agreement with their children to access the school website in accordance with the relevant school Acceptable Use Agreement. To consult with the school if they have any concerns about their children's use of technology
External groups	Any external individual / organisation will sign an Acceptable Use Policy prior to using any equipment or the internet within school

Communication:

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

- Policy to be posted on the school website/staffroom/ classrooms
- Policy to be part of school induction pack for new staff
- Acceptable use agreements discussed with pupils at the start of each year.
- Acceptable use agreements to be issued to whole school community, usually on entry to the school
- Acceptable use agreements to be held in pupil and personnel files

Handling complaints:

- The school will take all reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.
- Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:
- interview/counselling by e-Safety Coordinator / Headteacher;
- informing parents or carers; removal of Internet or computer access for a period, [which could ultimately prevent access to files held on the system, including examination coursework]; o referral to LA / Police.
- Our e-Safety Coordinator acts as first point of contact for any complaint.
- Any complaint about staff misuse is referred to the Headteacher.
- Complaints of cyber-bullying are dealt with in accordance with our Antibullying Policy. Complaints related to child protection are dealt with in accordance with school child-protection procedures.

Review and Monitoring

- The e-safety policy is referenced from within other school policies: Computing policy, Child Protection policy, Anti-Bullying policy and in the School Development Plan, Behaviour policy, Personal, Social and Health Education and for Citizenship policies.
- The school has an e-safety coordinator who will be responsible for document ownership, review and updates.
- The e-safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school
- The e-safety policy has been written by the school e-safety Coordinator and is current and appropriate for its intended audience and purpose.
- There is widespread ownership of the policy and it has been agreed by the SLT and approved by Governors and other stakeholders such as the PTA. All amendments to the school e-Safeguarding policy will be discussed in detail with all members of teaching staff.
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2.Education and Curriculum

Pupil e-Safety curriculum

This school:

Has a clear, progressive e-safety education programme as part of the Computing curriculum / PSHE curriculum. It is built on the LGfL e-Safeguarding and e-literacy framework for EYFS to Y6. This covers a range of skills and behaviours appropriate to their age and experience, including:

- to STOP and THINK before they CLICK

- to develop a range of strategies to evaluate and verify information before accepting its accuracy;
- to be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be;
- to know how to narrow down or refine a search;
- [for older pupils] to understand how search engines work and to understand that this affects the results they see at the top of the listings;
- to understand acceptable behaviour when using an online environment / email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
- to understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
- to understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
- to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;
- to understand why they must not post pictures or videos of others without their permission;
- to know not to download any files — such as music files - without permission;
- to have strategies for dealing with receipt of inappropriate materials;
- [for older pupils] to understand why and how some people will 'groom' young people for sexual reasons;
- To understand the impact of cyber-bullying and trolling and know how to seek help if they are affected by any form of online bullying.
- To know how to report any abuse including cyber-bullying; and how to seek help if they experience problems when using the internet and related technologies, i.e. parent or carer, teacher or trusted staff member, or an organisation such as Childline or the CLICK CEOP button.

Plans internet use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas.

Will remind students about their responsibilities through an end-user Acceptable
Use Policy which every student will sign and will be displayed throughout the school.

Ensures staff will model safe and responsible behaviour in their own use of technology during lessons.

Ensures that when copying materials from the web, staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright / intellectual property rights;

Ensures that staff and pupils understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include, risks in popups; buying on-line; on-line gaming / gambling;

Staff and governor training

This school

- Ensures staff know how to send or receive sensitive and personal data and understand the requirement to encrypt data where the sensitivity requires data protection;
- Gives regular updates to staff on e-safety issues and the school's e-safety education program, e.g. staff meetings, INSET, memos with updates.
- Provides, as part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the e-Safeguarding policy and the school's Acceptable Use Policies.

Parent awareness and training

This school

- Runs a rolling programme of advice, guidance and training for parents, including:
- Introduction of the Acceptable Use Agreements to new parents, to ensure that principles of e-safe behaviour are made clear o Information leaflets, in school and newsletters, on the school web site; o demonstrations, practical sessions held at school; o suggestions for safe Internet use at home; o provision of information about national support sites for parents.

3. Expected Conduct and Incident Management

Expected conduct

In this school, all users:

- need to understand the importance of misuse or access to inappropriate materials and are aware of the consequences
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school

will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand-held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying

Staff

- are responsible for reading the school's e-safety policy and using the school ICT systems accordingly, including the use of mobile phones, and hand-held devices.

