



ENGLISH MARTYRS CATHOLIC SCHOOL Diocese of Westminster

Online Safety Policy

Mission Statement “We are special people on a journey, growing and learning together, in search of excellence, as we follow in the footsteps of Jesus.”

Community Prayer “Let us pray for one another, no matter what our culture, nationality, disability or gender, let us all be one in His name.”

Values: Love Respect Honesty

Introduction

English Martyrs embeds the rights, respect and responsibilities of every child and adult in the school and beyond. We recognise Article 28 “The right of every child to a good quality education”, and Article 19 “All children to have the right to be protected from danger” from the UN Convention of the Rights of the Child.

The Class Charters have been used to form the basis of a Whole School Charter which was drawn up by the Rights Respecting Ambassadors and agreed by all. We respect the rights of all in our community and beyond.

- We have the right to the best education.
- We have the right to clean surroundings.
- We have the right to be included but not to the exclusion of others.
- We have the right to be happy.
- We have the right to be safe.
- We have the right to speak.

1. Introduction and overview

- Rationale and Scope
- Roles and responsibilities
- How the policy be communicated to staff/pupils/community
- Handling complaints
- Review and Monitoring

2. Education and Curriculum

- Pupil online safety Curriculum
- Staff and governor training
- Parent awareness and training

3. Expected Conduct and Incident management

4. Managing the ICT infrastructure

- Internet access, security (virus protection) and filtering
- Network management (user access, backup, curriculum and admin)
- Passwords policy
- E-mail
- School website
- Learning platform
- Social networking
- Video Conferencing

5. Data security

- Management Information System access
 - Data transfer
6. Equipment and Digital Content
- Personal mobile phones and devices
 - Digital images and video
 - Asset disposal

Appendices:

1. Acceptable Use Agreement (Staff)
2. Acceptable Use Agreement (Pupils)
3. Acceptable Use Agreement including photo/video permission (Parents)
4. Protocol for responding to online safety incidents
5. Data Protection Toolkit for Schools April 2018
6. Search and Confiscation guidance from DfE January 2018

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 English Martyrs with respect to the use of ICT-based technologies.
- safeguard and protect the children and staff of English Martyrs
- 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 cyberbullying 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 children.

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 (including 'frape' (hacking Facebook profiles)) 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 (from SWGfL)

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

The Education and Inspections Act 2006 empowers Headteachers 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 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, and the Safeguarding Policy including 'Prevent' issues of engaging in extremism or radicalisation.

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.

Role	Key Responsibilities
Headteacher	<ul style="list-style-type: none"> • To take overall responsibility for Online 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 ie LGfL • To be responsible for ensuring that staff receive suitable training to carry out their online safety roles and to train other colleagues, as relevant • To be aware of procedures to be followed in the event of a serious Online Safety incident. • To receive regular monitoring reports from the Online Safety Co-ordinator • To ensure that there is a system in place to monitor and support staff who carry out internal Online safety procedures(e.g. ICT technician/Online Safety Co-ordinator
Online Safety Co-ordinator / Designated Safeguarding Lead	<ul style="list-style-type: none"> • takes day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents • promotes an awareness and commitment to e-safeguarding throughout the school community • ensures that Online safety education is embedded across the curriculum • liaises with school ICT technical staff • communicates regularly with SLT and the designated Online Safety Governor / committee to discuss current issues, review incident logs and filtering / change control logs • ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident • ensures that an online safety incident log is kept up to date • facilitates training and advice for all staff • liaises with the Local Authority and relevant agencies • Is regularly updated in online safety issues and legislation, and be aware of the potential for serious child protection issues to arise from: <ul style="list-style-type: none"> • sharing of personal data • access to illegal / inappropriate materials • inappropriate on-line contact with adults / strangers • potential or actual incidents of grooming • cyber-bullying and use of social media
Governors	<ul style="list-style-type: none"> • To ensure that the school follows all current online safety advice to keep the children and staff safe • To approve the Online safety Policy and review the effectiveness of the policy. This will be carried out by the Governors receiving regular information about Online safety incidents and monitoring reports. • To support the school in encouraging parents and the wider community to

