



CLOUGHWOOD ACADEMY

Online Safety Policy

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1. Introduction

At Cloughwood Academy we take Online Safety very seriously and see it as our duty to keep our pupils and staff safe whilst using technology not only in school but also at home. The Online Safety Policy is reviewed and amended annually alongside the Safeguarding Policy by the Designated Safeguarding Lead by the Governing Board of the Academy.

This also includes our responsibility to keep our children safe from radicalisation and extremism (Prevent Duty).

This document links to the following other school policies:

- Safeguarding
- Radicalisation and Extremism
- Anti-Bullying
- Data Protection
- Website
- Employee Handbook
- Professional Relations
- Safe Handling & Physical Control

2. Network Safety

The school's network is presently looked after by an external provider, MGL.

A weekly meeting takes place between the network manager and the ICT Co-ordinator. During this meeting any issues with the network and Online Safety issues are dealt with.

Impero, which is a highly effective monitoring system which identifies cyberbullying and other safeguarding concerns, is used in school as part of the school's support for keeping children safe online. This is checked daily by the ICT Coordinator and has been set to alert staff automatically if children are attempting to access inappropriate sites. Issues that are highlighted in these checks, or which are noticed by staff, are written in the Internet safety log and monitored by the ICT coordinator or Designated Safeguarding Lead, who may put risk assessments in place for individual pupils if necessary.

The school network is protected by Smoothwall, controlled and monitored by Cheshire East LA. Swurl is also used by the ICT coordinator to block and unblock specific websites within the school. Both measures protect staff and students from all forms of inappropriate material. A log of all blocked websites is kept by the ICT coordinator.

In an effort to restrict access to the internet via 3G or 4G on pupils' own internet-enabled devices, such devices are turned off and handed in each day when pupils arrive at school. These measures are also taken on the residence at the end of the school day.

3. Responsibilities of Staff

All staff are required to read and sign an Acceptable Use Policy (AUP) (Appendix 1) which clearly states the responsibilities of staff using technology in the work place. This will be signed when they commence their employment at Cloughwood and will be reinforced each year during the annual safeguarding refresher training in a separate Online Safety session.

The AUP list the responsibilities of all staff and covers the use of digital technologies in school: i.e. E-mail, Internet, Intranet and network resources, software, equipment and systems and complements the DfE Teachers' Standards.

Online Safety and Prevent (dealing with radicalisation & extremism) training will be provided to all members of staff at least once a year and it is each person's responsibility to attend these sessions. These sessions will be arranged by the Designated Safeguard Lead. The ICT coordinator also delivers an annual Online Safety assembly to pupils and staff in the Autumn term.

It is very important that staff make sure that pupils they are responsible for are using the Internet safely. High risk students will be highlighted by the Online Safety team and staff will be made aware of these students.

4. Responsibilities of Guest /Community Users

Guest/Community Users who access school ICT systems, website and VLE as part of their role within school (e.g. Directors or parents) will be expected to sign a Staff AUP before being provided with access to school systems (see Appendix 1). Guest access to the internet in school will be subject to the same filtering rules as other school users.

5. Responsibilities and Safety of Pupils

All of our pupils are able to access the Internet independently and therefore are at risk from either deliberately accessing inappropriate material or, due to their level of literacy, accidentally accessing harmful sites.

No child is able to access the Internet in school without their parents giving permission to do so. The ICT Agreement and Digital Media consent form (Appendix 2) is filled in when the child starts school and is kept on record until they leave; it will only need amending if a parent/carer would like to change it. All children are supervised in school whilst using the Internet and all are made aware that all their activity within school is monitored.

The ICT Agreement and Digital Media consent form clearly states pupils' responsibilities when using technology in school.

All pupils will receive Online Safety training throughout the Autumn term, with termly refresher training, as part of their ICT lessons. They will also attend an Online Safety assembly in the autumn term.

All pupils will be taught how to use all technologies in a responsible and safe way. This will be part of the ICT curriculum. This will include for example warnings of uploading personal information about themselves, sexting, cyberbullying and visiting extremist, violent and pornographic websites.

No child may appear on the website without their parent/carers consent, the consent form is completed when the child starts school and is kept on record until they leave; it will only need amending if the parent/carer would like to change it.

6. Support for Parents

As a school we believe it is our duty to support parents and carers in keeping their child safe while using technology within the home environment. Computers and other devices in the home are more open and don't have the security features which we have in school, which does make the child more vulnerable in this environment.

The parents will be invited to Online Safety sessions which will be held in school during the school year.

Online Safety information for parents / carers and young people may also be signposted from the school website.

