

**e-Safety Policy**

**Date approved**

*September 2023*

**Review Period**

*Each Year*

***Principle***

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Apps
- Email, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices including tablets and gaming devices
- Online Games
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video sharing
- Downloading
- On demand TV and video, movies and radio / Smart TVs

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies and that some have minimum age requirements (13 years in most cases).

At The Manchester Federation of EBSD Schools we understand the responsibility to educate our pupils on eSafety Issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

	<p>Everybody in the school community has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.</p> <p>Both this policy and the Acceptable Use Agreement are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones and other mobile devices).</p>
<p><b>Process</b></p>	<p>Access to the Internet is provided to support the school's aims. All internet and e-mail use must, without exception, be related to school work. This policy will be enforced using electronic monitoring and direct supervision. All users, including staff and pupils will sign an Acceptable Use of ICT Agreement to ensure that everyone is informed of their responsibilities when using any ICT device. (Appendix 1 and 2)</p> <p>Breaches of this agreement will be regarded as a disciplinary matter and dealt with severely. Examples of inappropriate and unacceptable use are:</p> <ul style="list-style-type: none"> <li>• Releasing school information to unauthorized individuals as set out in the data protection policy.</li> <li>• Sending, forwarding, browsing, exporting from or importing into the school any material that is or could be considered pornographic, obscene, profane, offensive (whether from a sexual, racial, political or religious perspective), libellous, defamatory, illegal or of a criminal or subversive nature.</li> <li>• Transmission of unsolicited commercial or advertising material.</li> <li>• Violating other people's privacy, including the uploading of text or images to websites referring to or representing any members of the school community, staff and pupils</li> <li>• Using chat lines or similar services.</li> <li>• Damaging other users' work in any way</li> <li>• Committing the school to purchase or acquire services or goods without proper authorisation.</li> <li>• Downloading unauthorised software and files, including MP3 files.</li> <li>• Any use that could bring the school's name into disrepute or that could be damaging to the school.</li> </ul> <p>The school reserves the right to retrieve and access all emails or faxes, whether or not they have been marked confidential, at any time, without the permission of the person and without notice. Users should have no expectation that any electronic information will remain private.</p>

Copyright

Pupils must respect software copyright by adhering to license agreement terms. The unauthorised copying of software is both unethical and illegal.

Software must not be copied other than as back-up to the original and software acquired for use on one machine must not be loaded to a second machine.

## Acceptable Use Agreement: Pupils

- I will only use ICT systems in school, including the internet, email, digital video, and mobile technologies for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network, other systems and resources with my own user name and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not 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
- 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 by my teacher.
- I am aware that when I take images of pupils and/ or staff, I must only store and use these for school purposes in line with school policy and must never distribute these outside the school network without the permission of all parties involved. This includes school breaks and all occasions when I am in school uniform or when otherwise representing the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- 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.
- I understand that these rules are 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 will not bring a mobile phone, smart watch, digital camera or camcorder to school.
- I will not sign up to online services until I am old enough to do so.

Dear Parent/ Carer,

ICT including the internet, email, mobile technologies and online resources have become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT. Pupils are expected to read and discuss this agreement with their parent/ carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with the ICT coordinator.

Please return the bottom section of this form which will be kept on record at the school.

We have discussed this document with.....(child's name) and we agree to follow the eSafety rules and to support the safe use of ICT at school.

Parent/ Carer Signature .....

Pupil Signature.....

Date .....

## Staff Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as email, 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.

- I understand that any equipment provided to me by school is for my sole use and I must not allow access by any unauthorized person.
- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted, e.g. on a password secured laptop or memory stick.
- I understand that this agreement also relates to use of personal devices for work purposes and I will do what is necessary to ensure the adequate physical security of the device, including:
  - Preventing the storage of sensitive company data in unapproved applications on the device.
  - Ensuring the device's security controls are not subverted via hacks, jailbreaks, security software changes and/or security setting changes.
  - Not accessing confidential data over unsecure networks.
  - Reporting a lost or stolen device immediately.
- I will not install any hardware or software without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member.
- Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand this forms part of the terms and conditions set out in my contract of employment

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)