	<p>become engaged in online safety activities</p> <ul style="list-style-type: none"> regular review with the Online Safety Co-ordinator including online safety incident logs, filtering / change control logs
Computing Curriculum Leader	<ul style="list-style-type: none"> To oversee the delivery of the online safety element of the Computing curriculum
Network Manager/technician	<ul style="list-style-type: none"> To report any online safety related issues that arises, to the Online Safety Co-ordinator. 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 Online Safety policy and 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 / Virtual Learning Environment (LEARNING PLATFORM) / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Online Safety Co-ordinator /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
Data Manager/ Senior Admin assistant	<ul style="list-style-type: none"> To ensure that all data held on pupils on the school office machines have appropriate access controls in place
LGfL Nominated contact(s) B Nugent C Pannell	<ul style="list-style-type: none"> To ensure all LGfL services are managed on behalf of the school including maintaining the LGfL USO database of access accounts
Teachers	<p>To embed Online safety issues in all aspects of the curriculum and other school activities</p> <p>To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extra curricular and extended school activities)</p> <p>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</p>

All staff	<p>To read, understand and help promote the school's Online Safety policies and guidance</p> <p>To read, understand, sign and adhere to the school staff Acceptable Use Agreement / Policy</p> <p>To be aware of online 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</p> <p>To report any suspected misuse or problem to the Online Safety coordinator</p> <p>To maintain an awareness of current Online safety issues and guidance e.g. through CPD</p> <p>To model safe, responsible and professional behaviours in their own use of technology</p> <p>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.</p>
Pupils	<ul style="list-style-type: none"> ● Read, understand, sign and adhere to the Student / Pupil Acceptable Use Policy (nb. at KS1 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 Online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school ● To 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 online safety policies
Computing Coordinator.	<ul style="list-style-type: none"> ● Educating Parents and raising awareness as instructed by Headteacher

Parents/carers	<ul style="list-style-type: none"> • to support the school in promoting online 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 / LEARNING PLATFORM / on-line student / pupil records 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:

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

- Policy to be posted on the school website/ LEARNING PLATFORM / 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 – Home/School agreement
- Acceptable use/Home/School agreements to be held in pupil and personnel files

Handling complaints:

- The school will take all reasonable precautions to ensure Online 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 teacher/ Online 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), referral to LA / Police.
- Our Online Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Headteacher.
- Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to safeguarding are dealt with in accordance with school / LA safeguarding procedures.

Review and Monitoring

The Online Safety Policy is referenced from within other school policies: Safeguarding policy, Behaviour Policy, Anti-Bullying policy and in the School Development Plan.

The Online Safety Coordinator is responsible for document ownership, review and updates.

- The Online Safety Policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school
- The Online Safety Policy has been written by the school Online Safety Coordinator and staff 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 Parents’ Association. All amendments to the school Online Safety policy will be discussed in detail with all members of teaching staff.

Version Control

As part of the maintenance involved with ensuring our Online Safety policy is updated, revisions will be made to the document. It is important that the document owner ensures the document contains the following information and that all revisions are stored centrally for audit purposes.

Title	English Martyrs Online Safety policy
Version	1.0
Date	14.7.19
Author	Online Safety Co-ordinator
Approved by Head teacher	
Approved by Governing Body	
Next Review Date	July 2020

Modification History			
Version	Date	Description	Revision Author
0.2	18.5.17	approved by staff	Online Safety coordinator
0.3	14.7.19	approved by staff	Online Safety coordinator

2. Education and Curriculum

Pupil online safety curriculum

English Martyrs School

- Has a clear, progressive Online safety education programme as part of the Computing curriculum / SMSC curriculum. It is built on LA / LGfL e-Safeguarding and e-literacy framework for EYFS to Y6/ national guidance. 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 cyberbullying, sexting 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 cyberbullying; 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.