Students/Pupils

- should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations

Parents/Carers

- should provide consent for pupils to use the Internet, as well as other technologies, as part of the e-safety acceptable use agreement form at time of their child's entry to the school
- should know and understand what the 'rules of appropriate use' are and what sanctions result from misuse

Incident Management

In this school:

- there is strict monitoring and application of the e-safety policy and a differentiated and appropriate range of sanctions, though the attitudes and behaviour of users are generally positive and there is rarely need to apply sanctions
- all members and its wider community are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes.
- support is actively sought from other agencies as needed (eg the local authority and regional broadband grid, UK Safer Internet Centre helpline) in dealing with e-safety issues
- monitoring and reporting of e safety incidents takes place and contributes to developments in policy and practice in e-safety within the school. The records are reviewed/audited and reported to the school's senior leaders and Governors.
- parents / carers are specifically informed of e-safety incidents involving young people for whom they are responsible.
- We will contact the Police if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law

4. Managing the ICT infrastructure

- Internet access, security (virus protection) and filtering

This school:

- Has the educational filtered secure broadband connectivity through the LGfL and so connects to the 'private' National Education Network;
- Uses the LGfL Webscreen filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature, etc. All changes to the filtering policy is logged and only available to staff with the approved 'web filtering management' status;
- Uses USO user-level filtering where relevant, thereby closing down or opening up options appropriate to the age / stage of the students;
- Ensures network healthy through use of Sophos anti-virus software (from LGfL) etc and network set-up so staff and pupils cannot download executable files;
- Uses DfE, LA or LGfL approved systems such as S2S, USO FX, secured email to send personal data over the Internet and uses encrypted devices or secure remote access were staff need to access personal level data off-site;
- Blocks all Chat rooms and social networking sites except those that are part of an educational network or approved Learning Platform;

Only unblocks other external social networking sites for specific purposes / Internet Literacy lessons;

- Has blocked pupil access to music download or shopping sites — except those approved for educational purposes at a regional or national level, such as Audio Network;
- Uses security time-outs on Internet access where practicable / useful;
- Works in partnership with the LGfL to ensure any concerns about the system are communicated so that systems remain robust and protect students;
- Is vigilant in its supervision of pupils' use at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas where older pupils have more flexible access;
- Ensures all staff and students have signed an acceptable use agreement form and understands that they must report any concerns;
- Ensures pupils only publish within an appropriately secure environment: the school's learning environment or the approved blogging platform that the school uses.
- Requires staff to preview websites before use [where not previously viewed or cached] and encourages use of the school's Learning Platform as a key way to direct students to age / subject

appropriate web sites; Plans the curriculum context for Internet use to match pupils' ability, using child-friendly search engines where more open Internet searching is required; eg Yahoo for kids or Ask for kids, Google Safe Search.

- Is vigilant when conducting 'raw' image search with pupils e.g. Google image search;
- Informs all users that Internet use is monitored;
- Informs staff and students that that they must report any failure of the filtering systems directly to the system administrator. Our system administrator(s) logs or escalates as appropriate to the Technical service provider or LGfL Helpdesk as necessary;
- Makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse — through staff meetings and teaching programme;
- Provides advice and information on reporting offensive materials, abuse/ bullying etc available for pupils, staff and parents
- Immediately refers any material we suspect is illegal to the appropriate authorities — Police — and the LA.

Network management (user access, backup)

This school

- Uses individual, audited logins for all users - the London USO system and School Network
- Uses guest accounts occasionally for external or short-term visitors for temporary access to appropriate services
- Uses teacher 'remote' management control tools for controlling workstations / viewing users / setting-up applications and Internet web sites, where useful;
- Has additional local network auditing software installed;
- Ensures the Network Manager is up to date with LGfL services and policies.
- Storage of all data within the school will conform to the UK data protection requirements
- Pupils and Staff using mobile technology, where storage of data is online, will conform to the EU data protection directive where storage is hosted within the

To ensure the network is used safely, this school:

- Ensures staff read and sign that they have understood the school's e-safety Policy. Following this, they are set-up with Internet, email access and network access. Online access to service is through a unique, audited username and password. We also use the same username and password for access to our school's network;
- Staff access to the schools' management information system is controlled through a separate password for data security purposes;
- We use the London Grid for Learning's Unified Sign-On (USO) system for username and passwords;
- Makes clear that no one should log on as another user and makes clear that pupils should never be allowed to log-on or use teacher and staff logins as these have far less security restrictions and inappropriate use could damage files or the network;
- Has set-up the network with a shared work area for pupils and one for staff. Staff and pupils are shown how to save work and access work from these areas;
- Requires all users to always log off when they have finished working or are leaving the computer unattended;
- Where a user finds a logged-on machine, we require them to always log-off and then log-on again as themselves.
- Requests that teachers and pupils do not switch the computers off during the day unless they are unlikely to be used again that day or have completely crashed. We request that they DO switch the computers off at the end of the day.

- Has set-up the network so that users cannot download executable files / programmes;
- Has blocked access to music/media download or shopping sites — except those approved for educational purposes;
- Scans all mobile equipment with anti-virus / spyware before it is connected to the network;
- Makes clear that staff are responsible for ensuring that all equipment that goes home has the anti-virus and spyware software maintained up-to-date and the school provides them with a solution to do so;
- Makes clear that staff are responsible for ensuring that any computer or laptop loaned to them by the school, is used solely to support their professional responsibilities and that they notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- Makes clear that staff accessing LA systems do so in accordance with any Corporate policies; e.g. Borough email or Intranet; finance system, Personnel system etc
- Maintains equipment to ensure Health and Safety is followed;
  e.g. projector filters cleaned by site manager; equipment installed and checked by approved Suppliers / LA electrical engineers
- Has integrated curriculum and administration networks, but access to the Management Information System is set-up so as to ensure staff users can only access modules related to their role; e.g. teachers access report writing module; SEN coordinator - SEN data;
- Ensures that access to the school's network resources from remote locations by staff is restricted and access is only through school / LA approved systems:
- Does not allow any outside Agencies to access our network remotely except where there is a clear professional need and then access is restricted and is only through approved systems;
  e.g. technical support or MIS Support, our Education Welfare Officers accessing attendance data on specific children, parents using a secure portal to access information on their child;

