ICT and Internet Acceptable Use Policy

Pensans CP School

Approved by:	Niki Ambrose	Date: September 2023
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1. Introduction and aims

Information and communications technology (ICT) is an integral part of the way our school works, and is a critical resource for pupils, staff (including the senior leadership team), governors, volunteers and visitors.

However, the ICT resources and facilities our school uses could also pose risks to data protection, online safety and safeguarding.

This policy aims to:

❯ Set guidelines and rules on the use of school ICT resources for staff, pupils, parents/carers and governors

❯ Establish clear expectations for the way all members of the school community engage with each other online

❯ Support the school's policies on data protection, online safety and safeguarding

❯ Prevent disruption that could occur to the school through the misuse, or attempted misuse, of ICT systems

❯ Support the school in teaching pupils safe and effective internet and ICT use

This policy covers all users of our school's ICT facilities, including governors, staff, pupils, volunteers, contractors and visitors.

Breaches of this policy may be dealt with under our behaviour policy and staff code of conduct

2. Relevant legislation and guidance

This policy refers to, and complies with, the following legislation and guidance:

> Data Protection Act 2018

> The UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020

> Computer Misuse Act 1990

> Human Rights Act 1998

> The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000

> Education Act 2011

> Freedom of Information Act 2000

> Education and Inspections Act 2006

> Keeping Children Safe in Education 2023

> Searching, screening and confiscation: advice for schools 2022

> National Cyber Security Centre (NCSC): Cyber Security for Schools

> Education and Training (Welfare of Children) Act 2021

> UK Council for Internet Safety (et al.) guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

> Meeting digital and technology standards in schools and colleges

3. Definitions

> **ICT facilities:** all facilities, systems and services including, but not limited to, network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services, and any device system or service that may become available in the future which is provided as part of the school's ICT service

> **Users:** anyone authorised by the school to use the school's ICT facilities, including governors, staff, pupils, volunteers, contractors and visitors

> **Personal use:** any use or activity not directly related to the users' employment, study or purpose agreed by an authorised user

> **Authorised personnel:** employees authorised by the school to perform systems administration and/or monitoring of the ICT facilities

> **Materials:** files and data created using the school's ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites and blogs

See appendix 6 for a glossary of cyber security terminology.

4. Unacceptable use

The following is considered unacceptable use of the school's ICT facilities. Any breach of this policy may result in disciplinary or behaviour proceedings (see section 4.2 below).

Unacceptable use of the school's ICT facilities includes:

> Using the school's ICT facilities to breach intellectual property rights or copyright

> Using the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination

> Breaching the school's policies or procedures

> Any illegal conduct, or statements which are deemed to be advocating illegal activity

> Online gambling, inappropriate advertising, phishing and/or financial scams

> Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate or harmful

> Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams

> Activity which defames or disparages the school, or risks bringing the school into disrepute

> Sharing confidential information about the school, its pupils, or other members of the school community

> Connecting any device to the school's ICT network without approval from authorised personnel

> Setting up any software, applications or web services on the school's network without approval by authorised personnel, or creating or using any programme, tool or item of software designed to interfere with the functioning of the school's ICT facilities, accounts or data

> Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel

> Allowing, encouraging or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities

> Causing intentional damage to the school's ICT facilities

> Removing, deleting or disposing of the school's ICT equipment, systems, programmes or information without permission from authorised personnel

> Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not permitted by authorised personnel to have access, or without authorisation

> Using inappropriate or offensive language

> Promoting a private business, unless that business is directly related to the school

> Using websites or mechanisms to bypass the school's filtering or monitoring mechanisms

> Engaging in content or conduct that is radicalised, extremist, racist, antisemitic or discriminatory in any other way

> Using AI tools and generative chatbots (such as ChatGPT and Google Bard):

  o To write their homework or class assignments, where AI-generated text or imagery is presented as their own work

This is not an exhaustive list. The school reserves the right to amend this list at any time. The Headteacher will use their professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the school's ICT facilities.

4.1 Exceptions from unacceptable use

Where the use of school ICT facilities (on the school premises and/or remotely) is required for a purpose that would otherwise be considered an unacceptable use, exemptions to the policy may be granted at the headteacher's discretion.

> Pupils may use AI tools and generative chatbots:
  > As a research tool to help them find out about new topics and ideas
  > When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly attributed

4.2 Sanctions

Pupils and staff who engage in any of the unacceptable activities listed above may face disciplinary action in line with the school's policies on behaviour policy and staff code of conduct.

Pupils may expect to have restricted access to school systems.

Pensans CP School - Policies (pensansprimary.co.uk)

5. Staff (including governors, volunteers, and contractors)

5.1 Access to school ICT facilities and materials

The school uses TPAT IT Support Team to manage access to the school's ICT facilities and materials for school staff. That includes, but is not limited to:

> Computers, tablets, mobile phones and other devices

> Access permissions for certain programmes or files

Staff will be provided with unique login/account information and passwords that they must use when accessing the school's ICT facilities.

Staff who have access to files that they are not authorised to view or edit, or who need their access permissions updated or changed, should contact the TPAT IT Support team or Headteacher

5.1.1 Use of phones and email

The school provides each member of staff with an email address.

This email account should be used for work purposes only. Staff should enable multi-factor authentication on their email account(s).

All work-related business should be conducted using the email address the school has provided.

