CHAILEY SCHOOL

E-SAFETY POLICY

Date of Governing Body's Approval 14th December 2016

Chair of Governors:

Headteacher:

Date Due for Review: December 2017

Chailey School - E-Safety Policy

WHAT IS E-SAFETY?

Chailey School sees the area of E-Safety as a child protection issue and not one that is solely evident in ICT. All staff and students have a duty to be aware of their own and others E-Safety at all times. This policy should be read in conjunction with the acceptable usage policy, regulations for BYOD, and in line with the flowchart for recording and reporting E-Safety incidents. E-Safety is not limited to school premises, school equipment or the school day. Neither is it limited to equipment owned by the school. Any incident that happens during the school day will be reported in line with the flowchart for recording and reporting E-Safety incidents. Incidents from outside school that are disclosed or observed by staff will be dealt with in line with child protection procedures.

STATEMENT OF DUTY OF CARE

The Headteacher will have overall responsibility for all e-safety matters and will be informed of all incidents in line with the flowchart for recording and reporting e-safety incidents. This said, all staff have a responsibility to support E-Safety practices in schools. Students and staff at all levels need to understand their responsibilities and liabilities in the event of deliberate attempts to breach E-Safety protocols or those laid out in the Acceptable Use Policy.

SCOPE OF POLICY

E-safety concerns the day to day running of the physical network and information passing through it whether connected via the internet, virtual private networks, intranets or local area networks. Students are to be taught safe practices and that the E-Safety Policy will be monitored and enforced. The school will respond to E-Safety incidents involving members of the school (staff or students) as if they occurred during the school day, on the school site even if perpetrated using equipment not owned or operated by the school.

TEACHING SAFE PRACTICES

All staff are trained in good E-Safety practices through the schools professional development activities including those given by internal and external trainers. Governors will have an overview of E-Safety practice as an agenda item on an annual basis and will be updated as the policy is revised.

Students are explicitly taught from year 7 that the internet is a vital tool and about

- What is acceptable use and what is not
- E-safety risks and cyberbullying
- When, how and to whom to report instances when their e-safety may have been compromised
- The function/purpose of the CEOPS link on the school website

STATEMENT OF PROVISION OF SAFE ENVIRONMENT IN SCHOOLS (INCLUDING MONITORING OF THE POLICY)

The school currently provides access to the internet via the *East Sussex Education Network* (ESEN). ESEN is an *East Sussex County Council* (ESCC) managed service, which incorporates internet service provision from *Easynet* and a filtering service from *Smoothwall*. Anti-virus and malware protection for school-owned devices is managed by the school.

Owners and/or users of personal devices brought into school are responsible for ensuring they have adequate anti-virus and malware protection. Direct internet connections via mobile service providers (3G, 4G etc.) lie outside the scope of school filtering and safeguarding measures, students must therefore not use these during school hours.

It is expected that all staff and students adhere to this policy at all times and which should be read in conjunction with the Acceptable Use Policy. The policy is monitored by both the Network Manager and the Headteacher through the use of regular review with members of the school and in line with the flow chart for E-Safety incidents.

PROCEDURES TO BE FOLLOWED IN THE EVENT OF A BREACH OF E-SAFETY

All instances of E-Safety breaches, whether by direct observation or disclosure will be taken seriously. The process to follow should an observation or disclosure be made is laid out clearly in the flow chart for e-safety incidents (Appendix 2).

The flow chart should be followed and incident report completed at the earliest opportunity and in any case within 24 hours.

The incident flow chart for E-Safety incidents includes the protection of evidence should there be a serious breach of E-Safety. Serious is defined as any breach that is intentional, whether by a member of the school or aimed towards a member of the school.

Any device that has been involved in a serious breach should be taken and stored securely

All breaches whether serious or not will be recorded in line with the flow chart for E-Safety incidents. The folder of E-Safety incident report forms is kept in the Headteachers office (Appendix 3).

E-Safety incidents that are deemed as serious could be incidents of sexual or violent imagery, bullying, racist or offensive text, physical attack, e-attack or sexual grooming.