  Makes clear responsibilities for the daily back up of MIS and finance systems and other important files;
- Has a clear disaster recovery system in place for critical data that includes a secure, remote back up of critical data, that complies with external Audit's requirements;
- Uses our broadband network for our CCTV system and have had set-up by approved pa rtners;
- Uses the DfE secure s2s website for all CTF files sent to other schools;
- Ensures that all pupil level data or personal data sent over the Internet is encrypted or only sent within the approved secure system in our LA or through USO secure file exchange (USO FX);
- Follows ISP advice on Local Area and Wide Area security matters and firewalls and routers have been configured to prevent unauthorised use of our network;
- Our wireless network has been secured to appropriate standards suitable for educational use;
- All computer equipment is installed professionally and meets health and safety standards;
- Projectors are maintained so that the quality of presentation remains high;
- Reviews the school ICT systems regularly with regard to health and safety and security.

Passwords policy

- This school makes it clear that staff and pupils must always keep their password private, must not share it with others and must not leave it where others can find. .
- All staff have their own unique username and private passwords to access school systems. Staff are responsible for keeping their password private.

E-mail

This school

- Provides staff with an email account for their professional use, Google Mail, and makes clear personal email should be through a separate account;
- Does not publish personal e-mail addresses of pupils or staff on the school website.
- Will contact the Police if one of our staff receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date
- Reports messages relating to or in support of illegal activities to the relevant Authority and if necessary to the Police.
- Knows that spam, phishing and virus attachments can make e mails dangerous. We use a number of LGfL-provided technologies to help protect users and systems in the school, including desktop anti-virus product Sophos, plus direct email filtering for viruses, Trojans, pornography, phishing and inappropriate language. , Finally, and in support of these, LGfL WebScreen2 filtering monitors and protects our internet access to the World Wide Web..

Staff:

- Staff use Google Mail and Google Drive
- Staff only use Google Mail systems for professional purposes
- Access in school to external personal e mail accounts may be blocked
- Staff use a 'closed' LA email system which is used for LA communications and some 'LA approved' transfers of information;
- Never use email to transfer staff or pupil personal data.
- Staff know that e-mail sent to an external organisation must be written carefully, (and may require authorisation), in the same way as a letter written on school headed paper. That it should follow the school 'house-style':
- the sending of multiple or large attachments should be limited, and may also be restricted by the provider of the service being used; o the sending of chain letters is not permitted; o embedding adverts is not allowed;
- All staff sign our LA / school Agreement Form AUP to say they have read and understood the e-safety rules, including e-mail and we explain how any inappropriate use will be dealt with.

School website

- The Headteacher takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;

- Uploading of information is restricted to our website authorisers.
- The school web site complies with the statutory DfE guidelines for publications;
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- The point of contact on the web site is the school address, telephone number and we use a general email contact address, e.g. info@schooladdress or admin@schooladdress. Home information or individual e-mail identities will not be published; o Photographs published on the web do not have full names attached;
- We do not use pupils' names when saving images in the file names or in the tags when publishing to the school website; o We do not use embedded geodata in respect of stored images
- We expect teachers using' school approved blogs or wikis to password protect them and run from the school website.

Social networking

- Teachers are instructed not to run social network spaces for student use on a personal basis or to open up their own spaces to their students, but to use the schools' preferred system for such communications.
- The school's preferred system for social networking will be maintained in adherence with the communications policy.

School staff will ensure that in private use:

- No reference should be made in social media to students / 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 minimise risk of loss of personal information.

Video Conferencing

This school:

- Only uses the LGfL / Janet supported services for video conferencing activity;
- Only uses approved or checked webcam sites;

CCTV

- We have CCTV in the school as part of our site surveillance for staff and student safety. We will not reveal any recordings (retained by the Support Providerfor 28 days), without permission except where disclosed to the Police as part of a criminal investigation.
- We use specialist lesson recording equipment on occasions as a tool to share best teaching practice. We do not reveal any such recordings outside of the staff and will not use for any other purposes.

5. Data security: Management Information System access and Data transfer

Strategic and operational practices

At this school:

- The Head Teacher is the Senior Information Risk Officer (SIRO).
- Staff are clear who are the key contact(s) for key school information (the Information Asset Owners) are. We have listed the information and information asset owners. (Please see Anupa, Finance Officer for details)
- We ensure staff know who to report any incidents where data protection may have been compromised.
- All staff are DBS checked and records are held in one central record.
- We ensure ALL the following school stakeholders sign an Acceptable Use Agreement form. We have a system so we know who has signed from:
    - staff,
    - governors,
    - pupils
    - parents

  This makes clear staffs' responsibilities with regard to data security, passwords and access.