Staff must not share their personal email addresses with parents/carers and pupils, and must not send any work-related materials using their personal email account.

Staff must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

Email messages are required to be disclosed in legal proceedings or in response to requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable.

Staff must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted so that the information is only accessible by the intended recipient.

If staff receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.

If staff send an email in error that contains the personal information of another person, they must inform the Headteacher immediately and follow our data breach procedure.

Staff must not give their personal phone number(s) to parents/carers or pupils. Staff must use phones provided by the school to conduct all work-related business.

School phones must not be used for personal matters.

Staff who are provided with mobile phones as equipment for their role must abide by the same rules for ICT acceptable use as set out in section 4.

Staff who would like to record a phone conversation should speak to School Office Manager Caroline Watling

All non-standard recordings of phone conversations must be pre-approved and consent obtained from all parties involved.

TheHeadteacher may grant requests to record conversations when:

> Discussing a complaint raised by parent/carer or member of the public

> Calling parents/carers to discuss behaviour or sanctions

> Taking advice fromrelevant professionals regarding safeguarding, special educational needs (SE)

5.2 Personal use

Staff are permitted to occasionally use school ICT facilities for personal use, subject to certain conditions set out below. This permission must not be overused or abused. The Headteacher may withdraw or restrict this permission at any time and at their discretion.

Personal use is permitted provided that such use:

> Does not take place during teaching hours/contact time

> Does not constitute 'unacceptable use', as defined in section 4

> Takes place when no pupils are present

> Does not interfere with their jobs, or prevent other staff or pupils from using the facilities for work or educational purposes

Staff may not use the school's ICT facilities to store personal, non-work-related information or materials (such as music, videos or photos).

Staff should be aware that use of the school's ICT facilities for personal use may put personal communications within the scope of the school's ICT monitoring activities (see section 5.5). Where breaches of this policy are found, disciplinary action may be taken.

Staff are also permitted to use their personal devices (such as mobile phones or tablets) in line with the school's mobile phone policy

Staff should be aware that personal use of ICT (even when not using school ICT facilities) can impact on their employment by, for instance, putting personal details in the public domain, where pupils and parents/carers could see them.

Staff should take care to follow the school's guidelines on use of social media (see appendix 1 Online Safety Policy and use of email (see section 5.1.1) to protect themselves online and avoid compromising their professional integrity.

5.2.1 Personal social media accounts

Members of staff should make sure their use of social media, either for work or personal purposes, is appropriate at all times.

The school has guidelines for staff on appropriate security settings for Facebook accounts (see appendix 1).

5.3 Remote access

We allow staff to access the school's ICT facilities and materials remotely

Staff accessing the school's ICT facilities and materials remotely must abide by the same rules as those accessing the facilities and materials on site. Staff must be particularly vigilant if they use the school's ICT facilities outside the school and must take such precautions as the Headteacher may require against importing viruses or compromising system security.

Our ICT facilities contain information which is confidential and/or subject to data protection legislation. Such information must be treated with extreme care and in accordance with our data protection policy.

https://tpacademytrust.ourhub.io/resources?folderid=3375

5.4 School social media accounts

The school has an official Facebook account, managed by Chrissy Simpson-Edmands. Staff members who have not been authorised to manage, or post to, the account, must not access, or attempt to access, the account.

The school has guidelines for what may and must not be posted on its social media accounts. Those who are authorised to manage, or post to, the account must make sure they abide by these guidelines at all times.

5.5 Monitoring and filtering of the school network and use of ICT facilities

To safeguard and promote the welfare of children and provide them with a safe environment to learn, the school reserves the right to filter and monitor the use of its ICT facilities and network. This includes, but is not limited to, the filtering and monitoring of:

> Internet sites visited

> Bandwidth usage

> Email accounts

> Telephone calls

> User activity/access logs

> Any other electronic communications

Only authorised ICT personnel may filter, inspect, monitor, intercept, assess, record and disclose the above, to the extent permitted by law.

At Pensans School we use Netsweeper and On Guard to filter and monitor online use. There are two contacts within school who manage communication in this area/ Tier 1 contact: Mrs Niki Ambrose and Tier 2 contact: Mrs Chrissy Simpson-Edmands

The school monitors ICT use in order to:

> Obtain information related to school business

> Investigate compliance with school policies, procedures and standards

> Ensure effective school and ICT operation

> Conduct training or quality control exercises

> Prevent or detect crime

> Comply with a subject access request, Freedom of Information Act request, or any other legal obligation

Our governing board is responsible for making sure that:

> The school meets the DfE's [filtering and monitoring standards](#)

> Appropriate filtering and monitoring systems are in place

> Staff are aware of those systems and trained in their related roles and responsibilities

  o For the leadership team and relevant staff, this will include how to manage the processes and systems effectively and how to escalate concerns

> It regularly reviews the effectiveness of the school's monitoring and filtering systems

The school's designated safeguarding lead (DSL) will take lead responsibility for understanding the filtering and monitoring systems and processes in place. The DSL is supported in this role by the Deputy DSL in Pensans School.

Where appropriate, staff may raise concerns about monitored activity with the school's DSL and ICT manager, as appropriate.

