



## **Bassingbourn Community Primary School**

### **E safety Policy 2018**

This policy was ratified on: January 2018

Implemented on: February 2018

Review date: February 2020

Signed by the Headteacher: \_\_\_\_\_

Signed by the Chair of Governors \_\_\_\_\_

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## **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 Bassingbourn Community Primary School with respect to the use of ICT-based technologies.
- safeguard and protect the children and staff of Bassingbourn Community Primary School.
- 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 students.

#### **The main areas of risk for our school community can be summarised as follows.**

### **Content**

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

### **Contact**

- grooming
- cyber-bullying in all forms
- identity theft (including 'fraud' (hacking Facebook profiles) and sharing passwords.
- Impersonation (of a child or another individual)

### **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)
- aggressive behaviours (bullying, cyberbullying and self-bullying)

Ofsted Handbook 2017 states: “Pupils have an excellent understanding of how to stay safe online and of the dangers of inappropriate use of mobile technology and social networking sites.”

### Scope

This policy applies to all members of the Bassingbourn Primary community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of the school’s IT systems, both in and out of Bassingbourn Primary School.

### Roles and responsibilities

Role	Key Responsibilities
Headteacher	<ul style="list-style-type: none"> <li>• To take overall responsibility for e-safety provision</li> <li>• To take overall responsibility for data and data security (SIRO – Senior Information Risk Officer)</li> <li>• To ensure the school uses an approved, filtered Internet Service, which complies with current statutory requirements e.g. LGfL</li> <li>• To be responsible for ensuring that staff receive suitable training to carry out their e-safety roles and to train other colleagues, as relevant</li> <li>• To be aware of procedures to be followed in the event of a serious e-safety incident</li> <li>• To ensure that there is a system in place to monitor and support staff who carry out internal e-safety procedures</li> <li>• To receive regular monitoring reports from the E-Safety Co-ordinator / Officer</li> </ul>
E-Safety Co-ordinator (Vicky Gill) / Designated Child Protection Lead (Rachael Schofield / Susan Brown / Vicky Tyas)	<ul style="list-style-type: none"> <li>• Takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents</li> <li>• Promotes an awareness and commitment to e-safeguarding throughout the school community</li> <li>• Ensures that e-safety education is embedded across the curriculum</li> <li>• Liaises with school ICT technical staff</li> <li>• Communicates regularly with SLT and the designated e-safety Governor / committee to discuss current issues, review incident logs and filtering / change control logs</li> <li>• Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident</li> <li>• Ensures that an e-safety incident log is kept up to date – forms available in staff room. To be returned to e-safety co-ordinator.</li> <li>• Facilitates training and advice for all staff</li> <li>• Liaises with the Local Authority and relevant agencies</li> <li>• Conduct any pupil surveys / pupil feedback on online safety issues</li> <li>• Is regularly updated in e-safety issues and legislation, and be aware of the potential for serious child protection issues to arise from: <ul style="list-style-type: none"> <li>• sharing of personal data</li> <li>• access to illegal / inappropriate materials</li> <li>• inappropriate on-line contact with adults / strangers</li> <li>• potential or actual incidents of grooming</li> </ul> </li> </ul>