- We follow LA guidelines for the transfer of any data, such as MIS data or reports of children, to professionals working in the Local Authority or their partners in Children's Services / Family Services, Health, Welfare and Social Services.
- We require that any Protect and Restricted material must be encrypted if the material is to be removed from the school and limit such data removal.
- School staff with access to setting-up usernames and passwords for email, network access and Learning Platform access are working within the approved system and follow the security processes required by those systems.
- We ask staff to undertake at least annual house-keeping to review, remove and destroy any digital materials and documents which need no longer be stored.

Technical Solutions

- Staff have secure area(s) on the network to store sensitive documents or photographs.
- We require staff to log-out of systems when leaving their computer, but also enforce lock-out after 10 mins idle time.
- We use encrypted flash drives if any member of staff has to take any sensitive information off site.
- We use the DfE S2S site to securely transfer CT F pupil data files to other schools.
- We use the Pan-London Admissions system (based on USO FX) to transfer admissions data.
- Staff with access to the Admissions system also use a LGfL OTP tag as an extra precaution.
- We use < RAv3 / VPN solution with its 2-factor authentication for remote access into our systems.
- We use LGfL's USO FX to transfer other data to schools in London, such as references, reports of children.

- We use the LGfL secure data transfer system, USOAutoUpdate, for creation of online user accounts for access to broadband services and the London content
- We store any Protect and Restricted written material in lockable storage cabinets in a lockable storage area.
- All servers are in lockable locations and managed by DBS-checked staff.
- We lock any back-up tapes in a secure, fire-proof cabinet.
- We use LGfL's GridStore remote secure back-up for disaster recovery on our <network / admin, curriculum server(s).
- We comply with the WEEE directive on equipment disposal by using an approved or recommended disposal company for disposal of equipment where any protected or restricted data has been held and get a certificate of secure deletion for any server that once contained personal data.
- Portable equipment loaned by the school (for use by staff at home), where used for any protected data, is disposed of through the same procedure.
- Paper based sensitive information is shredded, using cross cut shredder.
- We are using secure file deletion software.

6. Equipment and Digital Content

Personal mobile phones and mobile devices

- Staff are not permitted to use their personal mobile phones during contact time with the children, unless it is in the case of situations requiring it, e.g. medical emergencies.
- Mobile phones brought into school are entirely at the staff member, students', parents' or visitors own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.
- Student mobile phones which are brought into school must be handed in directly to the school office when the pupil arrives on site, and must be switched onto silent mode. Mobile phones can be collected by pupils at the end of the school day.
- The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided; except where it has been explicitly agreed otherwise by the head teacher. Such authorised use is to be monitored and recorded. All mobile phone use is to be open to scrutiny and the head teacher is to be able to withdraw or restrict authorisation for use at any time if it is to be deemed necessary.
- The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand held devices may be searched at any time as part of routine monitoring.
- Where parents or students need to contact each other during the school day, they should do so only through the School's telephone. Staff may use their phones during break times. If a staff member is expecting a personal call they may leave their phone with the school office to

answer on their behalf, or seek specific permissions to use their phone at other than their break times.

- Mobile phones and personally-owned devices will not be used in any way during lessons or formal school time. They should be switched off or silent at all times.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Mobile phones and personally-owned devices are not permitted to be used in certain areas within the school site, e.g. changing rooms and toilets.
- Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
- No images or videos should be taken on mobile phones or personally-owned mobile devices without the prior consent of the person or people concerned.

Students' use of personal devices

- The School strongly advises that student mobile phones should not be brought into school, unless they travel home from school independently.
- The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety.
- If a student breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents or carers in accordance with the school policy.
- If a student needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.

Staff use of personal devices

- Staff handheld devices, school laptops/ipads will be noted with— name, make & model, serial number.
- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.
- Staff will be issued with a school phone where contact with students, parents or carers is required.
- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode..
- If members of staff have an educational reason to allow children to use mobile phones or a personally-owned device as part of an educational activity then it will only take place when approved by the senior leadership team.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose.
- If a member of staff breaches the school policy then disciplinary action may be taken.
- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting students or parents, then a school mobile phone will be provided and used. In an emergency where a staff member doesn't have access to a

school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes.

Digital images and video

In this school:

- We gain parental / carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter/ son joins the school;
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials / DVDs;
- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of pupils;
- If specific pupil photos (not group photos) are used on the school web site, in the prospectus or in other high profile publications the school will obtain individual parental or pupil permission for its long term use

Pupils are taught about how images can be manipulated in their e-Safety education programme and also taught to consider how to publish for a wide range of audiences which might include governors, parents or younger children as part of their ICT scheme of work;

- Pupils are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
- Pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identify of others and their location, such as house number, street name or school. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.

Asset disposal

Details of all school-owned hardware will be recorded in a hardware inventory.

Details of all school-owned software will be recorded in a software inventory.

All redundant equipment will be disposed of through an authorised agency. This will include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data.

All redundant equipment that may have held personal data will have the storage media forensically wiped. Alternatively, if the storage media has failed, it will be physically destroyed. The school will only use authorised companies who will supply a written guarantee that this will happen

Disposal of any equipment will conform to The Waste Electrical and Electronic Equipment Regulations 2006 and/or The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007. Further information can be found on the Environment Agency website.