Appendix 1 – Acceptable Use Policy (for Staff)

1. I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Principal and Board of Directors.
2. I will not reveal my password(s) to anyone. I will not log on for another person.
3. I will not allow unauthorised individuals to access E-Mail / Internet / Intranet / network, or other school / LA systems.
4. I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols, data protection policy, and retention and destruction guidelines.
5. I understand that there is a difference between my professional and private roles. I will not engage in any online activity that may compromise my professional responsibilities, this refers to social network sites such as Facebook. (Refer to Professional Relations Policy)
6. I will only use the approved, secure E-Mail system(s) for any school business. 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. The forwarding of chain letters is not permitted.
7. I will only use the approved school E-Mail, school Learning Platform or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
8. At any time I will not use school equipment to browse, download or send material that could be considered offensive or inappropriate to colleagues or pupils.
9. I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.
10. I will not download any software or resources from the Internet that can compromise the network, are not adequately licensed or for which I do not have adequate copyright permissions.
11. I will report any concerns I have about a child accessing inappropriate material on the Internet, including pornography, extremism, radicalisation and violence.
12. I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
13. I will not use personally owned digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home. Any images must be taken/published with reference to the pupils' Digital Media consent forms. Any images taken on personal devices must be transferred to the school network and deleted from the device within 24 hours.
14. I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role. I will refer to the Professional Relations Policy for more information.
15. I agree and accept that any computer, laptop or tablet loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school if a reasonable amount of personal use outside of school hours becomes "significant personal use" as defined by HM Revenue & Customs.

16. I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
17. I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
18. I will report any incident which breaches the Acceptable Use Policy immediately to the Data Protection Officer or a member of the SMT.
19. I will embed the school's Online Safety curriculum into my teaching (*if applicable*).
20. I will only use LA systems in accordance with any corporate policies.
21. I understand that all Internet usage / and network usage is monitored and that monitoring data could be made available to my manager on request.
22. I understand that failure to comply with this agreement could lead to disciplinary action.

Appendix 2 – ICT Agreement and Digital Media Consent Form (for pupils)

Cloughwood Academy

ICT Agreement and Digital Media Consent Form

Dear Parent / Guardian,

ICT Agreement

As part of your child's curriculum and the development of their ICT skills, they will have access at Cloughwood Academy to a range of ICT resources, the Internet and email. We believe that being able to use Computers, the World Wide Web and e-mail effectively are essential skills in a modern world. Access to all of these resources is a privilege, not a right. It is important that your child respects this and uses all equipment in an appropriate manner.

It is a requirement of the school that an ICT Agreement form is completed for all students on an annual basis; this form replaces all previous versions. Once this form has been signed and returned to the school access to the Internet and school email system will be granted. If you do not wish for your son to have access to these resources then please indicate this by ticking the relevant box on page 3.

Please would you spend some time reading through this with your child and both sign to say that you and your child agree and will follow the rules? Please note the following sanctions for breach of the agreement:

Situation	Sanction applicable:
First time	<ul style="list-style-type: none">• Break time detention.• Blocked from the internet for one week.
Second time	<ul style="list-style-type: none">• Standard letter home advising this is the second rule break• Break time detention.• Blocked from the internet for two weeks.
Third time	<ul style="list-style-type: none">• Standard letter home advising this is the third rule break• Afterschool detention.• Blocked from the internet for one month.
Fourth time	<ul style="list-style-type: none">• Letter home from Vice Principal to highlight stage 5 below.• After school detention.• Blocked from the internet for half a term.
Fifth time	<ul style="list-style-type: none">• Letter home from Vice Principal to highlight the final rule break and explain that the student will not have access to the Internet.• After school detention• Blocked from the internet for the rest of the academic year.

Note: The school does not have to go through each phase. Depending on the severity of the rule break the sanction from the most appropriate phase will be used.

A full copy of the school's Online Safety policy and this document are available to download from the school website (<http://www.cloughwoodacademy.co.uk>) or a copy can be viewed at the school by prior arrangement.

Using Images of Children

Occasionally we may take photographs of the children whilst taking part in activities at school or on school trips and visits. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or web cam recordings for school-to-school conferences or other educational use.

From time to time our school may be visited by the media who will take photographs or film footage of high profile events. Pupils may appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998 we need your permission before we can photograph or make any other recording of your child. Two copies of the Digital Media Consent Form have been attached. Please read the statements on the document and initial the relevant boxes to indicate your consent, sign and return to school.

Please ensure that all signed documents are returned to the school office. Failure to return the documents will mean that your child will not be given access to the school ICT network, the Internet and email.