Role	Key Responsibilities
	<ul style="list-style-type: none"> <li>• cyber-bullying and use of social media</li> </ul>
Governors / E-safety governor	<ul style="list-style-type: none"> <li>• Ensures that the school follows all current e-safety advice to keep the children and staff safe</li> <li>• Supports the school in encouraging parents and the wider community to become engaged in e-safety activities</li> <li>• Approves the E-Safety Policy and review the effectiveness of the policy. This will be carried out by the Governors / Governors Sub Committee receiving regular information about e-safety incidents and monitoring reports. A member of the Governing Body has taken on the role of E-Safety Governor.</li> </ul> <p>The role of the E-Safety Governor will include:</p> <ul style="list-style-type: none"> <li>• regular review with the E-Safety Co-ordinator / Officer ( including e-safety incident logs, filtering / change control logs )</li> </ul>
Computing Curriculum Leader	<ul style="list-style-type: none"> <li>• Oversees the delivery of the e-safety element of the computing curriculum</li> <li>• Liaises with the e-safety coordinator regularly</li> </ul>
Network Manager/technician	<ul style="list-style-type: none"> <li>• Reports any e-safety related issues that arise to the e-safety coordinator.</li> <li>• Ensures that users may only access the school's networks through an authorised and properly enforced password protection policy, in which passwords are regularly changed</li> <li>• Ensures that provision exists for misuse detection and malicious attack e.g. keeping virus protection up to date)</li> <li>• Ensures the security of the school ICT system</li> <li>• Ensures that access controls / encryption exist to protect personal and sensitive information held on school-owned devices</li> <li>• Ensures the school's policy on web filtering is applied and updated on a regular basis</li> <li>• Ensures LGfL is informed of issues relating to the filtering applied by the Grid</li> <li>• Keeps up to date with the school's e-safety policy and technical information in order to effectively carry out their e-safety role and to inform and update others as relevant</li> <li>• Ensures appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster</li> <li>• Keeps up-to-date documentation on the school's e-security and technical procedures</li> </ul>
Data Manager	<ul style="list-style-type: none"> <li>• To ensure that all data held on pupils on the school office machines have appropriate access controls in place</li> <li>• To ensure that the data they manage is accurate and up-to-date</li> <li>• Ensure best practice in information management. i.e. have appropriate access controls in place, that data is used, transferred and deleted in-line with data protection requirements.</li> </ul>

Role	Key Responsibilities
Teachers	<ul style="list-style-type: none"> <li>• To embed e-safety issues in all aspects of the curriculum and other school activities</li> <li>• To supervise and guide pupils carefully when engaged in learning activities involving online technology ( including, extra-curricular and extended school activities if relevant)</li> <li>• 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</li> <li>• Ensures that the use of any learning platform is regularly monitored in order that any misuse / attempted misuse can be reported to the e-safety co-ordinator.</li> </ul>
All staff (this section also applies to Governors)	<ul style="list-style-type: none"> <li>• To read, understand and help promote the school's e-safety policies and guidance</li> <li>• To read, understand, sign and adhere to the school staff Acceptable Use Agreement / Policy</li> <li>• To be aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices</li> <li>• To report any suspected misuse or problem to the e-safety coordinator</li> <li>• To maintain an awareness of current e-safety issues and guidance e.g. through CPD</li> <li>• To model safe, responsible and professional behaviours in their own use of technology</li> <li>• 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.</li> </ul>
Pupils	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations</li> <li>• Understand the importance of reporting abuse, misuse or access to inappropriate materials</li> <li>• Know what action to take if they or someone they know feels worried or vulnerable when using online technology.</li> <li>• Know and understand school policy on the use of mobile phones, digital cameras and hand held devices.</li> <li>• Know and understand school policy on the taking / use of images and on cyber-bullying.</li> <li>• Understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school</li> <li>• Take responsibility for learning about the benefits and risks of using the Internet and other technologies safely both in school and at home</li> <li>• Help the school in the creation/ review of e-safety policies</li> </ul>

Role	Key Responsibilities
Parents/carers	<ul style="list-style-type: none"> <li>• Support the school in promoting e-safety and endorse the Parents' Acceptable Use Agreement which includes the pupils' use of the Internet and the school's use of photographic and video images</li> <li>• Read, understand and promote the school Pupil Acceptable Use Agreement with their children</li> <li>• Access the school website / on-line student / pupil records in accordance with the relevant school Acceptable Use Agreement.</li> <li>• to consult with the school if they have any concerns about their children's use of technology</li> </ul>
External groups	<ul style="list-style-type: none"> <li>• Any external individual / organisation will sign an Acceptable Use Policy prior to using any equipment or the Internet within school</li> <li>• To support the school in promoting online safety</li> <li>• To model safe, responsible and positive behaviours in their own use of technology</li> </ul>