In these cases the E-Safety policy should be read in conjunction with other appropriate policies such as Child Protection, Anti-Bullying and Acceptable Use. This may involve other agencies including police, social services and LSCB – depending upon context and severity

STAFF USE OF TEACHER LAPTOPS AND SCHOOL PROPERTY

It is expected that staff laptops and all other school-provided laptops will only be used by the employee of the school. It is important that staff take reasonable care of the school property particularly when taking school-provided equipment off-site. Staff should ensure that equipment is stored in secure locations away from public access.

THE PHYSICAL ENVIRONMENT:

WIRELESS NETWORKS

The school uses wireless networking which is encrypted to WPA 2 standard.

PASSWORD POLICY

All network users agree that they will not attempt to access the school network using any other username/password than their own. This is in line with the Acceptable Use Policy.

We do not enforce regular password changes, however since early 2015, should a user choose to change their password, they will be required to adhere to the following password complexity rules:
Passwords cannot contain the user's account name or parts of the users full name that exceed two consecutive characters.
Passwords must be at least six characters in length.
None of the previous five passwords can be used.
Passwords must contain characters from at least three of the following four categories:

- English uppercase alphabet characters (A-Z)
- English lowercase alphabet characters (a-z)
- Base 10 digits (0-9)
- Non-alphanumeric characters (e.g.!$#%)

USE OF MOBILE PHONES
STAFF

Staff are able to bring mobile phones into school but should not use them during face to face contact with students. All teaching staff are treated as professionals and asked to limit time to discrete emergency use. Support staff may use mobile phones in their lunch break (away from students).

STUDENTS
Students are allowed to bring mobile phones onto the school site for health and safety reasons on the journey to and from school. Students should turn phones off before the start of the school day. For students in years 10 and 11 we have a 'bring your own devices' policy. Students may use personal phones and other electronic devices in lessons when requested to do so by teachers. At all times students must adhere to the 'acceptable use' agreement.

DATA TRANSFER

Only sensitive data that is essential for staff to work on at home should be taken off site. Class lists with tracking data may be taken off site, however pupil information taken from SIMS including home addresses, medical, educational and personal information should not be taken off site unless pre-arranged and agreed with the Headteacher and only then should be removed in exceptional circumstances.

Any data that is removed from the school site should be removed on a school laptop with the normal level of E-Safety security as outlined in this policy or on a hardware encrypted memory stick provided by the school. These are the only methods that sensitive data should be transferred.

Information regarding staff and pupils that needs to be shared between job-share staff and between staff and Headteacher should be placed on the school network where usual data protection and E-Safety measures are in effect.

All staff have a duty to ensure that non school staff do not have access to school data being used at home as outlined in the Acceptable Use policy.

STAFF BRINGING IN FILES FROM HOME FOR TEACHING AND LEARNING

Any member of staff that brings files from home for Teaching and Learning is responsible for ensuring that the file they propose to use in school is free from virus/spyware/malware and it is their responsibility to ensure that the material contained in the file is fit for purpose and does not contain any offensive or copyright material.

MONITORING AND REPORTING PROCEDURES

Records of all incidents involving e-safety will be compiled on the standard incident report forms which are kept in the E-Safety incident report folder within the Headteacher's office. These records may be shared with legitimate agencies as necessary to ensure E-Safety.

FURTHER ADVICE AND GUIDANCE

Monitoring and reporting advice from Becta:
http://schools.becta.org.uk/index.php?section=is&catcode=ss_to_es_pp_aup_03&rid=12002
E-safety charter: https://selfreview.becta.org.uk/
Becta Next generation Learning page: http://www.nextgenerationlearning.org.uk/
Next Generation Learning Charter: https://selfreview.becta.org.uk/about_next_generation_learning_charter
The Byron Report: http://www.dcsf.gov.uk/byronreview/pdfs/Final%20Report%20Bookmarked.pdf
The Byron Report. Children's Summary:
http://www.dcsf.gov.uk/byronreview/pdfs/A%20Summary%20for%20Children%20and%20Young%20People%20FINAL.pdf
The Byron Report Executive Summary: http://www.dcsf.gov.uk/byronreview/pdfs/Executive%20summary.pdf

APPENDIX 1

E-SAFETY FOR PARENTS

While it is good practice to offer parents advice on E-Safety, it is not practicable for school to offer technical advice on individual operating systems, hardware or software. The advice offered to parents should cover the main concerns regarding E-Safety and should direct them where to gain specific advice for their systems.

