ESHER CHURCH SCHOOL

Christ at the Centre; Life to the Full

Our Vision

To be a safe, happy, loving community where excellent teaching inspires children to learn and explore, care for each other and believe that they can make a difference.

Online Safety Policy

Ratified: May 2020
Review: May 2021

Development / Monitoring / Review of this Policy

This Online Safety policy has been developed by a working group / committee made up of:

- *Deputy Head: Caroline McLennan*
- *Online Safety Coordinator: Alex Munro*
- *Staff: PSHCE Leader Helen Brotherton, Victoria Cotter*
- *Governors: Pupil Care Governor Ben Holmes, Online Safety Governor Terri Smith*

Consultation with the whole school community has taken place through a range of formal and informal meetings.

Schedule for Development / Monitoring / Review

This Online Safety policy was approved by the Governing Body on:	*Insert date*
The implementation of this Online Safety policy will be monitored by the:	*Online Safety Coordinator* *Online Safety Governor* *Pupil Care Governor*
Monitoring will take place at regular intervals:	*Annually*
The *Board of Directors* / *Governing Body / Governors Sub Committee* will receive a report on the implementation of the Online Safety policy generated by the monitoring group (which will include anonymous details of Online Safety incidents) at regular intervals:	*Annually*
The Online Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to Online Safety or incidents that have taken place. The next anticipated review date will be:	*13/01/2018*
Should serious Online Safety incidents take place, the following external persons / agencies should be informed:	*Insert names / titles of relevant persons / agencies eg: LA ICT Manager, LA Safeguarding Officer, Police*

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)
- Regular Online Safety focusses in school – including focus weeks.

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 and out of the *school.*

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the *school* site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other Online 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.

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

Roles and Responsibilities

The following section outlines the Online Safety roles and responsibilities of individuals and groups within the *school.*

Governors
Governors are responsible for the approval of the Online Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the *Governors* receiving regular information about Online Safety incidents and monitoring reports. A member of the *Governing Body* has taken on the role of *Online Safety Governor*.

The role of the Online Safety *Governor* will include:

- *regular meetings with the Online Safety Co-ordinator*
- *regular monitoring of Online Safety incident logs*
- *regular monitoring of filtering*
- *reporting to relevant Governors*

Headteacher and Senior Leaders:

- **The *Headteacher* has a duty of care for ensuring the safety (including Online Safety) of members of the school community**, though the day to day responsibility for Online Safety will be delegated to the *Online Safety Co-ordinator*.
- **The Headteacher and another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious Online Safety allegation being made against a member of staff.** The procedures are attached to this policy as an appendix, "Responding to incidents of misuse". Incidents may also be subject to any local authority disciplinary procedures.
- *The Headteacher is responsible for ensuring that the Online Safety Coordinator / Officer and other relevant staff receive suitable training to enable them to carry out their Online Safety roles and to train other colleagues, as relevant.*
- *The Senior Leadership Team will receive regular monitoring reports from the Online Safety Co-ordinator.*

Online Safety Coordinator: (Alex Munro)

- leads the Online Safety committee
- takes day to day responsibility for Online Safety issues and has a leading role in establishing and reviewing the school Online Safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an Online Safety incident taking place
- provides training and advice for staff
- liaises with the Local Authority / relevant body
- liaises with school technical staff
- receives reports of Online Safety incidents and creates a log of incidents to inform future Online Safety developments, informing the Senior Leadership Team of incidents
- meets regularly with Online Safety *Governor* to discuss current issues, review incident logs and filtering
- attends relevant meetings of *Governors*
- reports regularly to Senior Leadership Team

Technical staff: (SoftEgg – George Bird)
The *Network Manager / Technical Staff / Co-ordinator for ICT / Computing* is responsible for ensuring:

- **that the *school's* technical infrastructure is secure and is not open to misuse or malicious attack**
- **that the *school* meets required Online Safety technical requirements and any *Local Authority* Online Safety Policy / Guidance that may apply.**