### **Communication:**

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

- Policy to be posted on the school website and copies to be kept in the policy file found in Headteachers' office. Policy to be uploaded to the staff share area policy file.
- Policy to be part of school induction pack for new staff
- Acceptable use agreements discussed with pupils at the start of each year
- Acceptable use agreements to be issued to whole school community, usually on entry to the school
- Acceptable use agreements to be held in pupil and personnel files
- Acceptable use agreements to be displayed in each classroom and on laptop/ipad trolleys.

### **Handling complaints:**

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

## **Review and Monitoring**

The e-safety policy is referenced from within other school policies: Computing policy, Child Protection policy, Anti-Bullying policy and in the School Development Plan, Behaviour policy, Personal, Social and Health Education policies.

- The school has an e-safety coordinator who will be responsible for document ownership, review and updates.
- The e-safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school
- The e-safety policy has been written by the school e-safety Coordinator and is current and appropriate for its intended audience and purpose.
- There is widespread ownership of the policy and it has been agreed by the SLT and approved by Governors and other stakeholders such as the PTA. All amendments to the school e-safeguarding policy will be discussed in detail with all members of teaching staff.

## **2. Education and Curriculum**

### **Pupil e-safety curriculum**

This school:

- Has a clear, progressive e-safety education programme as part of the Computing curriculum / PSHE curriculum. 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.

- Plans internet use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas.
- Will remind students about their responsibilities through an end-user Acceptable Use Policy which every student will receive and will be displayed throughout the school.
- Ensures staff will model safe and responsible behaviour in their own use of technology during lessons.
- Ensures that when copying materials from the web, staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright / intellectual property rights;
- delivers the esafety curriculum through half termly esafety lessons, e-safety day and through e-safety assemblies (both whole school and key stage assemblies).
- 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**

This school

- Ensures staff know how to send or receive sensitive and personal data and understand the requirement to encrypt data where the sensitivity requires data protection;
- Makes regular training available to staff on e-safety issues and the school's e-safety education program; annual updates/ regular 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 e-safeguarding policy and the school's Acceptable Use Policies.

#### **Parent awareness and training**

This school

- Runs a rolling programme of advice, guidance and training for parents, including:
  - Introduction of the Acceptable Use Agreements to new parents, to ensure that principles of e-safe behaviour are made clear
  - 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 Early Years and 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 e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school
- will be expected to know and understand school policies on the use of mobile phones, digital cameras, hand held and other electronic devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.

#### Staff (including governors)

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

#### Students/Pupils

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

#### Parents/Carers

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

#### Governors

- monitor the occurrence of poor e-safety behaviour via Health and Safety Governors committee reports
- ensure action by the school to tackle any occurrences of poor e-safety behaviour.

### **Incident Management**

#### In this school:

- there is strict monitoring and application of the e-safety policy and a differentiated and appropriate range of sanctions, though the attitudes and behaviour of users are generally positive and there is rarely need to apply sanctions
- all members and its wider community are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes / critical incident policy.
- support is actively sought from other agencies as needed (e.g. the local authority and regional broadband grid, UK Safer Internet Centre helpline, CEOP, Prevent Officer, Police, Internet Watch Foundation) in dealing with e-safety issues
- monitoring and reporting of e safety incidents takes place and contribute to developments in policy and practice in e-safety within the school
- parents / carers are specifically informed of e-safety incidents involving young people for whom they are responsible
- We will contact the police if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law
- we will immediately refer any suspected illegal material to the appropriate authorities – police, Internet Watch Foundation and inform the LA

#### 4. Managing the ICT infrastructure

- **Internet access, security (virus protection) and filtering**

This school:

- Has the educational filtered secure broadband connectivity through the LGfL and so connects to the 'private' National Education Network;
- Uses the Cambridgeshire ICT services 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 are logged and only available to staff with the approved 'web filtering management' status;
- Ensures network healthy through use of anti-virus software etc. and network set-up so staff and pupils cannot download executable files;
- Uses DfE, LA approved systems, secured email to send personal data over the Internet and uses encrypted devices or secure remote access where staff need to access personal level data off-site;
- Has blocked pupil access to music download or shopping sites – except those approved for educational purposes at a regional or national level.
- Works in partnership with Cambridgeshire ICT services 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.
- 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; e.g. [yahoo for kids](#) or [ask for kids](#) , Google Safe Search etc. Kids-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 class teacher who would escalate concerns to E-safety co-ordinator. Our system administrator(s) logs or escalates as appropriate to the Technical service provider or Cambridgeshire ICT Helpdesk as necessary;
- Makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse – through staff meetings and teaching programme;
- Provides advice and information on reporting offensive materials, abuse/ bullying etc. available for pupils, staff and parents
- Immediately refers any material we suspect is illegal to the appropriate authorities – Police – and the LA.

- **Network management (user access, backup)**

This school:

- Uses individual, audited log-ins for all users .
- Uses guest accounts occasionally for external or short term visitors for temporary access to appropriate services.
- Ensures the Systems Administrator is up-to-date with relevant Cambridgeshire LA 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 e-safety Policy. Following this, they are set-up with Internet, email access and network access. Online access to service is through a unique, audited username and password. We also *provide a different / use the same username and password* for access to our school's network;
- controls staff access to the schools' management information system through a separate password for data security purposes;
- ensures all pupils have their own unique username and passwords where applicable.
- 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 their own colour log-on.
- 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. A copy of ICT timetable is kept in the ICT suite.
- 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;
- 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 / TA; equipment installed and checked by approved Suppliers / LA electrical engineers
- 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, parents using a secure portal to access information on their child
- 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;
- 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.
- 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;
- has secured its wireless network to industry standard Enterprise security level /appropriate standards suitable for educational use;
- ensures all computer equipment is installed professionally and meets health and safety standards;
- ensures that 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.

### **Password policy**

- This school makes it clear that staff must always keep their password private, must not share it with others and must not leave it where others can find it. If a password is compromised the school should be notified immediately.
- 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 using a combination of lower case / capital letters / numbers and other keys.
- We require staff to change their passwords into the secured emails every 90 days and school network every 60 days.
- Supply teachers have their own password which only allows access to the Curriculum folder.

### **E-mail**

#### **This school**

- Provides staff and governors with an email account for their professional use, and makes clear personal email should be through a separate account;
- 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 LA provided technologies to help protect users and systems in the school, including desktop anti-virus product, plus direct email filtering for viruses, Trojans, pornography, phishing and inappropriate language. Finally, and in support of these Cambridgeshire ICT services filtering, monitors and protects our Internet access to the World Wide Web.

#### **Pupils:**

- Pupils are introduced to, and use e-mail as part of the ICT/Computing scheme of work.
- 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 e-safety rules, including e-mail and we explain how any inappropriate use will be dealt with.

#### **Staff:**

- Staff only use e-mail systems for professional purposes
- Access in school to external personal e-mail accounts may be blocked
- 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 acceptable use agreement, including e-mail and we explain how any inappropriate use will be dealt with.

### **School website**

- The Headteachers take overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- The Headteachers and the website manager are authorised to upload information to the website. Teachers are authorised to upload information and photos to their class pages.
- 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 website is the school address, telephone number and the office@bassingbourn.cambs.sch.uk school email contact address
- Teacher's work email details are published but home information or personal non-school e-mail identities will not be published
- Photographs published on the web do not have 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
- Pupils in photos published must have a signed photo permission slip from parents We do not use embedded geodata in respect of stored images

### **Cloud Environments**

- Uploading of information on the school's online learning space is shared between different staff members according to their responsibilities e.g. all class teachers upload information in their class areas and pupils upload to their own approved areas using accounts provided by the school.
- Photographs and videos are uploaded to either the school's online environment or approved accounts and will only be accessible by members of the school teaching staff and or the individual pupil.
- In school, pupils are only able to upload and publish within school approved 'Cloud' systems. From home, pupils and parents/guardians will be able to access the pupils' approved OneDrive accounts with authentication.

