



# Darlinghurst

## ACADEMY

### **E-Safety Policy**

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## E-Safety Policy

The Internet is part of everyday life for education, business and social interaction and schools have a duty to provide students with quality internet access as part of their learning experience. Pupils use the internet outside school and need to learn how to evaluate internet information and to take care of their own safety and security. Internet use has been shown to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance to school's management function.

The school's internet access has been designed to enhance and extend education and pupils will be taught about e-safety, what internet use is acceptable and what is not. As part of our Admission process, parents are asked for permission for their child to access the internet. Pupils are not allowed to access the internet without adult supervision. Under the computing curriculum, pupils use the internet for research and they will be taught to be critically aware of the materials they read and how to validate information before accepting its accuracy.

### **Network Security**

E2BN supply schools in the South East with their broadband connection through the Local Authority. This is filtered for inappropriate content using a system which has been independently tested and approved for school use. There are two main servers in use in the school and both are located in secure areas with physical access restricted.

- The whole network is covered by up to date anti-virus protection
- Wireless devices are proactively managed and secured with encryption
- The security of the school's information systems and users will be reviewed regularly
- Personal data sent over the internet or taken off site will be encrypted
- Portable media may not be used without specific permission followed by an anti-virus/malware scan
- Unapproved software will not be allowed in work areas or attached to emails
- Files held on the school's network will be regularly checked
- The Systems Manager will review system capacity regularly
- User logins and passwords are required by staff to access the network. Children will also have logins and passwords to access our primary learning platform, 'DB Primary' (which facilitates emailing, safe and secure social networking, blogging etc)

Levels of internet access and supervision will vary according to the pupil's age and experience. Teachers may need to research areas including drugs, bullying, racism and harassment. In such cases, legitimate use is recognised and profile restrictions removed temporarily. A 'walled garden/allow list' restricts access to a list of approved sites. Such lists inevitably limit pupils' access to a narrow range of content and E2BN filters out inappropriate content. However, it is important to recognise that filtering is not 100% effective. Occasionally mistakes may happen and inappropriate content may be accessed which is why pupils' internet use is supervised. If pupils or staff discovers unsuitable sites, they should turn their screens off and report the incident to our ICT technician, who will escalate the concern as appropriate. An incident log is in place to report breaches of filtering or inappropriate content being accessed.

Any material that the school believes is illegal will be reported to appropriate agencies such as the police, CEOP (<http://ceop.police.uk/>) or the Local Authority.

### **Emails**

Staff will only use official school provided email accounts for school business. Pupils will only use approved in-house email accounts for school purposes and must immediately tell a designated member of staff if they receive offensive emails. Pupils will be taught the dangers of revealing personal details about themselves and others. Pupils are taught that any email conversations are carried out in a manner comparable to speaking to a person face-to-face, with manners, courtesy, respect and common sense. Contents of emails are subject to the Data Protection Act 1998 and the Computer Misuse Act 1990.

### **Website**

The Principal takes overall responsibility for the online content published by the school and will ensure that it is accurate and appropriate.

No staff personal details will be published. Images or videos that include pupils will be carefully selected; pupils' full names will not be used anywhere on the website, particularly in association with photographs. Permission is obtained from parents/carers for images/videos to be electronically published as part of the admission process. Pupils' work will only be published with their permission or that of their parents. Written consent will be kept by the school where pupils' images are used for publicity purposes until the image is no longer in use.

### **Images**

Photographs and videos can be effective ways to show parents and the local community the activities and learning that take place within the school.

The taking of photographs and videos of pupils purely for personal reasons, such as by parents or grandparents at sports days, is not a breach of the Data Protection Act. However, in order to protect vulnerable individuals in our community, we insist that photographs and videos of individual children and groups of children be taken only with consent of parents or carers of those children involved and away from other children in the school. As a result, the school will not allow photos or videos to be taken during productions or other events. Instead, appropriate opportunities will be announced explicitly by staff. When possible, the school will take whole group photos and make them available for a nominal fee. Any such photographs / videos are for personal use and cannot be sold or put on the web/internet as that would contravene data protection legislation.

If pupils take part in public performances or other activities outside the school premises where digital images will be taken, permission will be sought from parents/carers for these to be taken and used publicly.

*If the school suspects a person of taking unauthorised photographs or undertaking unauthorised filming of children, the appropriate authority will be contacted immediately.*

All photographs must show children appropriately clothed, e.g. pictures may be taken of children in the swimming pool but not walking around the pool in their costumes.

Mobile phones - virtually all mobile phones now contain a facility to take photographs and videos. The same rules apply to images taken on phones as any other devices. When pupils bring mobile phones into school, they should be given to their class teacher and stored in a secure place until the end of the day. Pupils are not to use mobile phones to take photographs/videos of any members of staff or other pupils.