Kings Avenue Primary School

Staff Acceptable Use of ICT Policy

1.0 Introduction

1.2 Staff should be given sufficient information to be able to recognise and report potential misuse and to enable them to use software and systems as relevant to their role. Staff are encouraged to make use of the resources developed by Childnet (http://www.childnet.com)

1.3 It is not the intention of the policy to try to police every social relationship that governors may have with parents and school staff but about reminding individuals of the importance of appropriate boundaries, including through their social media use.

2.0 Application

2.1 This policy applies to the school governing body, all teaching and other staff, whether employed by the Lambeth Council or employed directly by the school, external contractors providing services on behalf of the school or the County Council, teacher trainees and other trainees, volunteers and other individuals who work for or provide services on behalf of the school. These individuals are collectively referred to in this policy as staff or staff members.

2.2 The policy applies in respect of all ICT resources and equipment within the school and resources that have been made available to staff for working at home. ICT resources and equipment includes computer resources, use of school internet access and email systems, software (including use of software such as SAP and SIMS), school telephones and text systems, cameras and recording equipment, intranet and virtual learning environment and any other electronic or communication equipment used in the course of the employee or volunteer's work. This policy also provides advice to staff in respect of the potential risks and consequences in relation to inappropriate use of their own personal ICT facilities, where this use is inconsistent with the expectations of staff working with children and young people.

3.0 Access

3.1 School staff will be provided with a log on where they are entitled to use the school ICT facilities, including access to the internet and email. Unless indicated, staff can use any facilities available subject to the facilities not being in use by pupils or other colleagues. Access is provided to enable staff to both perform their role and to enable the wider staff in the school to benefit from such facilities.

3.2 Access to certain software packages and systems (e.g. SIMS, ASP, Target Tracker, school texting services, remote access) will be restricted to nominated staff and unless permission and access has been provided, staff must not access these systems.

3.3 Some staff may be provided with laptops and other equipment for the performance of their role. Where provided, staff must ensure that their school laptop/other equipment is password protected and not accessible by others when in use at home and that it is not used inappropriately by themselves or others. Staff must also ensure that they bring their laptop/equipment in as required for updating of software, licences and virus protection.

3.4 Where the school provides digital cameras and other recording equipment for educational and school business use and it is used away from the school site, it must be kept secure and safe. Where pictures of pupils are taken, staff must ensure that they ensure consent has been provided by parents, and that the school's policy in relation to use of pictures, is followed.

4.0 Communication with parents, pupils and governors

4.1 The school communicates with parents and governors through a variety of mechanisms. The points below highlight who is normally authorised to use which systems and can directly communicate without requiring any approval before use or to agree content. School must indicate to staff if any other staff are permitted to make contact using the systems below:

4.1.1 School Telephones – all teachers, administrative staff and staff who have been permitted through their roles in pupil welfare or home/school link staff. Normally teaching assistants and lunchtime supervisory staff would need to seek approval from a class teacher where they feel they need to make a telephone call to a parent.

4.1.2 Text System – Office staff. Where, in exceptional circumstances other staff need to send a text, this is normally approved by a member of the Senior Leadership Team.

4.1.3 Letters – Normally all teachers may send letters home, but they may be required to have these approved by the Headteacher before sending. Where office staff send letters home these will normally require approval by the Headteacher.

4.1.4 Email – school email accounts can be used for communication with parents outside school hours. Email is used as a normal method of communication amongst school governors and where governors are linked in particular areas with members of staff, communication may take place via email.

4.2 Under normal circumstances, school staff should not be using any of the methods outlined above to communicate directly with pupils. If a member of staff needs to contact a pupil direct via any of these methods, this must be approved by the Headteacher.

5.0 Social Media

5.1 School staff are advised to exercise extreme care in their personal use of social networking sites, giving consideration to their professional role working with children. Staff should make appropriate use of the security settings available through social networking sites and ensure that they keep them updated as the sites change their settings. Staff are advised that inappropriate communications that come to the attention of the school can lead to disciplinary action, including dismissal.

6.0 Unacceptable Use

School systems and resources must not be used under any circumstances for the following purposes:

6.1.1 to communicate any information that is confidential to the school or to communicate/share confidential information which the member of staff does not have authority to share

6.1.2 to present any personal views and opinions as the views of the school, or to make any comments that are libellous, slanderous, false or misrepresent others

6.1.3 to access, view, download, post, email or otherwise transmit pornography, sexually suggestive or any other type of offensive, obscene or discriminatory material

6.1.4 to communicate anything via ICT resources and systems or post that may be regarded as defamatory, derogatory, discriminatory, harassing, bullying or offensive, either internally or externally

6.1.5 to communicate anything via ICT resources and systems or post that may be regarded as critical of the school, the leadership of the school, the school's staff or its pupils

6.1.6 to upload, download, post, email or otherwise transmit or store material that contains software viruses or any other computer code, files or programmes designed to interrupt, damage, destroy or limit the functionality of any computer software or hardware or telecommunications equipment

6.1.7 to collect or store personal information about others without direct reference to GDPR

6.1.8 to use the school's facilities to undertake any trading, gambling, other action for personal financial gain, or political purposes, unless as part of an authorised curriculum project

6.1.9 to use the school's facilities to visit or use any online messaging service, non-school related social networking site, chat site, web-based email or discussion forum not supplied or authorised by the school

6.1.10 to undertake any activity (whether communicating, accessing, viewing, sharing. uploading or downloading) which has negative implications for the safeguarding of children and young people.