### **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
- All members of our school community (staff /parents / governors) are informed of the photos / videos policy and ensure it is adhered to
- School staff will ensure that in private use:

- No reference must 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 must not be attributed to Bassingbourn Community Primary School or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

### **Video Conferencing**

#### **Bassingbourn Community Primary School**

- Only uses 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 and for child protection purposes. Please see our separate CCTV policy for more information.

### **Recording Equipment**

We use recording equipment on occasions as a tool to share best teaching practice. We do not reveal any such recordings outside of the staff and will not use for any other purposes.

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

### **Strategic and operational practices**

At this school:

- The Head Teacher is the Senior Information Risk Officer (SIRO) and asset owner.
- We ensure staff know who to report any incidents where data protection may have been compromised.
- All staff are DBS checked and records are held in one central record
- We ensure ALL the following school stakeholders sign an Acceptable Use Agreement form. We have a system so we know who has signed.
  - staff,
  - governors,
  - pupils
  - parents

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

- We follow LA guidelines for the transfer of any data, such as MIS data or reports of children, to professionals working in the Local Authority or their partners in Children's Services / Family Services, Health, Welfare and Social Services.
- We require that any Protect and Restricted material must be encrypted if the material is to be removed from the school and limit such data removal.
- We have an approved remote access solution so staff can access sensitive and other data from home. Memory sticks must be password protected.
- 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 - My documents on their personal log in.
- We require staff to log-out of systems when leaving their computer, but also enforce lock-out after 10 minutes idle time.
- We use encrypted flash drives if any member of staff has to take any sensitive information off site.
- We use the DfE S2S site to securely transfer CTF pupil data files to other schools.
- We use S2S system to transfer admissions data.
- 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 the latest back-up tape in a secure, fire-proof cabinet. Back-ups are encrypted. No back-up tapes leave the site on mobile devices.
- We use Cambridgeshire ICT services remote secure back-up for disaster recovery on our network / admin, curriculum server.
- We comply with equipment disposal policy 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.

## **6. Equipment and Digital Content**

### **Personal mobile phones and mobile devices**

- Mobile phones brought into school are entirely at the staff member, student's & parent's or visitor's 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 given into the office. Staff members may use their phones during school break times in the staff room. All visitors and staff members are requested to leave their phones in a locker in the staff room during teaching time.
- 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 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.

- Mobile phones and personally-owned devices are not permitted to be used in certain areas within the school site, e.g. changing rooms, toilets and classrooms.
- 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.

#### ***Students' 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.
- If a student needs to contact his or her parents or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.

#### ***Staff use of personal devices***

- Staff 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.
- 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.
- 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 or blocking mobile numbers) for confidentiality purposes
- If a member of staff breaches the school policy then disciplinary action may be taken.

#### **Digital images and video**

##### **In this school:**

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

- Pupils are taught about how images can be manipulated in their e-safety education programme and also taught to consider how to publish for a wide range of audiences which might include governors, parents or younger children as part of their ICT scheme of work;
- Pupils are advised to be very careful about placing any personal photos on any ‘social’ online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information;
- Pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the 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 2013](#). [Further information](#) can be found on the Environment Agency website.

**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.**

#### **Child Protection Statement**

At Bassingbourn Community Primary School the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.

#### **Equalities Impact Statement**

- |  |            |
|--|------------|
| 1. Has this policy fully considered the School’s Equality objectives and statement?        | <b>Yes</b> |
| 2. Are there any impacts of the School’s Equality objectives and statement on this policy? | <b>Yes</b> |