6. Pupils

6.1 Access to ICT facilities

> Computers and ICT equipment in the school are available to pupils only under the supervision of staff

6.2 Search and deletion

Under the Education Act 2011, the headteacher, and any member of staff authorised to do so by the headteacher, can search pupils and confiscate their mobile phones, computers or other devices that the authorised staff member has reasonable grounds for suspecting:

> Poses a risk to staff or pupils, **and/or**

> Is evidence in relation to an offence

This includes, but is not limited to:

> Pornography

> Abusive messages, images or videos

> Indecent images of children

> Evidence of suspected criminal behaviour (such as threats of violence or assault)

Before a search, if the authorised staff member is satisfied that they have reasonable grounds for suspecting any of the above, they will also:

> Make an assessment of how urgent the search is, and consider the risk to other pupils and staff. If the search is not urgent, they will seek advice from the Headteacher or Deputy Headteacher

> Explain to the pupil why they are being searched, and how and where the search will happen, and give them the opportunity to ask questions about it

> Seek the pupil's co-operation

The authorised staff member should:

> Inform the DSL (or deputy) of any searching incidents where they had reasonable grounds to suspect a pupil was in possession of a banned item.

> Involve the DSL (or deputy) without delay if they believe that a search has revealed a safeguarding risk

Authorised staff members may examine, and in exceptional circumstances erase, any data or files on a device that they have confiscated where they believe there is a 'good reason' to do so.

When deciding whether there is a 'good reason' to examine data or files on a device, the staff member should only do so if they reasonably suspect that the data has been, or could be, used to:

> Cause harm, **and/or**

> Undermine the safe environment of the school or disrupt teaching, **and/or**

> Commit an offence

If inappropriate material is found on the device, it is up to the staff member I conjunction with the DSL/Headteacher or member of the senior leadership team to decide on a suitable response. If there are images, data or files on the device that staff reasonably suspect are likely to put a person at risk, they will first consider the appropriate safeguarding response.

When deciding whether there is a good reason to erase data or files from a device, staff members will consider whether the material may constitute evidence relating to a suspected offence. In these instances, they will not delete the material, and the device will be handed to the police as soon as is reasonably practicable. If the material is not suspected to be evidence in relation to an offence, staff members may delete it if:

> They reasonably suspect that its continued existence is likely to cause harm to any person, **and/or**

> The pupil and/or the parent refuses to delete the material themselves

If a staff member **suspects** a device **may** contain an indecent image of a child (also known as a nude or semi-nude image), they will:

> **Not** view the image

> **Not** copy, print, share, store or save the image

> Confiscate the device and report the incident to the DSL (or deputy) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on searching, screening and confiscation and the UK Council for Internet Safety (UKCIS) et al.'s guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

Any searching of pupils will be carried out in line with:

> The DfE's latest guidance on searching, screening and confiscation

> UKCIS et al.'s guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

> Our behaviour policy

Any complaints about searching for, or deleting, inappropriate images or files on pupils' devices will be dealt with through the school complaints procedure.

6.3 Unacceptable use of ICT and the internet outside of school

The school will sanction pupils, in line with the behaviour policy if a pupil engages in any of the following **at any time** (even if they are not on school premises):

> Using ICT or the internet to breach intellectual property rights or copyright

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination

- Breaching the school's policies or procedures

- Any illegal conduct, or making statements which are deemed to be advocating illegal activity

- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate

- Consensual or non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth produced sexual imagery)

- Activity which defames or disparages the school, or risks bringing the school into disrepute

- Sharing confidential information about the school, other pupils, or other members of the school community

- Gaining or attempting to gain access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel

- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities

- Causing intentional damage to the school's ICT facilities or materials

- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user and/or those they share it with are not supposed to have access, or without authorisation

- Using inappropriate or offensive language

7. Parents/carers

7.1 Access to ICT facilities and materials

Parents/carers do not have access to the school's ICT facilities as a matter of course.

However, parents/carers working for, or with, the school in an official capacity (for instance, as a volunteer or as a member of the PTA) may be granted an appropriate level of access, or be permitted to use the school's facilities at the headteacher's discretion.

Where parents/carers are granted access in this way, they must abide by this policy as it applies to staff.

7.2 Communicating with or about the school online

We believe it is important to model for pupils, and help them learn, how to communicate respectfully with, and about, others online.

Parents/carers play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website and social media channels.

We ask parents/carers to sign the agreement in appendix 2.

7.3 Communicating with parents/carers about pupil activity

The school will ensure that parents and carers are made aware of any online activity that their children are being asked to carry out.

When we ask pupils to use websites or engage in online activity, we will communicate the details of this to parents/carers in the same way that information about homework tasks is shared.

In particular, staff will let parents/carers know which (if any) person or people from the school pupils will be interacting with online, including the purpose of the interaction.

Parents/carers may seek any support and advice from the school to ensure a safe online environment is established for their child.

8. Data security

The school is responsible for making sure it has the appropriate level of security protection and procedures in place to safeguard its systems, staff and learners. It therefore takes steps to protect the security of its computing resources, data and user accounts. The effectiveness of these procedures is reviewed periodically to keep up with evolving cyber crime technologies.

Staff, pupils, parents/carers and others who use the school's ICT facilities should use safe computing practices at all times. We aim to meet the cyber security standards recommended by the Department for Education's guidance on digital and technology standards in schools and colleges, including the use of:

> Firewalls

> Security features

> User authentication and multi-factor authentication

> Anti-malware software

8.1 Passwords

All users of the school's ICT facilities should set strong passwords for their accounts and keep these passwords secure

Users are responsible for the security of their passwords and accounts, and for setting permissions for accounts and files they control.