- **that users may only access the networks and devices through a properly enforced password protection policy (see appendix), in which passwords are regularly changed**
- that they keep up to date with Online Safety technical information in order to effectively carry out their Online 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 *Headteacher or Online Safety Coordinator* for investigation / action / sanction
- that monitoring software / systems are implemented and updated as agreed in school policies (this is the RM Staff Proxy)

Teaching and Support Staff

are responsible for ensuring that:

- **they have an up to date awareness of Online Safety matters and of the current *school* Online Safety policy and practices**
- **they have read, understood and signed the Staff Acceptable Use Policy / Agreement (AUP)**
- **they report any suspected misuse or problem to the** *Headteacher or Online Safety Coordinator* for investigation / action / sanction
- **all digital communications with pupils / parents / carers should be on a professional level** *and only carried out using official school systems (FirstClass or ParentMail)*
- Online Safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the Online Safety and acceptable use policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned, pupils be guided to sites checked as suitable for their use and that children are aware of what to do if they discover inappropriate content

Safeguarding Designated Officer (Cathy Bell/Caroline McLennan)

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

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

Online Safety Group

The Online Safety Group provides a consultative group that has wide representation from the *school* community, with responsibility for issues regarding Online Safety and the monitoring the Online Safety policy including the impact of initiatives. Depending on the size or structure of the *school* this committee may be part of the safeguarding group. The group will also be responsible for regular reporting to the *Governing Body*.

Members of the *Online Safety Group* will assist the *Online Safety Coordinator/Online Safety Governor* with:

- the production / review / monitoring of the school Online Safety policy / documents.
- *the production / review / monitoring of the school filtering policy (if the school chooses to have one) and requests for filtering changes.*
- mapping and reviewing the Online Safety curricular provision – ensuring relevance, breadth and progression
- monitoring network / internet / incident logs

- consulting stakeholders – including parents / carers and the pupils about the Online Safety provision
- monitoring improvement actions identified through use of the 360 degree safe self review tool

Pupils:

- **are responsible for using the *school* digital technology systems in accordance with the Pupil Acceptable Use Policy**
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking and use of images and on cyber-bullying.
- should understand the importance of adopting 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

Parents / Carers:

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The *school* will take every opportunity to help parents understand these issues through *parents' information meetings, newsletters, letters and website, communicating relevant information with regards to Online Safety.* Parents and carers will be encouraged to support the *school* in promoting good Online Safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website and on-line pupil records
- their children's personal devices in the school (where this is allowed)

Community Users:

Community Users who access school systems / website / VLE as part of the wider *school* provision will be expected to sign a Community User AUA before being provided with access to school systems.

Policy Statements

Education – pupils
Whilst regulation and technical solutions are very important, their use must be balanced by educating *pupils* to take a responsible approach. The education of *pupils* in Online Safety is therefore an essential part of the school's Online 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 messages across the curriculum. The Online Safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- **A planned Online Safety curriculum will be provided as part of Computing / PHSE / other lessons and should be regularly revisited**
- **Key Online Safety messages should be reinforced as part of a planned programme of assemblies and pastoral activities. This includes a focus week in February around Safer Internet Day, and refreshers during Anti-Bullying Week in November and Wellbeing Week in June/July.**
- **Pupils should be taught in all lessons to be critically aware of the content they access on-line and be guided to validate the accuracy of information.**
- **Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet**
- *Pupils should be helped to understand the need for the student / pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school*
- *Staff should act as good role models in their use of digital technologies, the internet and mobile devices*
- *in lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that* children are aware of what to do if they discover inappropriate content
- *Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit, and that image repository sites such as Google Images, imgur, flickr etc are especially monitored. Google SafeSearch should always be on.*
- *It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff can temporarily remove those sites from the filtered list for the period of study. Any request to do so should be delivered in writing to the Online Safety Co-ordinator or SoftEgg technical staff, with clear reasons for the need.*

Education – 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 and regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

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

- *Curriculum activities*
- *Newsletters/website*
- *High profile events / campaigns eg Safer Internet Day/Online Safety Week and parent information meetings surrounding these, with reference to materials covered available online for parents*