Should any parent ask a member of staff for advice they should be given the following information.

We should not offer advice on type of equipment or operating system other than in the most general of terms. Parents need to make their own informed choices, but will sometimes want advice from schools. There is a need to remain objective and not to favour any particular manufacturer over another.

Using the internet is essential for young people's education and development. It opens up exciting new opportunities for learning. Whatever they're up to – researching a school project, chatting with friends or playing a game – your children are likely to spend even more time surfing the web as they get older. Fortunately there are some simple things you can do to help them surf safely and feel confident about learning online.

FURTHER GUIDANCE

Becta Next generation Learning page: http://www.nextgenerationlearning.org.uk/

Becta e-safety quiz for parents: http://www.nextgenerationlearning.org.uk/en/Benefits/E-Safety-Quiz/
http://www.nextgenerationlearning.org.uk/en/Benefits/learn-safelyonline/
http://www.thinkuknow.co.uk/

The Byron Report: http://www.dcsf.gov.uk/byronreview/pdfs/Final%20Report%20Bookmarked.pdf

The Byron Report. Children's Summary:
http://www.dcsf.gov.uk/byronreview/pdfs/A%20Summary%20for%20Children%20and%20Young%20People%20FINAL.pdf

The Byron Report Executive Summary: http://www.dcsf.gov.uk/byronreview/pdfs/Executive%20summary.pdf

HOME WIRELESS NETWORKS
Wireless networks should be properly encrypted, instructions on how to do this usually come with the wireless router, failure to do so renders the account holder liable for any misuse of the internet connection associated with the unencrypted network and may allow others to see and access computers and peripheral devices connected to it.

LOCATION OF COMPUTER(S)
Computers should be in a public area. It is good practice where there is a case for the computer being in a bedroom or other out of line of sight location, an agreement should be reached stating that the computer will be monitored from time to time.

INTERNET SERVICE PROVIDER CHILD CONTROLS
Internet or operating system child controls should be investigated and used. This may require you to set up logons at home, or separate logon accounts with your internet service provider. Most will permit a number of sub accounts. The benefits of doing so give peace of mind and will in some cases allow for usage reports to be generated. It is reasonable for users of home systems to accept that they can be monitored from time to time.

ANTI VIRUS, SPYWARE/MALWARE
Robust all round anti-virus/spyware/malware solutions should be in place at all times and updated frequently in line with the manufacturer's guidance. Individuals may be liable for damage caused to other systems by malware imported from home systems.

APPENDIX 2: E-SAFETY INCIDENT GUIDANCE/FLOW CHART

Where it is deemed necessary to preserve evidence of a serious breach of e-safety:
Immediately inform the Headteacher. Do not touch the computer or device in question. Any contact with the hardware may contaminate the evidence trail.

The Headteacher will:

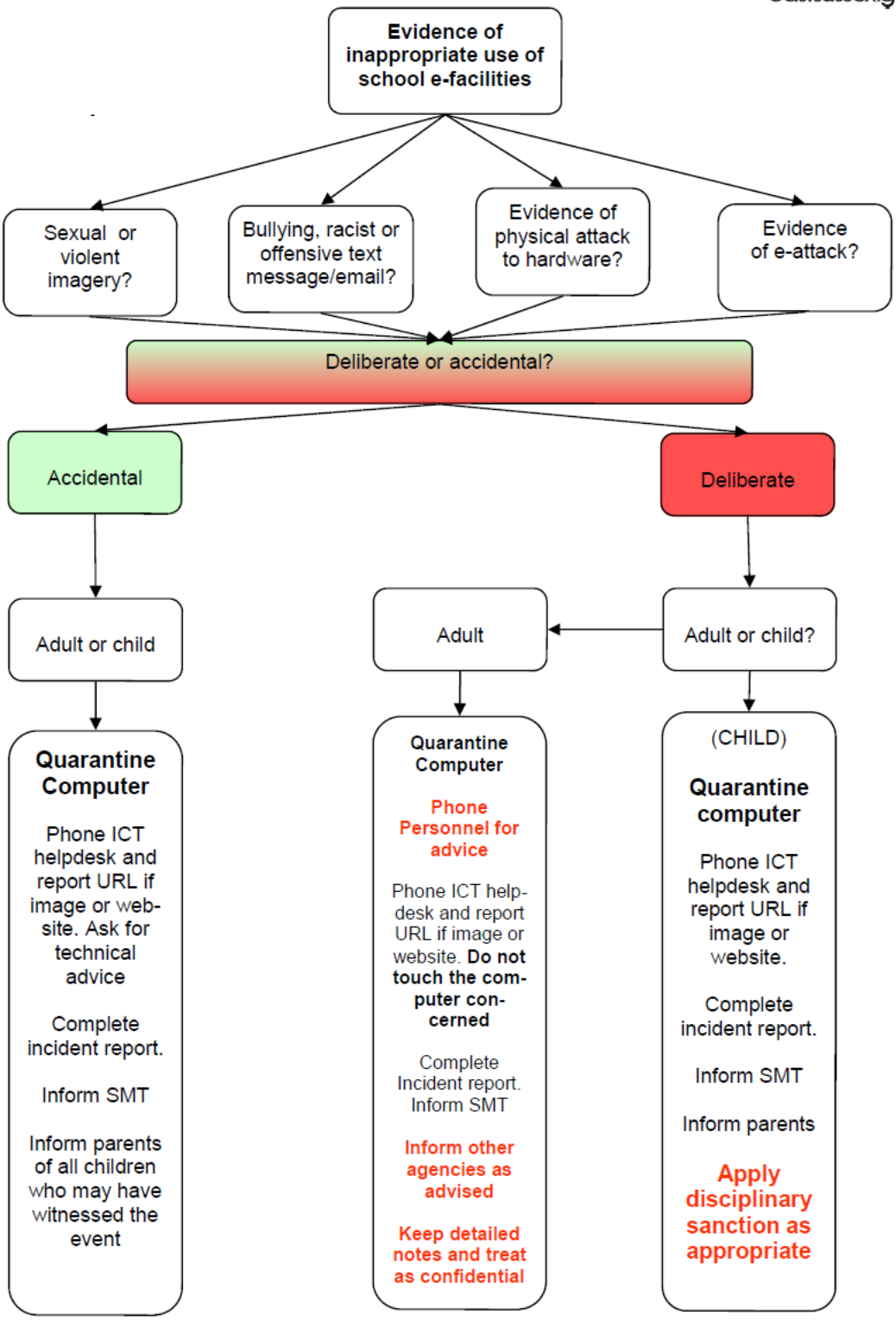
- Phone the helpdesk for advice. (01273 482519**)** stating clearly that they have a high priority E-Safety incident and that they need to preserve an evidence trail. The Head will note the advice given to them and the name of the person they spoke to.
- If the incident involves a member of staff, they will contact their designated personnel officer or LADO for advice.
- The Headteacher will inform the relevant agencies as advised by ICT or Personnel, keeping records of all conversations.
- If the event involves a child, how the Headteacher responds will be dictated by the event and its origin. If the event arose in school, then contact with the parents and carers would be appropriate. However, if the event occurred within the family and has been the subject of a disclosure, referral to the LSCB is an appropriate first step.

Where it is deemed necessary to contact external agencies
- Keep records of who you speak to and their advice
- Follow the advice meticulously.

APPENDIX 2 CONTINUED: E-SAFETY INCIDENT GUIDANCE/FLOW CHART

East Sussex County Council
eastsussex.gov.uk

E–safety incident guidance for staff



APPENDIX 3: INCIDENT RECORD

E-safety Incident Record

E-safety incident			**Date**	**Time**	
Name of member of staff (Discovering the incident)					
Child(ren) involved. (Or other adults if no children involved)					
Nature of incident	Accidental access to Inappropriate material	Intentional access to inappropriate material	Cyber Bullying	Grooming	Other
Details					
The event occurred	During a lesson	In unsupervised time	Outside school hours		
Does the even warrant direct Police involvement? (YES if…)	Grooming	Violent image(s)	Pornographic image(s)	Other criminal activity	

Head Teacher/Deputy Head					
(Staff)	Personnel Contact made with	Recommended action	Action applied	C o Govs	
Other					
Children	Contacted Parents	Date		Time	
	Interviewed Parents/ Carers	(Append notes of interview) Treat as Pink Minute			
File FOUR copies	Top Copy HT	Second Copy Child Safety Officer	Third Copy Child's file	Personnel File	ESCC