6.2 Any of the above activities are likely to be regarded as gross misconduct, which may, after proper investigation, lead to dismissal. If employees are unsure about the use of ICT resources including email and the intranet, advice should be sought from a member of the Senior Leadership Team or ICT lead if applicable.

6.3 Where an individual accidently accesses a website or material that they consider to be pornographic or offensive, this should be reported immediately to the Headteacher or other member of the senior leadership team. Schools are encouraged to use appropriate blocking software to avoid the potential for this to happen. Reporting to the Headteacher or senior leadership team equally applies where school staff are using school equipment or facilities at home and accidentally access inappropriate sites or material. Genuine mistakes and accidents will not be treated as a breach of this policy.

6.4 Where an individual has been communicated with in a manner outlined above (e.g. has received an inappropriate email or attachment), they are advised to report this immediately to the Headteacher or another member of the senior leadership team so that this can be dealt with appropriately.

7.0 Personal and private use

7.1 All school staff with access to computer equipment, including email and internet, are permitted to use them for occasional personal use provided that this is access is not:

7.1.1 taking place at the expense of contracted working hours (i.e. is not taking place during paid working time)

7.1.2 interfering with the individual's work

7.1.3 relating to a personal business interest

7.1.4 involving the use of news groups, chat lines or similar social networking services

7.1.5 at a cost to the school

7.1.6 detrimental to the education or welfare of pupils at the school

7.2 Excessive personal use of school facilities is likely to be considered to be a disciplinary matter, may lead to restricted access to computer equipment and where costs are incurred (e.g. personal telephone use), the school will seek reimbursement from the member of staff.

7.3 It is important for staff to also be aware that inappropriate use of their own personal or other ICT facilities in their personal time, can have implications for their employment situation where this

becomes known and the activities that are undertaken are inconsistent with the expectations of staff working with children and young people.

7.4 Where school staff have brought their own personal equipment such as mobile telephones, digital assistants, laptops and cameras, into the school, these personal items, should not be used during pupil contact sessions unless authorised. Staff should follow all points outlined in this section in relation to their personal use. Staff should ensure that there is no inappropriate content on any of these pieces of equipment and ensure that they are not accessed by pupils at any time. Such equipment should not normally be required to enable staff to undertake their role but where it is used, staff should take care to ensure any school data/images are deleted following use of the equipment.

8.0 Security and confidentiality

8.1 Any concerns about the security of the ICT system should be raised with a member of the senior leadership team.

8.2 Staff are required to ensure that they keep any passwords confidential, do not select a password that is easily guessed and regularly change such passwords.

8.3 School staff must take account of any advice issued regarding what is permitted in terms of downloading educational and professional material to the school server. All staff must review the appropriateness of the material that they are downloading prior to downloading and are encouraged to do so from known and reputable sites to protect the integrity of the school's systems. Where problems are encountered in downloading material, this should be reported to the school's ICT lead.

8.4 Where staff are permitted to work on material at home and bring it in to upload to the school server, they must ensure that they have undertaken appropriate virus checking on their systems. Where provided, staff should normally use their school issued laptop for such work.

8.5 Staff must ensure that they follow appropriate and agreed approval processes before uploading material for use by pupils to the pupil ICT system.

8.6 Whilst any members of school staff may be involved in drafting material for the school website, staff must ensure that they follow appropriate and agreed approval processes before uploading material to the website.

8.7 The school will nominate staff who are responsible for ensuring that all equipment is regularly updated with new software including virus packages and that licences are maintained on all school based and school issued equipment. Staff must ensure that they notify the nominated staff when reporting any concerns regarding potential viruses, inappropriate software or licences.

8.8 Staff must ensure that their use of the school's ICT facilities does not compromise rights of any individuals under General Data Protection Regulations. This is particularly important when using data off site and electronic data must only be taken off site in a secure manner, either through password protection on memory pens or through encrypted memory pens. This is also particularly important when communicating personal data via email rather than through secure systems. In these circumstances, staff must ensure that they have the correct email address and have verified the identity of the person that they are communicating the data with.

8.9 Staff must also ensure that they do not compromise any rights of individuals and companies under the laws of Copyright through their use of ICT facilities.

9.0 Monitoring

9.1 The school uses London Grid for Learning services and therefore is required to comply with their email, internet and intranet policies.

9.2 The school & LA reserve the right to monitor the use of email, internet and intranet communications and where necessary data may be accessed or intercepted in the following circumstances:

9.2.1 to ensure that the security of the school and county council's hardware, software, networks and systems are not compromised

9.2.2 to prevent or detect crime or unauthorised use of the school or county council's hardware, software, networks or systems

9.2.3 to gain access to communications where necessary where a user is absent from work

9.3 Where staff have access to the internet during the course of their work, it is important for them to be aware that the school or the LA may track the history of the internet sites that have been visited.