Education & Training – Staff / Volunteers

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

- **A planned programme of formal Online Safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the Online Safety training needs of all staff will be carried out regularly. It** *is expected that some staff will identify Online Safety as a training need within the performance management process.*
- **All new staff should receive Online Safety training as part of their induction programme, ensuring that they fully understand the school Online Safety policy and Acceptable Use Agreements.**
- *The Online Safety Coordinator and/or Online Safety Governor will receive regular updates through attendance at external training events and by reviewing guidance documents released by relevant organisations.*
- *The Online Safety Coordinator and/or Online Safety Governor will provide advice / guidance / training to individuals as required.*

Training – Governors

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

- Attendance at training provided by external authorities
- Participation in school training / information sessions for staff or parents – including possible attendance at INSET days, parent information meetings, lessons, etc.

Technical – infrastructure / equipment, filtering and monitoring

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

- **School technical systems will be managed in ways that ensure that the school meets recommended technical requirements**
- **There will be regular reviews and audits of the safety and security of school academy technical systems**
- **Servers, wireless systems and cabling must be securely located and physical access restricted**
- **All users will have clearly defined access rights to school technical systems and devices.**
- **The "master / administrator" passwords for the school ICT system/FirstClass/Office 365/Teamasused by the Network Manager (or other person) must also be available to the *Headteacher* or other nominated senior leader and kept in a secure place (eg school safe)**
- **Softegg is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations**
- **Internet access is filtered for all users (via RM Staff Proxy).** Illegal content (inc child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering changes.
- *The school has provided differentiated user-level filtering, allowing for differing levels of access for staff and child accounts*
- *School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement.*
- *An appropriate system is in place* – see Appendix - *for users to report any actual / potential technical incident / security breach to the relevant person, as agreed).*
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.
- An agreed policy is in place (the use of the "staffroom" login?) for the provision of temporary access of "guests" (eg trainee teachers, supply teachers, visitors) onto the school systems.

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 eg on social networking sites.**
- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other *pupils* in the digital / video images.
- *Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.*
- *Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.*
- *Pupils must not take, use, share, publish or distribute images of others without their permission*
- *Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.*
- *Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.*
- *Written permission from parents or carers will be obtained before photographs of pupils are published on the school website, as covered in the agreement signed at the start of the year.*
- *Pupils' work can only be published with the permission of the student / pupil and parents or carers.*

Data Protection

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

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

The school must ensure that:

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

Staff must ensure that they:

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

When personal data is stored on any portable computer system, memory stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

Communications

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

- **The official school email service (FirstClass/Office 365) may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored.** Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems (eg by remote access).
- **Users must immediately report, to the nominated person (Online Safety Co-Ordinator or Online Safety Governor), in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.**
- **Any digital communication between staff and pupils or parents / carers (email, chat, VLE etc) must be professional in tone and content.** These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.
- Pupils should be taught about Online Safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

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

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

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

School staff should ensure that:

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

Unsuitable / inappropriate activities

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

On-line gaming (non educational)		X			
On-line gambling				X	
On-line shopping / commerce		X			
File sharing					
Use of social media		X			
Use of messaging apps		X			
Use of video broadcasting eg Youtube			X		

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

Responding to incidents of misuse

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

Illegal Incidents

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

Other Incidents

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

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
    - Internal response or discipline procedures
    - Involvement by Local Authority or national / local organisation (as relevant).
    - Police involvement and/or action
- **If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:**
    - incidents of 'grooming' behaviour
    - the sending of obscene materials to a child
    - adult material which potentially breaches the Obscene Publications Act
    - criminally racist material
    - other criminal conduct, activity or materials
- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