English Martyrs School;

- 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 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 pop-ups; buying on-line; on-line gaming / gambling;

Staff and governor training

English Martyrs 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;
- makes regular training available to staff on e-safety issues and the school’s Online safety education program;<annual updates/ termly staff meetings etc>.
- 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 Online Safety policy and the school’s Acceptable Use Policies.

Parent awareness and training

English Martyrs 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 safe online behaviour are made clear
- information leaflets; in school newsletters; on the school web site;
- demonstrations, practical sessions held at school;
- suggestions for safe Internet use at home;
- provision of information about national support sites for parents.

3. Expected Conduct and Incident management

Expected conduct

In this school, all users:

- are responsible for using the school ICT systems in accordance with the relevant Acceptable Use Policy which they will be expected to sign before being given access to school systems. (at KS1 it would be expected that parents/carers would sign on behalf of the pupils.)
- 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 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
- 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 Online 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 online 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 Online 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 Online safety issues
- monitoring and reporting of e safety incidents takes place and contributes to developments in policy and practice in online safety within the school. The records are reviewed/audited and reported to the school's senior leaders, Governors /the LA
- parents / carers are specifically informed of online 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

English Martyrs School:

- has the educational filtered secure broadband connectivity through the LGfL and so connects to the 'private' National Education Network;
- uses the LGfL Net Sweeper 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/ the London LEARNING PLATFORM/ LGfL secure platforms such as J2Bloggy, etc

- 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 / teacher / person responsible for URL filtering*]. 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)
- English Martyrs School
- uses individual, audited log-ins for all users - the London USO system;
 - uses guest accounts occasionally for external or short term visitors for temporary access to appropriate services (username and password are held by the Head Teacher and Deputy Headteacher)
 - ensures the Systems Administrator / network manager is up-to-date with LGfL services and policies / requires the Technical Support Provider to be 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 EU.
 - to ensure the network is used safely, this school ensures staff read and sign that they have understood the school's Online 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 provide pupils with an individual network log-in username and password
 - all pupils have their own unique username which gives them access to the Internet, the Learning Platform *and (for older pupils) their own school approved email account*;
 - 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. [Users needing access to email/secure data are timed out after 30 mins and have to re-enter their username and password to re-enter the network.];
 - 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 / technician; 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; SEND coordinator - SEND 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:
e.g. teachers access their area / a staff shared area for planning documentation via a VPN solution / RAv3 system;
- 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;
- provides pupils and staff with access to content and resources through the approved Learning Platform which staff and pupils access using their username and password (their USO username and password);
- 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 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 industry standard Enterprise security level / 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.
- We require staff to use <STRONG passwords for access into our MIS system>.
- We require staff to change their passwords into the MIS, LGfL USO admin site, <other secure system> <every 90 days / twice a year>.

E-mail

English Martyrs School:

- provides staff with an email account for their professional use, *London Staffmail / LA email* and makes clear personal email should be through a separate account;
- provides highly restricted (Safe mail) / simulated environments for e-mail with Key Stage 1 pupils; Uses Londonmail with students as this has email content control
- does not publish personal e-mail addresses of pupils or staff on the school website. We use anonymous or group e-mail addresses, for example info@schoolname.la.sch.uk / head@schoolname.la.sch.uk / or class e-mail addresses (with one or more staff having access to an aliased/shared mailbox for a class) for communication with the wider public.
 - will contact the police if one of our staff or pupils 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.

Pupils:

- we use LGfL LondonMail with pupils where appropriate and lock this down where appropriate using LGfL SafeMail rules.
- pupils' LGfL LondonMail e-mail accounts are intentionally 'anonymised' for their protection.
- pupils are introduced to, and use e-mail as part of the ICT/Computing scheme of work.
- Year R/1 pupils are introduced to principles of e-mail through the Visual Mail facility in the London LEARNING PLATFORM OR closed 'simulation' software.
- pupils can only receive external mail from, and send external mail to, addresses if the SafeMail rules have been set to allow this.
- pupils are taught about the safety and 'netiquette' of using e-mail both in school and at home i.e. they are taught:
 - not to give out their e-mail address unless it is part of a school managed project or to someone they know and trust and is approved by their teacher or parent/carer;
 - that an e-mail is a form of publishing where the message should be clear, short and concise;
 - that any e-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper;
 - they must not reveal private details of themselves or others in e-mail, such as address, telephone number, etc;
 - to 'Stop and Think Before They Click' and not open attachments unless sure the source is safe;
 - that they should think carefully before sending any attachments;
 - embedding adverts is not allowed;
 - that they must immediately tell a teacher / responsible adult if they receive an e-mail which makes them feel uncomfortable, is offensive or bullying in nature;
 - not to respond to malicious or threatening messages;
 - not to delete malicious or threatening e-mails, but to keep them as evidence of bullying;
 - not to arrange to meet anyone they meet through e-mail without having discussed with an adult and taking a responsible adult with them;
 - that forwarding 'chain' e-mail letters is not permitted.
- pupils sign the school Agreement Form to say they have read and understood the Online safety rules, including e-mail and we explain how any inappropriate use will be dealt with.

Staff:

- staff can only use the LA or LGfL e mail systems on the school system
- staff only use LA or LGfL e-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. We use secure, LA / DfE approved systems. These include: S2S (for school to school transfer); Collect; USO-FX;
- 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;
 - the sending of chain letters is not permitted; embedding adverts is not allowed;

All staff sign our LA / school Agreement Form to say they have read and understood the Online 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: <e.g. administration officer >
- 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;
- 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;
- 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.

Learning platform

- uploading of information on the schools' Learning Platform / virtual learning space is shared between different staff members according to their responsibilities e.g. all class teachers upload information in their class areas;
- photographs and videos uploaded to the schools LEARNING PLATFORM will only be accessible by members of the school community;
- in school, pupils are only able to upload and publish within school approved and closed systems, such as the Learning Platform;

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.

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 / academy* or local authority
- security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

Video Conferencing

English Martyrs 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 Provider for 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 Headteacher is the Senior Information Risk Officer (SIRO).
- Staff are clear who are the key contact(s) for key school information (Senior Admin Officer)
- 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 in SIMS, Personnel.

We ensure ALL the following school stakeholders sign an Acceptable Use Agreement form. We have a system so

we know who has signed.

- staff,
- governors,
- pupils
- parents (Home/School agreement)

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. / We have an approved remote access solution so staff can access sensitive and other data from home, without need to take data home.
- 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,
- 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 CTF pupil data files to other schools.
- We use the Pan-London Admissions system (based on USO FX) to transfer admissions data.
- We use RAV3 / VPN solution with its 2-factor authentication for remote access into our systems. (technician)
- 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. Back-ups are encrypted. No back-up tapes leave the site on mobile devices.
- We use LGfL's GridStore remote secure back-up for disaster recovery on our network / admin, curriculum server.
- We comply with the 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 / collected by secure data disposal service.
- We are using secure file deletion software.
- All school files and records are backed up safely in the event of a critical incident (see Disaster Recovery Plan)

6. Equipment and Digital Content

Personal mobile phones and mobile devices

- Designated 'mobile use free' areas are situated in the setting, and signs to this effect are to be displayed throughout. The areas which should be considered most vulnerable include: toilets, bathrooms and in some settings - sleep areas and changing areas.
- Mobile phones brought into school are entirely at the staff member, student's & 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 turned off (not placed on silent) and stored out of sight on arrival at school. They must remain turned off and out of sight until the end of the day. Staff members may use their phones during break and lunchtime.

All visitors are requested to keep their phones on silent.

- 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 Headteacher. Such authorised use is to be monitored and recorded. All mobile phone use is to be open to scrutiny and the Headteacher 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, radicalisation 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.
- The Bluetooth or similar function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.
- Personal mobile phones will only be used during lessons with permission from the teacher.
- 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.