Members of staff or pupils who disclose account or password information may face disciplinary action. Parents, visitors or volunteers who disclose account or password information may have their access rights revoked.

All staff will use the password manager required by the ICT service providerto help them store their passwords securely. Teachers will generate passwords for pupils using the required password manager or generator and keep these in a secure location in case pupils lose or forget their passwords.

8.2 Software updates, firewalls and anti-virus software

All of the school's ICT devices that support software updates, security updates and anti-virus products will have these installed, and be configured to perform such updates regularly or automatically.

Users must not circumvent or make any attempt to circumvent the administrative, physical and technical safeguards we implement and maintain to protect personal data and the school's ICT facilities.

Any personal devices using the school's network must all be configured in this way.

8.3 Data protection

All personal data must be processed and stored in line with data protection regulations and the school's data protection policy.

https://tpacademytrust.ourhub.io/resources?folderid=3375

8.4 Access to facilities and materials

All users of the school's ICT facilities will have clearly defined access rights to school systems, files and devices.

These access rights are managed by the Headteacher and in some cases the Trust TPAT

Users should not access, or attempt to access, systems, files or devices to which they have not been granted access. If access is provided in error, or if something a user should not have access to is shared with them, they should alert the Headteacher immediately.

Users should always log out of systems and lock their equipment when they are not in use to avoid any unauthorised access. Equipment and systems should always be logged out of and shut down completely at the end of each working day.

8.5 Encryption

The school makes sure that its devices and systems have an appropriate level of encryption.

School staff may only use personal devices (including computers and USB drives) to access school data, work remotely, or take personal data (such as pupil information) out of school if they have been specifically authorised to do so by the headteacher.

Use of such personal devices will only be authorised if the devices have appropriate levels of security and encryption, as defined by the ICT service provider.

9. Protection from cyber attacks

Please see the glossary (appendix 6) to help you understand cyber security terminology.

The school will:

> Work with governors and the IT department to make sure cyber security is given the time and resources it needs to make the school secure

> Provide annual training for staff (and include this training in any induction for new starters, if they join outside of the school's annual training window) on the basics of cyber security, including how to:
>> Check the sender address in an email
>> Respond to a request for bank details, personal information or login details
>> Verify requests for payments or changes to information

> Make sure staff are aware of its procedures for reporting and responding to cyber security incidents

> Investigate whether our IT software needs updating or replacing to be more secure

> Not engage in ransom requests from ransomware attacks, as this would not guarantee recovery of data

> Put controls in place that are:
>> **Proportionate**: the school will verify this using a third-party audit (such as 360 degree safe) annually, to objectively test that what it has in place is effective
>> **Multi-layered**: everyone will be clear on what to look out for to keep our systems safe
>> **Up to date:** with a system in place to monitor when the school needs to update its software
>> **Regularly reviewed and tested**: to make sure the systems are as effective and secure as they can be

> Back up critical data is done regular intervals throughout the day approx. every 15min and these back ups are stored on external hard drives that aren't connected to the school network and stored off site at Hayle School

> Delegate specific responsibility for maintaining the security of our management information system (MIS) to TPAT ICT Support Team

> Make sure staff:
>> Dial into our network using a virtual private network (VPN) when working from home

> - Enable multi-factor authentication where they can, on things like school email accounts
> - Store passwords securely using a password manager

- Make sure ICT staff conduct regular access reviews to make sure each user in the school has the right level of permissions and admin rights
- Have a firewall in place that is switched on
- Check that its supply chain is secure, for example by asking suppliers about how secure their business practices are and checking if they have the Cyber Essentials certification
- Develop, review and test an incident response plan with the IT department including, for example, how the school will communicate with everyone if communications go down, who will be contacted and when, and who will notify Action Fraud of the incident. This plan will be reviewed and tested annually and after a significant event has occurred, using the NCSC's 'Exercise in a Box'
- Work with our Trust TPAT to see what it can offer the school regarding cyber security, such as advice on which service providers to use or assistance with procurement

10. Internet access

The school's wireless internet connection is secure.

The school is adhering to the guidance within the revised KCSIE (September 2023) Paragraph 141- 143 (inclusive). Paragraph 141 states:

"Whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, governing bodies and proprietors should be doing all that they reasonably can to limit children's exposure to the above risks from the school's or college's IT system. As part of this process, governing bodies and proprietors should ensure their school or college has appropriate filtering and monitoring systems in place and regularly review Updated: August 2023 © LGfL – SafeguardED is an LGfL brand – view this document & more at safepolicies.lgfl.net Page 25 ONLINE SAFETY POLICY their effectiveness. They should ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively and know how to escalate concerns when identified. Governing bodies and proprietors should consider the number of and age range of their children, those who are potentially at greater risk of harm and how often they access the IT system along with the proportionality of costs versus safeguarding risks."

The responsibility for ensuring that appropriate filtering and monitoring measures are in place is the duty of the DSL. In order to ensure that "appropriate filtering and monitoring systems [are] in place", we will:

 • identify and assign roles and responsibilities to manage filtering and monitoring systems. • review filtering and monitoring provision at least annually.

 • block harmful and inappropriate content without unreasonably impacting teaching and learning. • have effective monitoring strategies in place that meet their safeguarding needs.

At this school, the internet connection is provided by NCI Technologies. This means we have a dedicated and secure connection that is protected with firewalls and multiple layers of security, including a web filtering system called Netsweeper, which is made specifically to protect children in schools.