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

School Actions & Sanctions

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

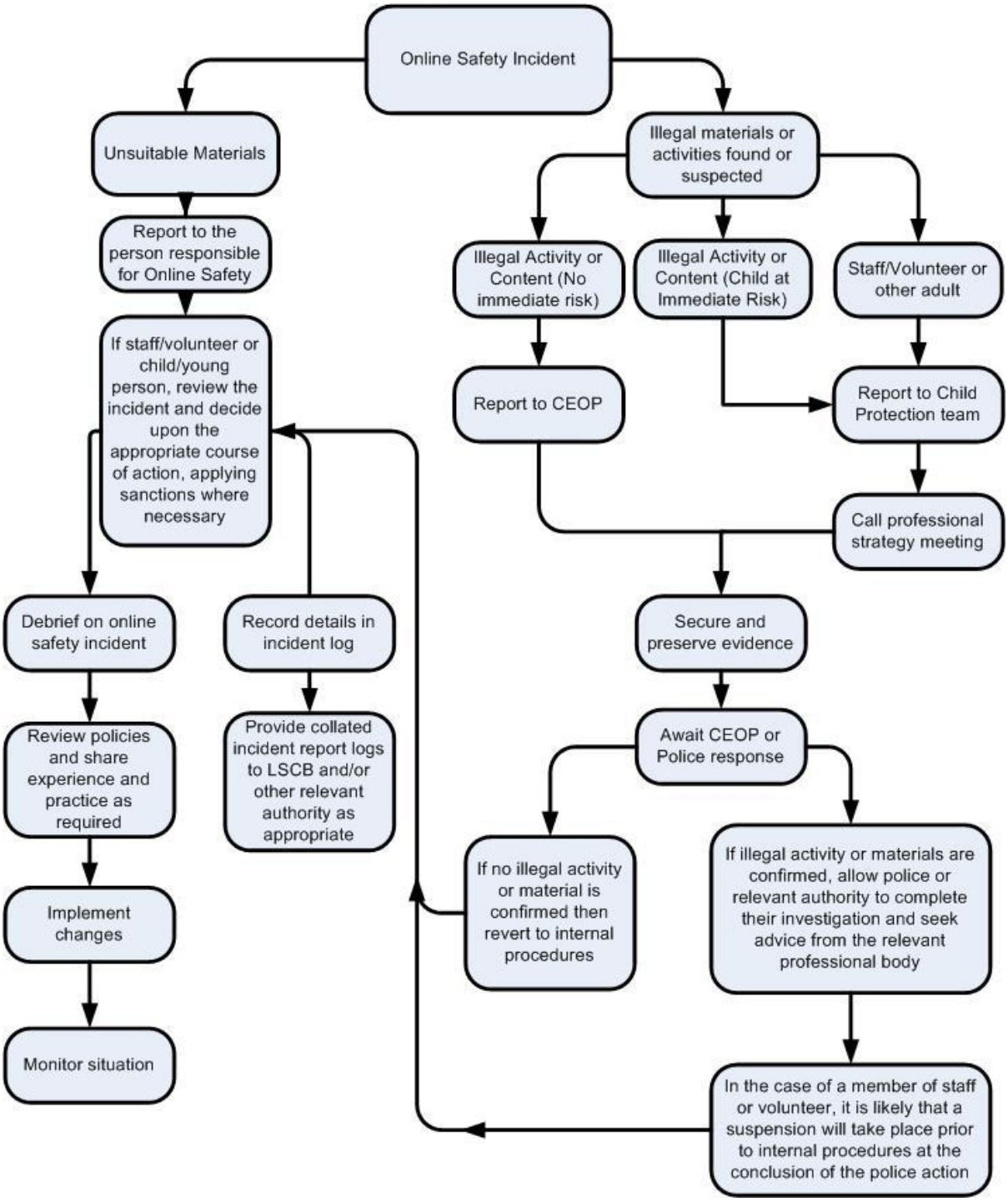
Pupils **Actions / Sanctions**

Incidents:	Refer to class teacher / tutor	Refer to Head of Department / Head of Year	Refer to Headteacher / Principal	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X					
Unauthorised use of non-educational sites during lessons	X							X	
Unauthorised use of mobile phone / digital camera / other mobile device	X								
Unauthorised use of social media / messaging apps / personal email	X					X		X	X
Unauthorised downloading or uploading of files						X		X	X
Allowing others to access school network by sharing username and passwords	X							X	
Attempting to access or accessing the school network, using another student's / pupil's account	X					X		X	
Attempting to access or accessing the school network, using the account of a member of staff									
Corrupting or destroying the data of other users		X				X		X	X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X	X			X			
Continued infringements of the above, following previous warnings or sanctions									
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school			X				X	X	X
Using proxy sites or other means to subvert the school's / academy's filtering system			X				X	X	X
Accidentally accessing offensive or pornographic material and failing to report the incident	X				X	X		X	
Deliberately accessing or trying to access offensive or pornographic material			X	X		X	X		X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act			X			X			X

Staff **Actions / Sanctions**

Incidents:	Refer to line managerr	Refer to Headteacher Principal	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X				
Inappropriate personal use of the internet / social media / personal email	X					X		
Unauthorised downloading or uploading of files	X					X		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	X					X		
Careless use of personal data eg holding or transferring data in an insecure manner		X				X		
Deliberate actions to breach data protection or network security rules		X				X	X	
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software								
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X	X				X	X	
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with pupils		X				X	X	
Actions which could compromise the staff member's professional standing		X				X	X	
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X				X	X	
Using proxy sites or other means to subvert the school's / academy's filtering system		X				X	X	
Accidentally accessing offensive or pornographic material and failing to report the incident	X				X	X		
Deliberately accessing or trying to access offensive or pornographic material		X		X		X	X	
Breaching copyright or licensing regulations		X						
Continued infringements of the above, following previous warnings or sanctions		X				X	X	X

Appendix - Responding to incidents of misuse – flow chart



Appendix - Record of reviewing devices / internet sites (responding to incidents of misuse)