Pupils' use of personal devices

- The School strongly advises that student mobile phones should not be brought into school.
- 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.
- Phones and devices must not be taken into examinations. Students found in possession of a mobile phone during an exam will be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations.
- 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.
- Students will be provided with school mobile phones to use in specific learning activities under the supervision of a member of staff. Such mobile phones will be set up so that only those features required for the activity will be enabled.

Staff use of personal devices

- 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. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- 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 English Martyrs 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
- The school blocks/filter access to social networking sites or newsgroups unless there is a specific approved educational purpose;
- Pupils are taught about how images can be manipulated in their Online 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 identity 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.

Policy Date Summer 2019		Review Date Summer 2020	
Approved/Ratified (Date):	Name/Committee: Standards Committee	Signature	
Notes:			
Related Policies/Documents: Anti Bullying Policy Behaviour Policy Safeguarding Policy https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279245/searching_screening_confiscation_advice_feb14.pdf http://ceop.police.uk/safety-centre/ (Child Exploitation and Online Protection)			

	Name of School	English Martyrs Catholic Primary School
	AUP Date	September 2019
	Date of next Review	July 2020
	Who reviewed this AUP?	Computing Coordinator

Please adapt as appropriate for the group of staff / systems at your school.

Acceptable Use Agreement: All Staff, Volunteers and Governors

Covers use of all digital technologies in school: i.e. **email, Internet, intranet, network resources**, learning platform, software, communication tools, social networking tools, school website, **equipment and systems**.

English Martyrs Catholic Primary School regularly reviews and updates all AUA documents to ensure that they are consistent with the school Online Safety Policy.

These rules will help to keep everyone safe and to be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not transport or save data which identifies pupils, staff or visitors on memory sticks or onto a 'cloud' other than school approved digital storage.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password and change my passwords regularly. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems, or any Local Authority (LA) system I have access to.
- I will ensure all documents, data, etc. are printed, saved, accessed and deleted / shredded in accordance with the school's network and data protection protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.
This is currently: LGfL StaffMail
- I will not support or promote extremist organisations, messages or individuals.
- I will not give a voice or opportunity to extremist visitors with extremist views.
- I will not browse, download or send material that is considered offensive or of an extremist nature by the school.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure to the *appropriate line manager / Computing Coordinator (Mrs Caroline Pannell)*.
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's *recommended anti-virus and other ICT 'defence' systems*.

- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home or on any personal devices.
- I will follow the school's policy on use of mobile phones / devices at school and *will switch off in class during teaching hours / only use in staff areas / only use during break.*
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the appropriate system or staff-only drive within school.
- I will only take or publish images of staff and students with their permission and in accordance with the school's policy on the use of digital / video images. Images published on the school website, online learning environment etc. will not identify students by name, or other personal information.
- I will use the school's Learning Platform or online cloud storage service in accordance with school protocols.
- I will ensure that any private social networking sites / blogs, etc. that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, so as not to compromise my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will only access school resources remotely (such as from home) using the LGfL and follow online security protocols to interact with them.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will alert the schools named Child Protection lead / appropriate senior member of staff if I feel the behaviour of any child may be a cause for concern.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be inappropriate or concerning in any way, to senior member of staff / designated Child Protection lead.
- I understand that all Internet and network traffic / usage can be logged and this information can be made available to the Head / Safeguarding Lead on their request.
- I understand that Internet encrypted content (via the https protocol), may be scanned for security and/or safeguarding purposes.
- I will only use any LA system I have access to in accordance with their policies.
- *Staff that have a teaching role only:* I will embed the school's on-line safety / digital literacy / counter extremism curriculum into my teaching.