ICT Agreement

The use of the Internet at school is a privilege freely given to all members of the school community. Each of us is responsible for ensuring that we keep this privilege, by following a set of simple rules.

The Academy's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the Academy's technological resources:

Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about, or inappropriate images of, others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - Not plagiarize.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the academy's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the academy's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Use direct communications such as online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Rules for Appropriate Computer Usage

When using the computers at school I will always:

- Use IT equipment and materials for school business only.

- Log off before leaving a computer.
- Wait my turn to get onto a computer if the room is busy.
- Finish my session promptly and get to my next lesson on time.
- Use the computers to do work set for the lesson I am in, unless I am given permission to do other activities.
- Be considerate of the needs of others and will not disturb or disrupt anyone else.
- Finish eating or drinking before entering an IT area.
- Print only a single copy of my work, unless given permission to print more.
- Leave a computer as I found it, ready for someone else to use.
- Take care of the equipment and avoid causing damage.
- Virus scan all removable disks and not intentionally introduce viruses to the network.
- Report any problems immediately.
- Use only my own username, password and work area and will not attempt to access or interfere with work or data belonging to someone else.
- Use only the software provided by the school and will not:
 - Install any other program.
 - Copy a program from a school computer.
- Avoid breaking the law of copyright and will give details of where any information or data have come from.
- Encourage others to abide by the rules.

Rules for Appropriate Internet and E-mail Usage

When using the Internet at school, I will always:

- Access material important to school business only. I will not:
 - Visit Internet chat areas.
 - Deliberately access or post illegal, rude or insulting material.
 - Buy anything on-line.
 - Pose as another person.
- Avoid wasting time or resources and will not access games, music, video or other sites not to do with schoolwork, without permission.
- Report immediately if I access illegal, rude or insulting material by accident.

When using e-mail at school, I will always:

- Send and receive messages to do with school issues only.
- Send nothing that could be seen as illegal, rude, insulting or bullying.
- Avoid opening or answering e-mail from someone I do not recognise.
- Report receiving anything from someone I do not recognise, or that makes me feel upset or uncomfortable.

In order to keep our records up to date please tick the appropriate box below.

I **have** access to a computer at home.

I **do not** have access to a computer at home.

By signing below you confirm that you have read and understood the above information and accept that computers, the Internet and e-mail will be used in an appropriate and responsible way.

I **DO NOT** want my Son to have access to the Internet at school.
 I **DO NOT** want my Son to have access to email at school.

Thank you in advance for your support of this.

Student's name: _____ Form: _____

Signed Student: _____ Date: _____

Signed Parent / Guardian: _____ Date: _____

Digital Media Consent Form

Please read the statements below. If you agree to the use of video or photo of your child you must initial the relevant box to say whether it can be used with or without their names.

If you **do not** agree to the use of video or photo for the stated purpose then leave blank.

	<i>With name</i>	<i>Without name</i>
I agree that photographs or videos of my child can be used within school i.e. <ul style="list-style-type: none"> • On display boards, • On the plasma screen, • In lessons, • In portfolio work, • In video conferencing. • Physical Intervention and /or Accidental Injury (where an injury including pre-existing) is evident. 		
I agree that photographs of my child can be used in the school newsletter , which is only available to members of the school family, when celebrating the success of my child.		
I agree that photographs or videos of my child can be used in school year books (either electronic or paper format) , which is only available to members of the school family.		
I agree that photographs of my child can be used in the school prospectus , which is available to anyone upon request.		
I agree that photographs or videos of my child may be used on the school website or Learning platform and will be freely available to view on the World Wide Web.		
I agree that photographs of my child can be taken by the media and published in newspapers when celebrating the success of my child or promoting the school.		
I agree that photographs of my child can be taken by the official school photographer for a year / class photo, which can be purchased by parents. An image can also be attached to my child's school record.		

I understand that I can withdraw my consent at any time in the future by notifying the school in writing.

Student's name: _____ Form: _____

Signed Parent / Guardian: _____ Date: _____

Conditions of use:

1. The permissions granted on this form are valid for one year from the date it is signed.
 2. We will not use the personal details or full names (which means first name and surname) of any child or adult in any media without prior consent being given through this form.
 3. If we use photographs of individual pupils we will not use the name of that child in the accompanying text or caption without prior consent being given through this form.
 4. If we name a pupil in the text we will not use a photograph of that child to accompany the article without prior consent being given through this form.
 5. We may use pictures of pupils or staff that have been drawn by the pupils.
 6. We may use media containing images of groups or classes with general labels such as "a science lesson" or "making Christmas decorations".
 7. We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately.
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