BRAMCOTE C OF E PRIMARY SCHOOL

E-SAFETY POLICY

September 2018

Bramcote C of E Primary School E-Safety Policy 2018

Contents

Appendices:

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 Bramcote C of E Primary School with respect to the use of ICT-based technologies.
- safeguard and protect the children and staff of Bramcote C of E Primary School
- set out how we educate children of the potential risks when using technology beyond the school environment
- 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 illegal, harmful or inappropriate content, including online pornography
- ignoring age ratings in games – potential exposure to violence, racist language, substance abuse
- lifestyle websites, for example pro-anorexia/self-harm/suicide sites
- hate sites
- an inability to evaluate the quality, accuracy and relevance of information online

Contact

- grooming
- cyber-bullying in all forms
- identity theft
- sharing passwords

Conduct

- privacy issues, including disclosure of personal information
- digital footprint and online reputation
- health and well-being (excessive amount of time spent online)

- Sharing/distribution of personal images without an individual's consent
- sexting (sending and receiving of personally intimate images) also referred to as SGII (self generated indecent images)
- plagiarism or copyright infringement
- illegal downloading of music or video files

(Ref Ofsted 2013)

Scope (from SWGfL)

This policy applies to all members of Bramcote C of E Primary School 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 school.

The Education and Inspections Act 2006 empowers Headteachers / Principals to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the Bramcote C of E Primary School site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the school / academy, but is linked to membership of the school / academy. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix for template policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The Bramcote C of E Primary 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 e-safety behaviour that take place out of school.

Role	Key Responsibilities
Headteacher	• To take overall responsibility for e-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 • To be responsible for ensuring that staff receive suitable training to carry out their e-safety roles and to train other colleagues, as relevant • To be aware of procedures to be followed in the event of a serious e-Safety incident. • To receive regular monitoring reports from the E-Safety Co-ordinator / Officer • To ensure that there is a system in place to monitor and support staff who carry out internal e-safety procedures

Role	Key Responsibilities

e-Safety Co-ordinator / Designated Child Protection Lead	• takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
	• promotes an awareness and commitment to e-safeguarding throughout the school community
	• ensures that e-safety education is embedded across the curriculum
	• liaises with school ICT technical staff
	• To communicate regularly with the designated e-Safety Governor to discuss current issues, review incident logs and filtering / change control logs
	• To ensure that all staff are aware of the procedures that need to be followed in the event of an e-Safety incident
	• To ensure that an e-Safety incident log is kept up to date
	• facilitates training and advice for all staff
	• liaises with the Local Authority, EdIT and relevant agencies
	• Is regularly updated in e-safety issues and legislation, and be aware of the potential for serious child protection issues to arise from:
	  • sharing of personal data
	  • access to illegal / inappropriate materials
	  • inappropriate on-line contact with adults / strangers
	  • potential or actual incidents of grooming
	  • cyber-bullying and use of social media

Governors / E-safety governor	• To ensure that the school follows all current e-Safety advice to keep the children and staff safe • To approve the E-Safety Policy and review the effectiveness of the policy. A member of the Governing Body has taken on the role of E-Safety Governor • To support the school in encouraging parents and the wider community to become engaged in e-safety activities
Computing Curriculum Leader	• To oversee the delivery of the e-safety element of the Computing curriculum • To liaise with the e-safety coordinator regularly
Network technician	• To report any e-Safety related issues that arises, to the e-Safety coordinator. • 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 • the school's policy on web filtering is applied and updated on a regular basis • that he / she 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 • To ensure appropriate backup procedures exist so that critical

Role	Key Responsibilities
	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
LEARNING PLATFORM Leader	• To ensure that all data held on pupils on the LEARNING PLATFORM is adequately protected •
School Business Manager	• To ensure that all data held on pupils on the school office machines have appropriate access controls in place
Teachers	• To embed e-safety issues in all aspects of the curriculum and other school activities • To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extra curricular and extended school activities if relevant) • 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
All staff	• To read, understand and help promote the school's e-Safety policies and guidance • To read, understand, sign and adhere to the school staff Acceptable Use Agreement • 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 • To report any suspected misuse or problem to the e-Safety coordinator/School's Designated Child Protection Person • To maintain an awareness of current e-Safety issues and guidance e.g. through CPD • To model safe, responsible and professional behaviours in their own use of technology • 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.
Pupils	• Read, understand, sign and adhere to the Student / Pupil Acceptable Use Policy with their parents • 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 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

Role	Key Responsibilities
	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
Parents/carers	• to support the school in promoting e-safety, which includes the pupils' use of the internet and the school's use of photographic and video images • to read, understand, sign and promote the school Pupil Acceptable Use Agreement with their children • to access the school website / Class Dojo 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
- 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 annually.Acceptable use agreements to be held in pupil and personnel files

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 teacher/ e-Safety Coordinator / Headteacher;
- informing parents or carers;
- removal of Internet or computer access for a period,
- 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 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.
- All amendments to the school eSafeguarding policy will be discussed in detail with all members of teaching staff.