All images taken by the school will be stored on password protected devices. Images of pupils are not to be taken off the premises unless permission is granted on a case by case basis either by the Principal or member of the Senior Leadership Team. Photographs of children that leave the school will not be used for more than a year after they have left unless parental consent has been obtained for their photographs to be used for official publications e.g. the school brochure.

Appendix 1 – Parental permission

Appendix 2 – Conditions of consent

Appendix 3 – Photograph permission form for staff and adult helpers

### **Mobile devices**

If pupils bring mobile devices (including mobile phones) into school, they are to be given to their class teacher to store until the end of the day. The school accepts no responsibility for the loss, theft or damage of any mobile devices nor will the school accept responsibility for any adverse health effects caused by any such devices, either potential or actual.

If a pupil breaches the school policy then the device will be confiscated and be held in a secure place by a member of the senior leadership team and released to parents/carers at the end of the day. In exceptional circumstances, students may be permitted to make a brief, supervised call from their phone to a parent or carer. Pupils that need to contact their parents/carers will be allowed to use a school phone. Parents are advised not to contact their child via mobile phone during the school day but to contact the school office. Pupils should protect their phone number by only giving them to trusted friends and family members. Pupils will be instructed regarding the safe and appropriate use of mobile

phones/personal devices and made aware of boundaries and consequences during computing lessons.

Staff are not permitted to use their own personal devices for contacting children or their families within or outside the setting in a professional capacity and will have access to a school phone where contact is required. Mobile devices are to be switched off or put on silent mode and bluetooth communication should be 'hidden' or switched off. Mobile devices will not be used during teaching periods unless permission has been given by a member of the Senior Leadership Team in emergency circumstances. Use of a mobile device during break/lunch periods should not be in places where children are present e.g. playground/corridors.

## **Social Networking, Social Media and Personal Publishing**

### **Scope**

This policy applies to Darlington Academy pupils, staff, parents and the wider school community.

**Under no circumstances may the Darlington Academy logo be used or published on any personal web space or any online or offline medium without prior consent.**

### **Principles – Be responsible and Respectful**

- Users should be conscious at all times of the need to keep their personal and professional/school lives separate. They should not put themselves in a position where there is a conflict between the school and their personal life.
- Users should not engage in activities involving social media which might bring Darlington Academy, including its pupils and staff, into disrepute.
- Users should not present their personal views as those of Darlington Academy on any social media.
- Users should not discuss personal information about other pupils, Darlington Academy and the wider community they interact with on any social media.
- Users should not use social media and the internet in any way to name, attack, insult, abuse or defame pupils, their family, colleagues and other professionals or Darlington Academy.

Where it is brought to the school's attention that the safeguarding of pupils, parents, staff and wider members of the community has been compromised, those who have posted the relevant material will be asked to remove it immediately and additional advice from the Local Safeguarding Board and/or police may also be sought.

All stake holders are invited to join staff in setting a good example to our children when using social media sites by

- Demonstrating courtesy and respect for staff, other parents and pupils.
- Using appropriate language when discussing the school
- Addressing any issues or concerns regarding the school and its stakeholders, including pupils, other parents, members of staff and members of the wider community, directly with the Principal or other members of staff.
- By not posting photographs of other people's children on social networking sites without their express permission to do so.

At Darlington Academy we are aware and acknowledge that increasing numbers of adults and children are using social networking sites. However, we remind all stakeholders, pupils, parents, staff and the wider community that many sites are targeted at older teenagers and adults. Many have a no under 13 registration policy and recommend parental guidance for 13 to 16 year olds.

The following are extracts from the Facebook privacy policy:

*"If you are under age 13, please do not attempt to register for Facebook or provide any personal information about yourself to us. If we learn that we have collected personal information from a child under age 13, we will delete that information as quickly as possible. If you believe that we might have any information from a child under age 13, please contact us."*

*"We strongly recommend that minors 13 years of age or older ask their parents for permission before sending any information about themselves to anyone over the Internet and we encourage parents to teach their children about safe internet use practices. Materials to help parents talk to their children about safe internet use can be found on this help page."*

The widespread availability and use of social networking applications brings opportunities to understand, engage and communicate with audiences in new ways. It is important that we are able to use these technologies and services effectively and flexibly. However, it is also important to ensure that we balance this with our need to safeguard all members of our community, children and adults alike, including those who may be adopted, are looked after by the Local Authority or are in "hiding" from abusive partners and/or parents.

In school, as part of the new computing curriculum, personal publishing/blogging etc. will be taught via age appropriate sites that are suitable for educational purposes. They will be moderated by the school where possible. Pupils will be advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications. Pupils will be encouraged to only approve and invite known friends to become online friends and to deny access to others by making profiles private. Pupils are also encouraged to think about the ease of uploading personal information, the associated dangers and the difficulty of removing an inappropriate image or information once published.