Acceptable Use Policy (AUP): Agreement Form

All Staff, Volunteers, Governors

User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others' e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety / safeguarding policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature Date

Full Name (printed)

Job title / Role

Authorised Signature (Head Teacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature Date

Full Name (printed)



DigiSafe



My name is _____

This is how I keep **SAFE online**:

1. I only use the devices I'm **ALLOWED** to
2. I **CHECK** before I use new sites, games or apps
3. I **ASK** for help if I'm stuck
4. I **KNOW** people online aren't always who they say
5. I don't keep **SECRETS** just because someone asks me to
6. I don't change **CLOTHES** in front of a camera
7. I am **RESPONSIBLE** so never share private information
8. I am **KIND** and polite to everyone
9. I **TELL** a trusted adult if I'm upset, worried, scared or confused
10. If I get a **FUNNY FEELING** in my tummy, I talk to an adult

✓

My trusted adults are:

_____ **at school**
 _____ **at home**

For parents/carers

To find out more about online safety, you can read English Martyrs' full Online Safety Policy <http://www.englishmartyrs.towerhamlets.sch.uk/Online-Safety-Policy.html> for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

You can find support and online safety resources for parents at parentsafe.lgfl.net

This agreement will help keep me safe and help me to be fair to others

1. ***I learn online*** – I use the school’s internet and devices for schoolwork, homework and other activities to learn and have fun. I only use apps, sites and games if a trusted adult says I can.
2. ***I am creative online*** – I don’t just spend time on apps, sites and games looking at things from other people; I get creative to learn and make things!
3. ***I am a friend online*** – I won’t share anything that I know another person wouldn’t want shared, or which might upset them. And if I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.
4. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out.
5. ***I am careful what I click on*** – I don’t click on links I don’t expect to see and only download or install things when I know it is safe or has been agreed by trusted adults.
6. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
7. ***I know it’s not my fault if I see or someone sends me something bad*** – I don’t need to worry about getting in trouble, but I mustn’t share it. Instead, I will tell someone.
8. ***I communicate and collaborate online*** – with people I know and have met in real life or that a trusted adult knows about.
9. ***I know new friends aren’t always who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can’t be sure who they are. If I want to meet them, I will ask a trusted adult, and never go alone or without telling an adult.
10. ***I don’t do public live streams on my own*** – and only go on a video chat if my trusted adult knows I am doing it and who with.
11. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I’m doing.
12. ***I am private online*** – I only give out private information if a trusted adult says it’s okay. This might be my home address, phone number or other personal information that could be used to identify me or my family and friends.
13. ***I keep my body to myself online*** – I never change what I wear in front of a camera and remember that my body is mine and mine only, and I don’t send any photos without checking with a trusted adult.