Group: .....

Date: .....

Reason for investigation: .....

.....

.....

.....

Details of first reviewing person

Name: .....

Position: .....

Signature: .....

Details of second reviewing person

Name: .....

Position: .....

Signature: .....

Name and location of computer used for review (for web sites)

.....

.....

Web site(s) address / device	**Reason for concern**

Conclusion and Action proposed or taken	

Appendix – Password Policy

Password creation

- All passwords should be reasonably complex and difficult for unauthorized people to guess. Employees should choose passwords that are at least eight characters long and ideally contain a combination of upper- and lower-case letters, numbers, and punctuation marks and other special characters.
- In addition to meeting those requirements, employees should also use common sense when choosing passwords. They must avoid basic combinations that are easy to crack. For instance, choices like "password," "password1" and "Pa$$w0rd" are equally bad from a security perspective.
- On school devices such as iPads, Kindles and Android tablets, any areas with sensitive information (i.e. SIMS register app, photos of children, device settings) should be passcode-protected; this passcode should NOT be "1111", "1234", or any easy-to-guess combination.
- A password should be unique, with meaning only to the employee who chooses it. That means dictionary words, common phrases and even names (by themselves) should be avoided.
- Employees must choose unique passwords for all of their company accounts, and may not use a password that they are already using for a personal account.
- All passwords must be changed regularly, with the frequency varying based on the sensitivity of the account in question. This requirement will be enforced using software when possible.
- If the security of a password is in doubt– for example, if it appears that an unauthorized person has logged in to the account — the password must be changed immediately.
- Default passwords — such as those created for new employees when they start or those that protect new systems when they're initially set up — must be changed as quickly as possible.

Protecting passwords

- Employees may never share their passwords with anyone else in the company, including co-workers, managers, administrative assistants, IT staff members, etc. Everyone who needs access to a system will be given their own unique password.
- Employees may never share their passwords with any outside parties, including those claiming to be representatives of a business partner with a legitimate need to access a system.
- Employees should take steps to avoid 'phishing' (data theft) scams and other attempts by hackers to steal passwords and other sensitive information. All employees will receive training on how to recognize these attacks.
- Employees must refrain from writing passwords down and keeping them at their workstations.
- Employees may not use password managers or other tools to help store and remember passwords without IT's permission.