Outside of school, it is crucial that all stakeholders in Darlington Academy, including pupils, parents, staff and the public at large, have confidence in the school and in our ability to keep all our pupils safe. The principles set out in this policy are to ensure that the use of social media is responsibly undertaken and that the confidentiality of all pupils and staff and the reputation of the school is maintained.

- All members of the school community must be conscious at all times of their need to keep their personal and professional lives safeguarded.
- All staff, parents, pupils and members of the wider Darlington community are strongly advised to ensure that they set the privacy levels on their personal sites as strictly as they can and opt out of listings on social networking sites to protect their own privacy and ensure that they keep their passwords confidential and be careful about what is posted on line.

Appendix 4 – Guidance for parents/carers using photography/video at an event

### **Cyber bullying**

Cyber bullying, along with all other forms of bullying, of any member of the school community will not be tolerated. Full details are set out in the school's policy on anti-bullying and behaviour.

With regard to tackling cyber bullying, a partnership approach with parents is encouraged and information and guidance to parents/carers on cyber bullying will be made available in a variety of formats, including useful links available on our website.

There are clear procedures in place to support anyone in the school community affected by cyber bullying. Pupils, staff and parents/carers are advised to keep a record of the bullying as evidence; the school will take steps to identify the bully where possible and appropriate and pupils, staff and parents/carers are required to work with the school respond to situations appropriately. This may require passing information on to the police.

### **Personal Data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and in line with our Data Protection Policy.

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer/laptop. Neither the school nor Local Authority can accept liability for the material accessed, or any consequences resulting from internet use.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the police. Methods to identify, assess and minimise risks will be reviewed regularly.

E-safety training is carried out across the school using age appropriate material and is revisited at least once a year for all pupils with e-safety rules being posted in every classroom. Safe and responsible use of the internet and technology will be reinforced across the curriculum and subject areas.

Up-to-date and appropriate staff training in safe and responsible internet use, both professionally and personally, will be provided for all members of staff.

A partnership approach to e-safety at home and school with parents is encouraged and information and guidance to parents/carers on e-safety will be made available in a variety of formats including useful links available on our website.

### **Dealing with incidents**

All members of the school community will be informed about the procedure for reporting e-safety concerns (such as breaches of filtering, cyber bullying, illegal content etc.). The E-Safety Co-Ordinator will record all reported incidents and actions taken in the school's e-safety incident log and any other relevant areas e.g. Bullying or Child Protection log.

The Designated Child Protection Officer will be informed of any e-safety incidents involving Child Protection concerns, which will then be escalated appropriately.

Any issues (including sanctions) will be dealt with according to the school's disciplinary, behaviour and child protection procedures. Any complaints about internet misuse will be dealt with under the school's complaints procedure. Parents and pupils are asked to work in partnership with the school to resolve issues.

### **E-Safety Co-Ordinator is Sophia White**

### **E-Safety Governor is Anna Bobin**

### **Policy approved by:**

Principal..... Date.....

Governing Body.....Date.....  
(Chair of Governors)

Date for the next policy review is .....

## Parental permission Appendix 1

### Parental permission

During your child's time with us there may be occasions when we wish to take photographs or make video recordings of children at Darlington Academy. Sometimes this is strictly for educational or activity purposes and on other occasions it may be for other purposes such as promoting the activities of the school. Also, within Darlington Academy, children may create images as a part of the activity or as portfolio based evidence for examinations and awards. These photos remain the property of the child and are only observed by staff and outside accredited organisations.

However, there are occasions when the local press may visit to report on particular organisation events and they may wish to publish photographs of children in newspapers or use recording of the children on television when reporting these events.

In order to comply with the Data Protection Act 1998, Darlington Academy needs your consent before taking photographs or making video recordings of your child which are not part of its core activities. We would therefore be grateful if you could answer the following questions, sign and date the form and return it to us as soon as possible.

Furthermore, as part of learning outside of the classroom and the environment classes may take **local** walkabout visits without prior arrangement.

Please indicate your agreement to the following:

- Still photographs (used internally and sometimes at the teacher' centre) Yes / No
- Local press (normally used to publicise a particular school event) Yes / No
- Internet (may be used to show aspects of our school. Children will not be named. Includes the Darlington Academy website) Yes / No
- Local walkabout (within a 1 mile radius) Yes / No

Thank you very much for taking the time to complete this form. The information provided will form your child's computerised records.

♦ ♦ ♦ ♦

### Signature

Parent /carer.....Date.....

## **Conditions of Consent Appendix 2**

The information which you provide in this consent form is valid from the time that organisation receives this form until your child leaves the organisation. If your circumstances change or you change your mind about any issues addressed in this form, please contact us immediately.

Darlinghurst Academy will not itself publish the names of children with any images of children without prior specific and separate consent from parents/carers.