 We have purchased additional bespoke monitoring and reporting software called On Guard which complements the Netsweeper system and fully meets the KCSIE 2023 requirements

Key safeguarding staff have been training by On Guard to ensure that we offer the highest level of internet monitoring within our power. You can read more about why this system is appropriate on the UK Safer Internet Centre's appropriate filtering submission pages here.

There are three types of appropriate monitoring identified by the Safer Internet Centre. These are:

1. Physical monitoring (adult supervision in the classroom, at all times)

2. Internet and web access

3. Active/Pro-active technology monitoring services

Filtering

• the school filtering policies are agreed by senior leaders and technical staff and are regularly reviewed and updated in response to changes in technology and patterns of online safety incidents/behaviours

• the school manages access to content across its systems for all users. The filtering provided meets the standards defined in the UK Safer Internet Centre Appropriate filtering.

• access to online content and services is managed for all users

• illegal content (e.g., child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list and the police assessed list of unlawful terrorist content, produced on behalf of the Home Office. Content lists are regularly updated Updated: August 2023 © LGfL – SafeguardED is an LGfL brand – view this document & more at safepolicies.lgfl.net Page 26 ONLINE SAFETY POLICY

• there are established and effective routes for users to report inappropriate content

• there is a clear process in place to deal with requests for filtering changes

• filtering logs are regularly reviewed and alert the school to breaches of the filtering policy, which are then acted upon.

• where personal mobile devices have internet access through the school network, content is managed in ways that are consistent with school policy and practice.

• access to content through non-browser services (e.g. apps and other mobile technologies) is managed in ways that are consistent with school policy and practice.

If necessary, the school will seek advice from, and report issues to, the SWGfL Report Harmful Content site. Monitoring The school has monitoring systems in place to protect the school, systems and users:

• The school monitors all network use across all its devices and services.

• An appropriate monitoring strategy for all users has been agreed and users are aware that the network is monitored. There is a staff lead responsible for managing the monitoring strategy and processes.

• There are effective protocols in place to report abuse/misuse. There is a clear process for prioritising response to alerts that require rapid safeguarding intervention. Management of serious safeguarding alerts is consistent with safeguarding policy and practice

• Technical monitoring systems are up to date and managed and logs/alerts are regularly reviewed and acted upon. The school follows the protects users and school systems through the use of the appropriate blend of strategies strategy informed by the school's risk assessment.

These may include: • physical monitoring (adult supervision in the classroom)

• internet use is logged, regularly monitored and reviewed

• filtering logs are regularly analysed and breaches are reported to senior leaders

• pro-active alerts inform the school of breaches to the filtering policy, allowing effective intervention.

• where possible, school technical staff regularly monitor and record the activity of users on the school technical systems

• use of a third-party assisted monitoring service to review monitoring logs and report issues to school monitoring lead(s)

10.1 Pupils

> Pupil accces to WiFi is only available to those working on iPads under the supervision of a teacher

> Filtering settings are as outlined above

10.2 Parents/carers and visitors

Parents/carers and visitors to the school will not be permitted to use the school's WiFi unless specific authorisation is granted by the headteacher.

The headteacher will only grant authorisation if:

> Parents/carers are working with the school in an official capacity (e.g. as a volunteer or as a member of the PTA)

> Visitors need to access the school's WiFi in order to fulfil the purpose of their visit (for instance, to access materials stored on personal devices as part of a presentation or lesson plan)

Staff must not give the WiFi password to anyone who is not authorised to have it. Doing so could result in disciplinary action.

11. Monitoring and review

The headteacher with support from IT Team monitor the implementation of this policy, including ensuring it is updated to reflect the needs and circumstances of the school.

This policy will be reviewed every 2 years.

The governing board is responsible for reviewing this policy.

12. Related policies

This policy should be read alongside the school's policies on:

- Online safety
- Social media
- Safeguarding and child protection
- Behaviour
- Staff Code of Conduct
- Data protection

Do not accept friend requests from pupils on social media

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10 rules for school staff on Facebook

1. Change your display name – use your first and middle name, use a maiden name, or put your surname backwards instead

2. Change your profile picture to something unidentifiable, or if you don't, make sure that the image is professional

3. Check your privacy settings regularly

4. Be careful about tagging other staff members in images or posts

5. Don't share anything publicly that you wouldn't be happy showing your pupils

6. Don't use social media sites during school hours

7. Don't make comments about your job, your colleagues, our school or your pupils online – once it's out there, it's out there

8. Don't associate yourself with the school on your profile (e.g. by setting it as your workplace, or by 'checking in' at a school event)

9. Don't link your work email address to your social media accounts. Anyone who has this address (or your personal email address/mobile number) is able to find you using this information

10. Consider uninstalling the Facebook app from your phone. The app recognises WiFi connections and makes friend suggestions based on who else uses the same WiFi connection (such as parents or pupils)

Check your privacy settings

› Change the visibility of your posts and photos to **'Friends only'**, rather than 'Friends of friends'. Otherwise, pupils and their families may still be able to read your posts, see things you've shared and look at your pictures if they're friends with anybody on your contacts list

› Don't forget to check your **old posts and photos** – go to bit.ly/2MdQXMN to find out how to limit the visibility of previous posts

› The public may still be able to see posts you've **'liked'**, even if your profile settings are private, because this depends on the privacy settings of the original poster