2. Education and Curriculum

Pupil e-Safety curriculum

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned e-safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited 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 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.

- We use the resources on CEOP's Think U Know site as a basis for our e-safety education http://www.thinkuknow.co.uk/teachers/resources/ (Hector's World at KS1 and Lee and Kim in Lower KS2 and Cyber Café in Upper KS2)
- Key e-safety messages should be reinforced through further input via assemblies and pastoral activities as well as informal conversations when the opportunity arises

- Pupils should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies e.g. the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.

This school

- Has a clear, progressive e-safety education programme as part of the Computing curriculum / PSHE curriculum. 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 sign and will be displayed throughout the school and in Home School Diaries.
- 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

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

- A planned programme of formal e-safety training will be made available to staff. An audit of the e-safety training needs of all staff will be carried out regularly
- All new staff should read and the school e-safety policy and sign the Acceptable Use Agreement.
- It is expected that some staff will identify e-safety as a training need with the performance management process
- All teaching staff have been involved in the creation of this e-safety policy and are therefore aware of its content
- The e-safety co-ordinator will provide advice, guidance and training as required to individuals as required on an on-going basis

Parent awareness and training

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

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

- Introduction of the Acceptable Use Agreements to new parents, to ensure that principles of e-safe 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 *eg* *www.swgfl.org.uk* www.saferinternet.org.uk/ http://www.childnet.com/parents-and-carers

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 with their parents before being given access to school systems.
- 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 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 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 annually
- should know and understand what the 'rules of appropriate use' are and what sanctions result from misuse
- In providing consent for pupils to use the Internet, agree to uphold and support the school's acceptable use agreement and lead by example.

Incident Management

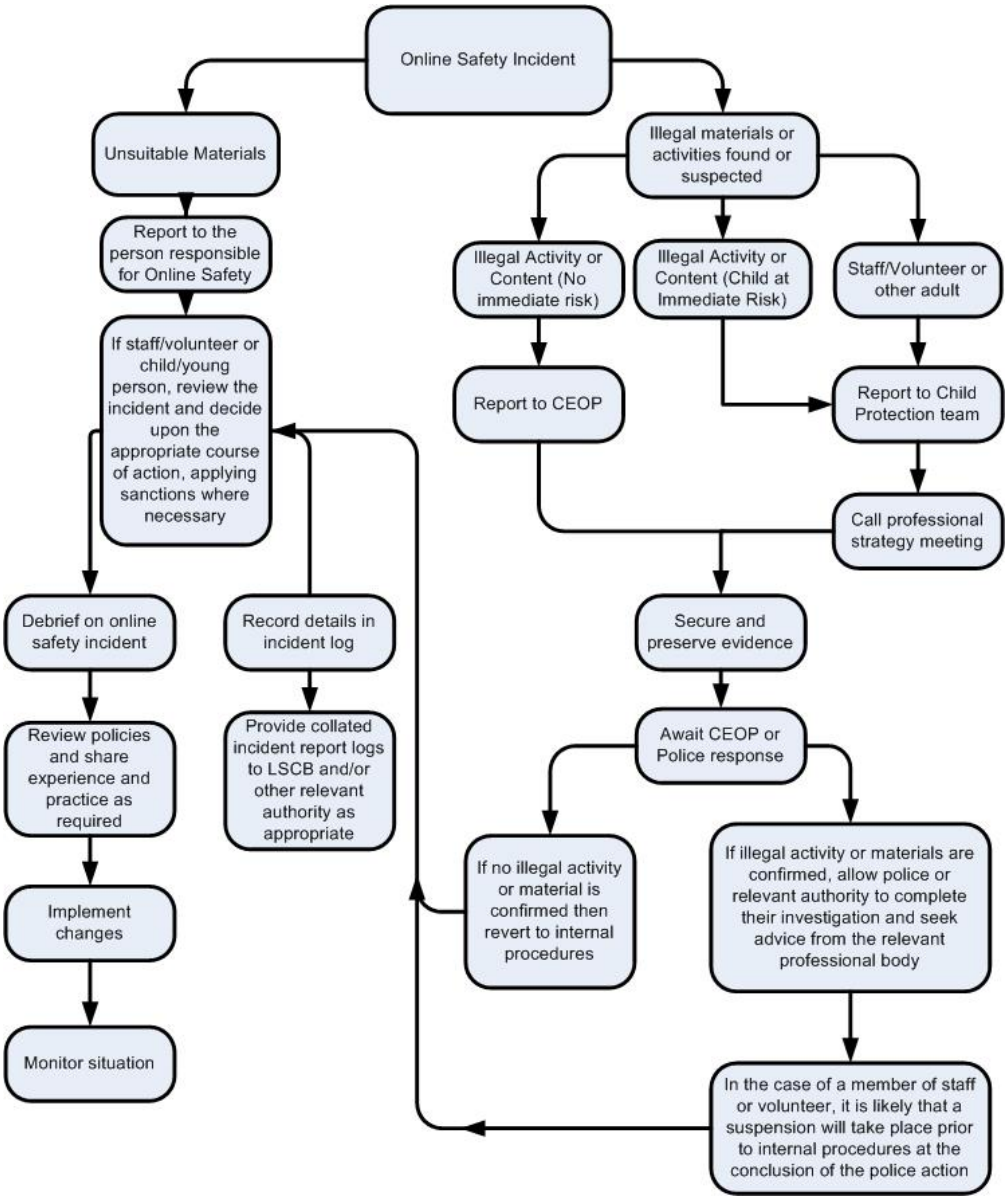
In this school:

- 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.
- 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 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. The records are reviewed/audited and reported to the school's senior leaders and Governors
- 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

Reporting of e-safety breaches

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless, irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse.



4. Managing the ICT infrastructure

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

This school:

- Has the educational filtered secure broadband connectivity
- Uses a filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature, etc.
- Ensures network healthy through use of Sophos anti-virus software
- Blocks all Chat rooms and social networking sites except those that are part of an educational network or approved Learning Platform;
- 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
- Requires staff to preview websites before use. 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 pupils that that they must report any failure of the filtering system. Our system administrator(s) logs or escalates as appropriate to the Technical service provider (HancoxIT) or EdIT 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
  - 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. We also provide a different for access to our school's network;
  - We provide Classes R-Y5 with a class network log-in username and Year 6 pupils with individual usernames and passwords.

- Provides staff, pupils and governors with individual usernames and passwords for Office 365
- Makes clear that no one should log on as another user
- 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.
- 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 laptop or iPad 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.
- 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
- 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
- All computer equipment is installed professionally and meets health and safety standards;
- 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 passwords 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.

E-mail

- Staff are provided with an email account for their professional use through Office 365 and all personal email should be through a separate account.
- Personal e-mail addresses of pupils or staff are not published on the school website. We use anonymous addresses: office@bramcote.notts.sch.uk / head@bramcote.notts.sch.uk
- Police will be contacted if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.
- email accounts are maintained by HancoxIT and checked they are up to date by the e-safety co-ordinator

Pupils:

- 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 of 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.

School website

- The Headteacher takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- 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 (Office 365/Purple Mash/Class Dojo)

- Uploading of information onto Office 365 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 Class Dojo 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 Purple Mash;

Staff communication and Social Media

In all aspects of their work our teaching staff abide by the Teachers' Standards as described by the DfE. Teachers translate these standards appropriately for all matters relating to e-safety.

Any digital communication between staff and pupils or parents/carers must be professional in tone and content.

- These communications may only take place on official school systems
- Personal email addresses, text messaging or public chat/social networking technology must not be used for these communications
-

School staff will ensure that in private use:

- No reference should be made in social media to pupils, parents / carers or school staff
- They observe confidentiality and refrain from discussing any issues relating to work;
- They do not share or post in an open forum, any information that I would not want children, parents/careers or colleagues to view;
- The set privacy settings to block unauthorised access to social media pages and restrict those who are able to receive updates;
- They will consider how social media conduct may be perceived by others and how this could affect their reputation and that of the school;
- They do not engage in online discussion on personal matters relating to members of the school community

- Personal opinions expressed on social media should not be attributed to the school or local authority
- They do not accept 'friend' requests from parents/carers except in acceptable circumstances, after discussion with the Headteacher or E-Safety Co-ordinator.
- They check security settings on personal social media profiles regularly to minimise risk of loss of personal information.
- They will report any known breaches of the above;

Use of hand held technology – mobile phones, cameras, ipads etc

We recognise that the area of mobile technology is rapidly advancing and it is our school's policy to review its stance on such technology on a regular basis. Currently our policy is this:

- Members of staff are permitted to bring in personal mobile devices. They are required to use their own professional judgement as to when it is appropriate to use them.
- 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.
- Pupils are not permitted to bring personal hand held devices into school. If one is brought in accidentally it will be kept in the office during school hours.
- Ipads are used in school by class teachers and with individual children. Staff monitor and guide how these are used. Access to the internet and use of apps is strictly monitored.

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 safe use of children's images policy annually;
- 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;
- Pupils are taught about how images can be manipulated in their eSafety 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.
- Parents are reminded at school events (e.g. sports day, school productions and concerts) not to post images containing other children online.

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).
- 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
- 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, 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 undertaken at least annual house-keeping to review, remove and destroy any digital materials and documents which need no longer be stored.
- We use the DfE S2S site to securely transfer CTF pupil data files to other schools.
- All servers are managed by DBS-checked staff.
- Paper based sensitive information is shredded

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.