If a child is named in any text which the organisation publishes, a photograph will not be included with the text, unless this is the wish of the child and parents/carers.

The organisation will only use images of children who are appropriately dressed.

Darlinghurst Academy will not pass to the press the names of any children appearing in photographs or recording which the press wish to obtain or broadcast, unless a parent/carer gives this consent.

**Photograph Permissions Form for Staff and Adult Helpers at Darlington School Appendix 3**

Occasionally, we may take photographs of activities at our school. We may use these images in our organisation's prospectus or in other printed publications that we produce, as well as our website or on project display boards at our organisation. We may also make video or webcam recordings for conference, monitoring or other educational use.

Southend Borough Council may also use photographs to illustrate work in Southend organisations in council publications, publicity materials and the internet.

From time to time our organisation may be visited by the media who will take photographs, film footage or carry out radio interviews. Photographs for the media and other publicity purposes may also be taken at events where our organisation is taking part. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our prospectus or in other printed publications.

Please answer the questions below, then sign and date the form where shown. Please return the completed form as soon as possible.

Please delete as appropriate

Are you happy for your photograph to be used in publications and publicity materials produced by Darlington School and by Southend Borough Council?

YES/NO

Are you happy for your image to be used on our website and Southend Borough Council websites?

YES/NO

Are you happy for your image to be recorded on video or webcam?

YES/NO

Are you happy to appear in the media? This may mean your photograph and name is used in print.

YES/NO

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that conditions of use of these photographs as stated on the back of this form.

I have read and understood the conditions of use on the back of this form.

Signature ..... Date .....

Name (in block capitals) .....

Address (in block capitals) .....

.....

Telephone number .....

## **Darlinghurst Academy Acceptable Use Policy – All Staff/Visitors Appendix 4**

### **Purpose**

The purpose of this document is to make sure that all staff and visitors are safe when they use the Internet through the school system and that they conduct themselves in a professional manner at all times. This includes any equipment owned by the school or by the staff.

### **Personal communication**

- I will only use the school's email/Internet/Intranet/Learning Platform and any related technologies for professional purposes (or for uses deemed 'reasonable' by the Principal or Governing Body)
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will not use or give out my own personal details, such as mobile phone number and personal email address, to pupils or parents or for any official school communication.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that my online activity will not bring my professional role, the school or any member of the school community into disrepute.

### **Security**

- I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that personal data (such as data held on SIMS – the school information system) are kept secure and are used appropriately, in school or accessed remotely, and I will comply with school data protection protocols when using data on or off the school site
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Principal. I will ensure my password is kept secure, changed regularly and alert the ICT technician if I suspect my access has been used by someone else

### **Access**

- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- I will not browse, download, upload or distribute any images, video, sounds or text that could upset or offend any member of the school community
- I will follow the appropriate guidelines and report any accidental or deliberate access to inappropriate materials
- I will respect copyright and intellectual property rights

Any photographs of children must be taken on a school camera and downloaded onto the school system.

### **Official school systems**

I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Principal. Any potential misuse identified by the school will be reported to the relevant organisation which could include the police. On evidence of misuse, an employee may be disciplined by the school.

Darlinghurst Academy acknowledges that in certain planned curricular activities, access to otherwise deemed inappropriate sites may be beneficial for educational use (for example investigating racial issues). Any such access should be pre-planned and approved by a member of the senior leadership team so that it can be justified if required.

If inappropriate material is accessed accidentally, users should immediately report this to the School's Systems Manager so that this can be taken into account in monitoring. This can also be reported via the school email ( [generalenquiries@darlinghurst.co.uk](mailto:generalenquiries@darlinghurst.co.uk) ) whereby the incident will be logged and details forwarded to the ICT technician and/or appropriate agencies. Should an inappropriate site/image open, DO NOT CLOSE THE SITE but immediately turn the screen off and contact the ICT technician.

### **Network Printing**

The Academy has centrally networked printers. Printing is expensive and excessive, inappropriate use costs the school several hundred pounds a year. Consideration should be given as to whether a document containing colour printing (remembering that a single

colour letter means the document will be counted as a coloured print) could be defaulted to mono print.

The School actively encourages sustainability and expects everyone to reduce waste of resources.

Signed ..... Date .....

Print Name .....

## **Darlinghurst Academy**

### **Acceptable Use Policy – Pupils/Visitors**

#### **Purpose**

I agree to this document because it will keep me safe when using the Internet.

#### **Personal communication**

- I will only use my class email address or my own school email address when emailing
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not give out my own details such as my name, phone number or home address
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will only use polite language when using the computers

#### **Security**

- I must not tell my username and passwords to anyone else but my parents
- If I think someone has learned my password then I will tell my teacher

#### **Access**

- I must use only my username and password
- I must log off after I have finished with my computer
- I will report any websites that make me feel uncomfortable to my teacher