› **Google your name** to see what information about you is visible to the public

› Prevent search engines from indexing your profile so that people can't **search for you by name** – go to bit.ly/2zMdVht to find out how to do this

› Remember that **some information is always public**: your display name, profile picture, cover photo, user ID (in the URL for your profile), country, age range and gender

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What to do if …

A pupil adds you on social media

- In the first instance, ignore and delete the request. Block the pupil from viewing your profile
- Check your privacy settings again, and consider changing your display name or profile picture
- If the pupil asks you about the friend request in person, tell them that you're not allowed to accept friend requests from pupils and that if they persist, you'll have to notify senior leadership and/or their parents/carers. If the pupil persists, take a screenshot of their request and any accompanying messages
- Notify the senior leadership team or the headteacher about what's happening

A parent/carer adds you on social media

- It is at your discretion whether to respond. Bear in mind that:
  - Responding to 1 parent/carer's friend request or message might set an unwelcome precedent for both you and other teachers at the school
  - Pupils may then have indirect access through their parent/carer's account to anything you post, share, comment on or are tagged in
- If you wish to decline the offer or ignore the message, consider drafting a stock response to let the parent/carer know that you're doing so

You're being harassed on social media, or somebody is spreading something offensive about you

- **Do not** retaliate or respond in any way
- Save evidence of any abuse by taking screenshots and recording the time and date it occurred
- Report the material to Facebook or the relevant social network and ask them to remove it
- If the perpetrator is a current pupil or staff member, our mediation and disciplinary procedures are usually sufficient to deal with online incidents
- If the perpetrator is a parent/carer or other external adult, a senior member of staff should invite them to a meeting to address any reasonable concerns or complaints and/or request they remove the offending comments or material
- If the comments are racist, sexist, of a sexual nature or constitute a hate crime, you or a senior leader should consider contacting the police

Acceptable Use Policy (AUP) for PARENTS

Background

We ask all children, young people and adults involved in the life of Pensans School to read and sign an Acceptable Use* Policy (AUP) to outline how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Your child has also signed an AUP which is age appropriate in school which is age appropriate – either KS1 or KS2

We tell your children that **they should not behave any differently when they are out of school or using their own device or on a home network.** What we tell pupils about behaviour and respect applies to all members of the school community, whether they are at home or school. We seek the support of parents and carers to reinforce this message and help children to behave in a safe way when online:

"Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face."

Where can I find out more?

You can read Pensans School's full Online Safety Policy Pensans CP School - Policies (pensansprimary.co.uk) for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding and Child Protection Policy, Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to Mrs Ambrose

What am I agreeing to?

1. I understand that Pensans School uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.

2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including through behaviour policies and agreements, physical and technical monitoring, education and support and web filtering.

3. School network protections will be superior to most home filtering. However, please note that accessing the internet always involves an element of risk and the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies. Schools are asked not to overblock or provide an experience which is so locked down as to block educational content or not train pupils for life in an online world.

4. I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school is subject to filtering and monitoring. More detail of this can be found in our online safety policy.

5. I understand and will help my child to use any devices at home in the same manner as when in school, including during any remote learning periods.

6. I will support my child to follow the school's policy regarding bringing devices to school

7. I understand that my child might be contacted online on systems used in school e.g email, seesaw by their class teacher and only about their learning, wellbeing or behaviour. If they are contacted by someone else or staff ask them to use a different app to chat, they will tell another teacher.

8. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.

9. Parents are kindly asked not to call pupils on their mobile phones during the school day; urgent messages can be passed via the school office.

10. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age.

11. I will follow the school's digital images and video policy, which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.

12. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety and refer to parentsafe.lgfl.net for advice and support on safe settings, parental controls, apps and games, talking to them about life online, screentime and relevant topics from bullying to accessing pornography, extremism and gangs, sharing inappropriate content etc...

13. I understand that my child needs a safe and appropriate place to do home learning, whether for homework or during times of school closure. When on any video calls with school, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. Where it is possible to blur or change the background, I will help my child to do so.

14. If my child has online tuition, I will refer to the Online Tutors – Keeping children Safe poster and undertake necessary checks where I have arranged this privately, ensuring they are registered/safe and reliable, and for any tuition to remain in the room where possible, ensuring my child knows that tutors should not arrange new sessions or online chats directly with them.

15. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet and to various devices, operating systems, consoles, apps and games. There are also child-safe search engines e.g. swiggle.org.uk and YouTube Kids is an alternative to YouTube with age appropriate contentFind out more at parentsafe.lgfl.net

16. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my child, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/

17. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, a copy of whch can be found oon the website and I understand that s/he will be subject to sanctions if s/he does not follow these rules.

18. I can find out more about online safety at Pensans School by reading the full Online Safety Policy here Pensans CP School - Policies (pensansprimary.co.uk) and can talk to my child's class teacher if I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.

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I/we have read, understood and agreed to this policy.