9.4 To protect the right to privacy, any interception of personal and private communications will not take place unless grounds exist to show evidence of crime, or other unlawful or unauthorised use. Such interception and access will only take place following approval by the Chair of Governors, after discussions with relevant staff in Lambeth's HR, IT and Audit Services and following an assessment to determine whether access or interception is justified.

10.0 Whistleblowing and cyberbullying

10.1 Staff who have concerns about any abuse or inappropriate use of ICT resources, virtual learning environments, camera/recording equipment, telephony, social networking sites, email or internet facilities or inappropriate communications, whether by pupils or colleagues, should alert the Headteacher to such abuse. Where a concern relates to the Headteacher, this should be disclosed to the Chair of Governors. If any matter concerns child safety, it should also be reported to the Designated Safeguarding Lead (DSL).

10.2 It is recognised that increased use of ICT has led to cyberbullying and/or concerns regarding e-safety of school staff. Staff are strongly advised to notify their Headteacher where they are subject to such circumstances. Advice can also be sought from professional associations and trade unions. Support is also available via the UK Safer Internet Centre helpline@safetinternet.otg.uk or 0844 381 4772

11.0Signature

11.1 It will be normal practice for staff to read and sign a declaration as outlined in Appendix 2, to confirm that they have had access to the acceptable use policy and that they accept and will follow its terms.

11.2 Staff must comply with the terms of this policy. Any breach will be considered to be a breach of disciplinary rules, which may lead to a disciplinary sanction (e.g. warning), dismissal, and/or withdrawal of access to ICT facilities. Staff should be aware, that in certain instances, inappropriate use of ICT may become a matter for police or social care investigations.

Staff Code of Conduct for ICT Appendix 2

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with parents, pupils and others, they are asked to sign this code of conduct. Staff should consult the detail of the school's Policy for Staff Acceptable Use of ICT for further information and clarification.

- I appreciate that ICT includes a wide range of system, including mobile phones, personal digital assistants, cameras, email, internet and Lambeth intranet access and use of social networking and that ICT use may also include personal ICT devices when used for school business
- I understand that it may be a criminal offence to use the school ICT system for a purpose not permitted
- I understand that I am unable to communicate information which is confidential to the school or which I do not have the authority to share
- I understand that school information systems and hardware may not be used for personal or private use without the permission of the Headteacher
- I understand that my use of school information systems, internet and email may be monitored and recorded, subject to the safeguards outlined in the policy to ensure policy compliance
- I understand the level of authority required to communicate with parents and pupils using the various methods of communication
- I understand that I must not use the school ICT system to access inappropriate content
- I understand that accessing, viewing, communicating and downloading material which is pornographic, offensive, defamatory, derogatory, harassing or bullying is inappropriate use of ICT
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager. I will not use anyone's account except my own.
- I will not install any software or hardware without permission
- I will follow the school's policy in respect of downloading and uploading of information and material
- I will ensure that personal data is stored securely and is used appropriately whether in school, taken off the school premises or accessed remotely. I will not routinely keep personal data on removable storage devices. Where personal data is required, it will be password protected/encrypted and removed after use.
- I will respect copyright, intellectual property and data protection rights
- I understand use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- I will report any incidences of concern regarding children's safety to the Child Protection Liaison Officer or Headteacher.
- I will report any incidences of inappropriate use or abuse of ICT and inappropriate electronic communications, whether by pupils or colleagues, to the Headteacher, or if appropriate, the Chair of Governors
- I will ensure that any electronic communication undertaken on behalf of the school, including email and instant messaging are compatible with my professional role and that messages do not present personal views or opinions and cannot be misunderstood or misinterpreted
- I understand the school's stance on use of social networking and given my professional role working with children, will exercise care in any personal use of social networking sites
- I will ensure that any electronic communications with pupils, where permitted, are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with pupils in my care and help them to develop a responsible attitude to system use, communication and publishing.
- I understand that inappropriate use of personal and other non-school based ICT facilities can have implications for my employment at the school where this becomes known and that activities undertaken are inconsistent with expectations of staff working with children.

The school may exercise its right to monitor the use of the school's ICT systems and accesses, to intercept email and to delete inappropriate materials where it believes unauthorised use of the school's ICT systems may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, images or sound.

I have read and understand the Policy for Staff Acceptable Use of ICT and understand that inappropriate use may be considered to be misconduct or gross misconduct and may, after proper investigation, lead to a disciplinary sanction or dismissal. I understand that if I need any clarification regarding my use of ICT facilities, I can seek such clarification from any member of
the Senior Leadership Team.

SIGNED: …… DATE: ……

NAME (PRINT):
……

Kings Avenue Primary School

ICT Acceptable Use Policy - Pupils

ICT Acceptable Use Policy – Pupils

This policy outlines our purpose in providing access to the Internet, e-mail and other communication technologies at Kings Avenue Primary School and explains how the school is seeking to avoid the potential problems that unrestricted access could create.

Internet Access in School

- All staff and any other adults involved in supervising children accessing the Internet, will be provided with the school ICT Acceptable Use Policy, and will have its importance explained to them.
- Our school ICT Acceptable Use Policy for Pupils is available for parents on the school website.