14. *I say no online if I need to* – if I get asked something that makes me worried or upset or just confused, I say no, stop chatting and tell a trusted adult.
15. *I am a rule-follower online* – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, only use the ones I am allowed to use, and report bad behaviour.
16. *I am not a bully* – I do not post, make or share unkind, hurtful or rude messages/comments and tell my trusted adults if I see these.
17. *I am part of a community* – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.
18. *I respect people's work* – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
19. *I am a researcher online* – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find.

~~~~~

**I have read and understood this agreement.**

**If I have any questions, I will speak to a trusted adult: at school that includes my class teacher, Mrs McInroy and Mrs Pannell.**

**Outside school, my trusted adults are \_\_\_\_\_**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_\_**

## **For parents/carers**

If parents/carers want to find out more, you can read English Martyrs full Online Safety Policy <http://www.englishmartyrs.towerhamlets.sch.uk/Online-Safety-Policy.html> for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). You will also have been asked to sign an AUP for parents.

## Acceptable Use Agreement

     
How I keep safe online:

      
I only use the devices I am allowed to.

          
I ask an adult before I use new websites, games or apps.



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I ask for help if I'm stuck.

      
I think before I click.

         
I know people online aren't always honest and

     
who they say they are.



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I don't keep secrets only because someone asks me to.

       
I don't change clothes in front of a webcam.

       
I never tell people private information.

      
I am kind and polite to everyone.



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I tell a trusted adult if I'm worried, scared or not sure.

       
My trusted adults are \_\_\_\_\_ at school

       
My trusted adults are \_\_\_\_\_ at home

   
My name is \_\_\_\_\_



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## For parents/carers

If parents/carers want to find out more, you can read English Martyrs full Online Safety Policy <http://www.englishmartyrs.towerhamlets.sch.uk/Online-Safety-Policy.html> for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc). You will also have been asked to sign an AUP for parents.



English Martyrs Catholic Primary School

Acceptable Use Policy (AUP) for parents

*English Martyrs regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies. We attempt to ensure that all pupils have good access to digital technologies to support their teaching and learning and we expect all our pupils to agree to be responsible users to help keep everyone safe and to be fair to others.  
The Pupil Acceptable Use Agreement is attached to this form for your reference.*

## Parents Acceptable Use Agreement

**Internet and IT:** As the parent or legal guardian of the pupil(s) named below, I grant permission for the school to give my *daughter / son* access to:

- the Internet at school
- the school's chosen email system
- IT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

**Use of digital images, photography and video:** I understand the school has a clear policy on "The use of digital images and video" and I support this.

I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.

I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.

**Social networking and media sites:** I understand that the school has a clear policy on "The use of social networking and media sites" and I support this.

I will not take and then share online, photographs, videos etc., of other children (or staff) at school events, without permission.

I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

I will support the school by promoting safe and responsible use of the Internet, online services and digital technology at home. I will inform the school if I have any concerns.

**My daughter / son name(s):** \_\_\_\_\_

**Parent / guardian signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

## The use of digital images and video

To comply with the Data Protection Act 2018, we need your permission before we can photograph or make recordings of your daughter / son.

**English Martyrs Catholic Primary School** rules for any external use of digital images are:

**If the pupil is named, we avoid using their photograph.**

**If their photograph is used, we avoid naming the pupil.**

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staffs are not allowed to take photographs or videos on their personal equipment.

-----  
Examples of how digital photography and video may be used at school include:

- Your child being photographed (by the class teacher or teaching assistant) as part of a learning activity;  
e.g. taking photos or a video of progress made by a nursery child, as part of the learning record, and then sharing with their parent / guardian.
- Your child's image being used for presentation purposes around the school;  
e.g. in class or wider school wall displays or PowerPoint© presentations.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;  
e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website.  
In rare events, your child's picture could appear in the media if a newspaper photographer or television film crew attends an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission.

e.g. if your child won a national competition and wanted to be named in local or government literature.

## The use of social networking and online media

This school asks its whole community to promote the 3 commons approach to online behaviour:

- **Common courtesy**
- **Common decency**
- **Common sense**

*How do we show common courtesy online?*

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

*How do we show common decency online?*

- We do not post comments that can be considered as being **intimidating, racist, sexist, homophobic or defamatory. This is online-bullying** and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

*How do we show common sense online?*

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.

In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

(All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)

In serious cases we will also consider legal options to deal with any such misuse.

The whole school community is reminded of the CEOP process for reporting abuse:

[thinkuknow.co.uk/parents/](http://thinkuknow.co.uk/parents/)



## Protocol for Dealing with Online Safety Incidents July 2018

English Martyrs has a rigorous approach to the misuse of technology and the internet. However, this involves an understanding of the well-documented pressures of the digital world and a determination to help pupils recognise the consequences of unacceptable or dangerous technological/online behaviour.

All incidents are recorded in the Online Safety incident book which is kept in the locked stockroom next to the head teacher's office.

All incidents are referred to Mrs Pannell (Computing coordinator).

All pupils involved will be spoken to separately.

If a group is involved, they will be spoken to in the group as well, to ensure pupils know that the message is consistent to all.

If the incident is considered dangerous or has issues pertaining to safeguarding or the wellbeing of the child, parents/carers will be included in the meeting which addresses the incident.

Parents and carers are invited to Online Safety workshops each term and Mrs Pannell is always available if parents have queries or concerns.

English Martyrs buys ICT support from Tower Hamlets and Strictly Education who also give advice on safe use of software, technology and the internet.



Department  
for Education

# **Data protection: a toolkit for schools**

**Beta version**

**April 2018**



Department  
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# Searching, screening and confiscation

Advice for headteachers, school staff  
and governing bodies

January 2018