Signature/s: _____

Name/s of parent / guardian: _____

Parent / guardian of: _____

Date: _____

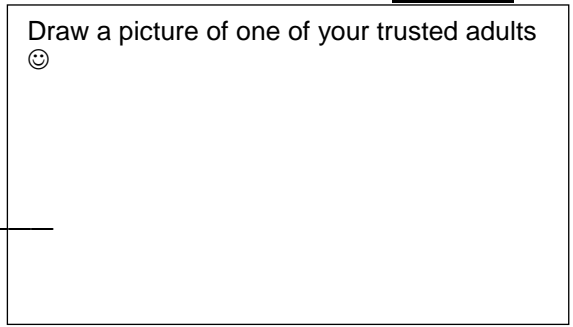# Acceptable Use Policy KS1

My name is _____

1. I only **USE** devices or apps, sites or games if I am allowed to

2. I **ASK** for help if I'm stuck or not sure; I **TELL** a trusted adult if I'm upset, worried, scared or confused

3. I look out for my **FRIENDS** and tell someone if they need help

4. If I get a **FUNNY FEELING** in my tummy, I talk to an adult

5. I **KNOW** that online people aren't always who they say they are and things I read are not always **TRUE**

6. Anything I do online can be shared and might stay online **FOREVER**

7. I don't keep **SECRETS** 🚫 unless they are a present or nice surprise

8. I don't have to do **DARES OR CHALLENGES** ✗ , even if someone tells me I must.

9. I don't change **CLOTHES** or get undressed in front of a camera

10. I always check before **SHARING** my personal information or other people's stories and photos

11. I am **KIND** and polite to everyone

My trusted adults are:

_____ **at school**

_____ **at home**

_____ **at** _____

> Draw a picture of one of your trusted adults ☺

Acceptable Use Policy KS2

These statements can keep me and others safe & happy at school and home

1. *I learn online* – I use school internet, devices and logins for school and homework, to learn and have fun. School can see what I am doing to keep me safe, even when at home.

2. *I behave the same way on devices as face to face in the classroom, and so do my teachers* – If I get asked to do anything that I would find strange in school, I will tell another teacher.

3. *I ask permission* – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.

4. *I am creative online* – I don't just use apps, sites and games to look at things other people made or posted; I also get creative to learn or make things, remembering my 'Digital 5 A Day'.

5. *I am a good friend online* – I won't share or say anything I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.

6. *I am not a bully* – I know just calling something fun or banter doesn't stop it maybe hurting someone else. I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.

7. *I am a secure online learner* – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!

8. *I am careful what I click on* – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.

9. *I ask for help if I am scared or worried* – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.

10. *I know it's not my fault if I see or someone sends me something bad* – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult.

11. *If I make a mistake I don't try to hide it but ask for help.*

12. *I communicate and collaborate online* – with people I already know and have met in real life or that a trusted adult knows about.

13. *I know online friends might not be who they say they are* – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.

14. *I never pretend to be someone else online* – it can be upsetting or even dangerous.

15. *I check with a parent/carer before I meet an online friend* the first time; I never go alone.

16. *I don't go live (videos anyone can see) on my own* – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.

17. *I don't take photos or videos or people without them knowing or agreeing to it* – and I never film fights or people when they are upset or angry. Instead ask an adult or help if it's safe.

18. *I keep my body to myself online* – I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.

19. *I say no online if I need to* – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.

20. *I tell my parents/carers what I do online* – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.

21. *I follow age rules* – 13+ games, apps and films aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult but very unsuitable.

22. *I am private online* – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.

23. *I am careful what I share and protect my online reputation* – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).

24. *I am a rule-follower online* – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.

25. *I am part of a community* – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.

26. *I respect people's work* – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.

27. *I am a researcher online* – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, and I know which sites to trust, and how to double check information I come across. If I am not sure I ask a trusted adult.

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I have read and understood this agreement. If I have any questions, I will speak to a

trusted adult: at school that might mean _____

Outside school, my trusted adults are_____

I know I can also get in touch with Childline

Signed: _____   Date: _____

What I Must do to Keep Safe Online and With Devices

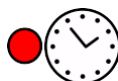Online means anything connected to the internet. Most devices and apps are connected to the internet.

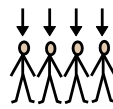Devices are technology like: computers, laptops, games consoles, tablets and smart phones.
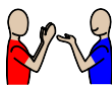
I will only use the devices I am allowed to use.

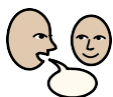I will ask a trusted adult before I use new websites, games or apps.

I will ask for help if I'm stuck or not sure.

I will be kind and polite to everyone online.

I will tell a trusted adult if I feel worried, scared or nervous when I am using a device.

I will tell a trusted adult if I feel sad, angry or embarrassed when I am using a device.

I will tell a trusted adult if I feel bad or unsafe when I am using a device.

I know people online sometimes tell lies. They might lie about who they are or where they live.

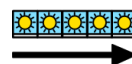I never have to keep secrets from my trusted adults.

I will not change clothes or undress in front of a webcam.

I will always ask a trusted adult before telling anyone my private

information or location.

I know that anything I do or say online might

stay there forever.
It can be given to my family, my friends or strangers.
This could make me feel sad or embarrassed.

My trusted adults are _____ at school

My trusted adults are _____ at home

My name is _____

Acceptable Use Policy for Staff/Governors/Visitors & Contractors

Background

We ask all children, young people and adults involved in the life of Pensans School to sign an Acceptable Use* Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media.

Visitors and contractors are asked to sign this document before they are allowed access to the school or its pupils. Many of these rules are common sense – if you are in any doubt or have questions, please ask the DSL Mrs Niki Ambrose DSL/Headteacher

Further details of our approach to online safety can be found in the overall school Online Safety Policy. Pensans CP School - Policies (pensansprimary.co.uk)

If you have any questions during your visit, you must ask the person accompanying you (if appropriate) and Mrs Caroline Watling School Secretary

If questions arise after your visit, ask Mrs Niki Ambrose Headteacher

What am I agreeing to?