Using the Internet to Enhance Learning

Access to the Internet is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the Internet may be by teacher demonstration
- pupils may be given a suitable web site to access using a link[s] given to them by their teacher
- pupils may be provided with lists of relevant and suitable web sites which they may access
- older pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files and the sites they access.

Pupils accessing the Internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the Internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the Internet.

Using Information from the Internet

In order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it:

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on television
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the Internet (as a non-moderated medium)
- when copying materials from the Web, pupils will be taught to observe copyright;
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Maintaining the Security of the School ICT Network

Connection to the Internet significantly increases the risk that a computer or a computer network may be compromised or accessed by unauthorised persons. The ICT co-ordinator and ICT Support specialist will ensure that virus protection is updated and maintained regularly, will keep up-to-date with ICT developments and work with the LEA / LGfL as Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary. Users should not expect that files stored on servers or storage media are always private.

Ensuring Internet Access is Appropriate and Safe

The Internet is freely available to any member of Kings Avenue wishing to send e-mail or use / research online resources. In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our Internet access is purchased from London Grid for Learning which provides a service designed for pupils including a filtering system intended to prevent access to material inappropriate for children;
- Children and adults are aware of our Rules for Responsible Internet Use which are posted in relevant places around the school.
- children using the Internet will normally be working during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age of the pupils;
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others;
- the ICT co-ordinator will monitor the effectiveness of Internet access strategies;
- the ICT co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's ICT Acceptable Use Policy;
- the headteacher will ensure that the policy is implemented effectively;
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in accordance with national guidance and that provided by the LEA.

Generally, the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor Lambeth can accept liability for the material accessed, or any consequences of this.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material, responsibility for handling incidents involving children will be taken by the IT Co-ordinator and the Child Protection Officer in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident if appropriate.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.

- If staff or pupils discover unsuitable sites, the IT co-ordinator will be informed. The IT lead will report the URL and content to the ISP and the LEA; if it is thought that the material is illegal, after consultation with the ISP and LEA, the site will be referred to the Internet Watch Foundation http://www.iwf.org.uk and the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use that have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when undertaking their own Internet search, then sanctions consistent with our School Behaviour Policy will be applied. This will involve informing the parents/carers. Access to the Internet may also be denied for a period.

Photographs

Prior permission is sought from all parents regarding the use of images for printed publications, media, website and videos. Staff should check the relevant year group permission list before using images of children.

Kings Avenue School Website: www.kingsavenueschool.co.uk

Our school website is intended to:

- provide accurate, up-to-date information about our school
- enable pupils' achievements to be published for a wide audience including pupils, parents, staff, governors, members of the local community and others
- promote the school

All classes may provide items for publication on the school website. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate, the quality of presentation is maintained and that photo permission forms are checked before submitting items for publication. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

The IT co-ordinator is responsible for uploading pages to the school website, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host. The point of contact on the website will be the school address and telephone number. We do not publish pupils' full names or identify individuals on our web pages. Home information or individual e-mail identities will not be published.

Internet access and home/school links

Parents will be informed that pupils are provided with supervised Internet access as part of their lessons. We will keep parents in touch with future ICT developments both on the website and by newsletter.

Cyberbullying

Cyberbullying can be defined as the use of Information and Communications Technology (ICT) deliberately to upset someone else and may involve email, virtual learning environments, chat rooms, social networking sites, mobile and landline telephones, digital camera images and game and virtual world sites.

Through Computing lessons, assemblies and PSHE, children will be taught the **SMART** rules:

SAFE	Keep safe by being careful not to give out personal information online.
MEETING	Never agree to meet anyone that you chat to on the internet; they may not be who you think they are. You can't be sure who you're talking to on the Internet.
ACCEPTING	Do not accept unusual e-mails. They may be trying to tempt you into opening them. They could contain viruses that can damage your computer. If this happens to you, tell an adult.
RELIABLE	Information on the internet may not be true – anyone can upload material to the internet. Always double check any information on a more reliable website.
TELL	If anything makes you feel worried tell your parents, teachers or an adult that you trust. They can help you to report it to the right place Or call a helpline like ChildLine on 0800 1111 in confidence.

Rules for Responsible Internet Use

The school has computers with Internet access to help you with your learning. These rules need to be signed before you use the Internet and will help you to keep safe and be fair to others.

Using the computers:

- I will only access the school network with the login I have been given.
- I will not try to access files in other people's folders.
- I will close all programs and log out before leaving the computer.
- I will ensure that any DVDs/USB drives that I bring in from outside school have been virus-checked before using them on the school computers.

Using the Internet:

- I will ask permission from a teacher before using the Internet.
- I will only search the Internet in ways that my teacher has approved.
- I will check who owns an image I may want to use on the Internet and will only use those with permission for re-use.
- I will minimise the web page if I find any unpleasant material and will report this to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Using e-mail / messaging / forms:

- I will not give my full name, date of birth, home address or telephone number on any website.
- I will not share anyone else's personal information online.
- I will not use the Internet to arrange to meet someone outside school hours.
- I will ask permission from a teacher before sending any messages on the Internet and will only send messages to people / sites that my teacher has approved
- The messages I send will be polite and responsible.
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself.

Signed **……(Child)**

……(Parent)

Date **……**