1. I understand that any activity on a school device or using school networks, platforms, internet and logins may be captured by one of the school's security, monitoring and filtering systems and/or viewed by an appropriate member of staff.

2. I will never attempt to arrange any meeting with a pupil, including tutoring session, without the full prior knowledge and approval of the school, and will never do so directly with a pupil. The same applies to any private/direct communication with a pupil.

3. I will leave my phone in my pocket and turned off. Under no circumstances will I use it (or other capture device) in the presence of children or to take photographs or audio/visual recordings of the school, its site, staff or pupils/students. If required (e.g. to take photos of equipment or buildings), I will have the prior permission of the headteacher (this may be delegated to other staff) and it will be done in the presence of a member staff.

4. If I am given access to school-owned devices, networks, cloud platforms or other technology:
   - I will use them exclusively for the purposes to which they have been assigned to me, and not for any personal use
   - I will not attempt to access any pupil / staff / general school data unless expressly instructed/allowed to do so as part of my role
   - I will not attempt to make contact with any pupils/students or to gain any contact details under any circumstances
   - I will protect my username/password and notify the school of any concerns

   - I will abide by the terms of the school Data Protection Policy protections Pensans CP School - Policies (pensansprimary.co.uk)

- o I understand that my online activity will be subject to the school's filtering and monitoring systems, and that any attempts to access content which is illegal or inappropriate for a school setting, may result in further action as per the safeguarding procedures and may result in termination of contract.

5. I will not share any information about the school or members of its community that I gain as a result of my visit in any way or on any platform except where relevant to the purpose of my visit and agreed in advance with the school.

6. I will not reveal any information on social media or in private which shows the school in a bad light or could be perceived to do so.

7. I will not do or say anything to undermine the positive online safety messages that the school disseminates to pupils/students and will not give any advice on online safety issues unless this is the purpose of my visit and this is pre-agreed by the school. NB – if this is the case, the school will ask me to complete Annex A and consider Annex B of 'Using External Visitors to Support Online Safety' from the UK Council for Child Internet Safety (UKCIS)

8. I understand that children can be abused and harmed when using devices and I will report any behaviour (no matter how small) which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher/Principal (if by an adult). Mrs Niki Ambrose

9. I will only use any technology during my visit, whether provided by the school or my personal/work devices, including offline or using mobile data, for professional purposes and/or those linked to my visit and agreed in advance. I will not view material which is or could be perceived to be inappropriate for children or an educational setting.

10. I will behave in a professional and responsible manner at all times and understand that failure to do so may result in further action being taken and could result in the termination of my contract.~~~~~~~~~~~~~~~~~~~~~~

To be completed by the visitor/contractor:

I have read, understood and agreed to this policy.

Signature/s: _____

Name: _____

Organisation: _____

Visiting / accompanied by: _____

Date / time: _____

To be completed by the school (only when exceptions apply):

Exceptions to the above policy: _____

Name / role / date / time: _____

Glossary of cyber security terminology

These key terms will help you to understand the common forms of cyber attack and the measures the school will put in place. They're from the National Cyber Security Centre (NCSC) glossary.

TERM	DEFINITION
Antivirus	Software designed to detect, stop and remove malicious software and viruses.
Breach	When your data, systems or networks are accessed or changed in a non-authorised way.
Cloud	Where you can store and access your resources (including data and software) via the internet, instead of locally on physical devices.
Cyber attack	An attempt to access, damage or disrupt your computer systems, networks or devices maliciously.
Cyber incident	Where the security of your system or service has been breached.
Cyber security	The protection of your devices, services and networks (and the information they contain) from theft or damage.
Download attack	Where malicious software or a virus is downloaded unintentionally onto a device without the user's knowledge or consent.
Firewall	Hardware or software that uses a defined rule set to constrain network traffic – this is to prevent unauthorised access to or from a network.
Hacker	Someone with some computer skills who uses them to break into computers, systems and networks.
Malware	Malicious software. This includes viruses, trojans or any code or content that can adversely impact individuals or organisations.
Patching	Updating firmware or software to improve security and/or enhance functionality.
Pentest	Short for penetration test. This is an authorised test of a computer network or system to look for security weaknesses.
Pharming	An attack on your computer network that means users are redirected to a wrong or illegitimate website even if

TERM	DEFINITION
	they type in the right website address.
Phishing	Untargeted, mass emails sent to many people asking for sensitive information (such as bank details) or encouraging them to visit a fake website.
Ransomware	Malicious software that stops you from using your data or systems until you make a payment.
Social engineering	Manipulating people into giving information or carrying out specific actions that an attacker can use.
Spear-phishing	A more targeted form of phishing where an email is designed to look like it's from a person the recipient knows and/or trusts.
Trojan	A type of malware/virus designed to look like legitimate software that can be used to hack a victim's computer.
Two-factor/multi-factor authentication	Using 2 or more different components to verify a user's identity.
Virus	Programmes designed to self-replicate and infect legitimate software programs or systems.
Virtual private network (VPN)	An encrypted network which allows remote users to connect securely.
Whaling	Highly- targeted phishing attacks (where emails are made to look legitimate) aimed at senior people in an organisation.