Ark All Saints Academy
E-Safety Policy

1   PURPOSE

The use of new technologies is pervading into all areas of modern life, we recognise the importance of technology in enhancing education but acknowledge that there are many potential difficulties for both Staff and Scholars.

This policy has been written to compliment the academy safeguarding policy, with the aim of ensuring consistent, regular and thorough training is made available to all at the academy.

The impact of this policy will be monitored on a regular basis; the policy will be reviewed annually in the expectation that further technologies and difficulties will arise.

2   PROTECTING ALL USERS

2.1   Acceptable use policy

Ark All Saints Academy is part of the **SECONDARY** domain operated by Ark Schools. As such all users of the computer system is required to sign a copy of the Acceptable Use Policy (Appendix 1 & 2) prior to be given access to the computer system.

Visitors to the Academy are given guest access to the Academy wireless network which restricts their access to the domain. If a visitor requires access to the computer system for the purpose of their visit they will be required to sign a copy of the Acceptable Use Policy.

2.2   Leavers

When a member of staff or scholar leaves the Academy their access to the computer system should immediately be suspended. This is especially important for staff due to the ability to access the academy computer system remotely. Should the leaver require a copy of their document area this should be requested and the contents checked by IT support to ensure no sensitive data is transferred.

2.3   Passwords

All passwords must conform to a minimum standard. A network policy is in force to change the password each term. If a password if believed to have been compromised the IT support team must be informed immediately. Staff and scholars are responsible for ensuring that only they have access to their computer account.

2.4 Internet filtering

Ark All Saints Academy is part of the London Grid for Learning; internet filtering is provided by the LGfL and is reviewed on a regular basis. Where inappropriate content is identified this should be reported to the LGfL for potential filtering.

As a matter of course the Internet filtering should be configured to filter pornographic websites, gambling websites, hate sites, social networking websites, criminal skill websites and any other website deemed unsuitable for viewing/use in an educational institution.

Ark All Saints Academy also operates additional filtering and monitoring via Impero. Individual websites not deemed inappropriate to all but seen to be unnecessary to the academy can be filtered at a local level.

Impero will also record the internet usage of all users of the computer system, these logs can only be viewed by the Network Manager, Principal or senior person nominated by the Principal.

2.5 Use of images and Video

Any images or video created using equipment owned by Ark All Saints Academy remains the property of Ark All Saints Academy and its use must be sanctioned by the Principal.

Images or Video from Ark All Saints Academy intended for exhibition on external websites should:

- Contain appropriate content that supports the culture and ethos of Ark All Saints Academy.
- Not allow individual scholars to be easily identified. As an example scholars should only be referred to by their first names.

3 PROTECTING SCHOLARS

3.1 Communication enabled devices

Whilst Ark All Saints Academy does not encourage scholars to bring communication enabled devices e.g. smartphones to the academy we acknowledge that scholars will use these devices to maintain contact with each other and other people.

Scholars should be made aware of the difficulties that can arise from using messaging applications such as BBM and Snapchat. Specifically the ability of these applications to broadcast text, images or video quickly. Scholars should be encouraged to think carefully about the use of these application.

3.2 Using the Internet

Scholars should be aware that the internet at the academy is provided for educational purposes and the academy maintains logs of their internet usage. Scholars should feel confident in

reporting internet content that makes them feel uncomfortable. Support should be offered to any scholar who has encountered uncomfortable content.

Sanctions will not be applied to any scholar reporting inappropriate content provided that internet logs do not show active searching for inappropriate material.

Scholars should be made aware of the existence of inappropriate websites, such that they understand the dangers of material on these websites but does not direct them to these websites.

These include websites that contain:

- Obscene material e.g. pornography, violence
- Unhealthy lifestyle promotion e.g. anorexia, bulimia
- Hate material e.g. racist, sexist, homophobic

3.3   Cyber bullying

Scholars need to be made aware the academy will treat cyber bullying with the same severity as any other form of bullying.

Scholars should be encouraged to report any form of online interaction that has made them feel upset. Incidents will be dealt with under the academy behaviour policy.

Scholars should where possible retain evidence of the interaction(s) and be encouraged not to respond but instead report it.

3.4   Sharing personal information/content

Scholars need to understand that new technologies allow the sharing of content with a wide range of people instantly. Before publishing content scholars should take the time to consider the reasons why they want to publish the content.

Scholars need to be aware of the dangers of sharing their personal information/content online. Specific situations should be highlighted with appropriate examples of the dangers these situations can pose:

- Grooming – Making friends online can help people meet others with common interests and ideas. There are many examples of positive online friendships. However, sharing too much information can highlight vulnerabilities and these can be exploited. Scholars should think carefully about these online friendships and be able to satisfy some simple questions:
    - Do I really know what this person looks like?
    - Can I be sure this person is who they say they are?
    - Why do they want to be my friend?

    Scholars should be warned never to meet anyone they have only met online without talking first to their parent/carer.

- Self-Generated Indecent Images – People want to feel popular and well liked. Modern technologies allow people to share images and video easily. Children often feel pressured to appear attractive and grown up. This can lead to children being encouraged to share images of an indecent nature.

  Scholars need to be aware that possessing and/or sharing indecent images of children is a criminal offence. When an image is shared the subject immediately loses all control over that image as it can then be shared with many other people without their consent.

- Digital footprint – Various online forums and social networking websites enables people to give a platform for their thoughts. These sites maintain archives of posts for many years and can be easily searched.

  Scholars should be made aware that when posting content online it forms part of their digital footprint that can be accessed by anyone. They should think carefully about if what they are posting something they would feel comfortable in discussing in an open forum. Scholars should also ensure that they know how to maintain the security settings on their social networking sites to maintain their privacy.

- Copyright – A huge variety of content is freely available online. This content can be used to enhance and improve learning.

  Scholars should be made aware that they must check the source and provenance of online material that they use. Sources must be accredited and copyright law respected. Plagiarism will be dealt with under the academy behaviour policy.

4   PROTECTING STAFF

4.1   Sharing personal information

Staff must be aware of how to maintain access to their social networking sites to reduce the likelihood of embarrassment or anything that might bring their professional conduct into question as detailed in the DfE Teacher Standards. The academy will provide support and guidance for staff.

Staff should not maintain contact with scholars using electronic communication devices including mobile telephones. Any contact outside of normal academy operating hours should be requested and sanctioned by the Principal.

Staff should not "add" scholars or previous scholars to their social networking circles. This can often give access to their profiles to "friends of friends".

4.2   E-Mail

Staff should use their LGfL/Academy provided email for all electronic communication in relation to their role at Ark All Saints Academy. Staff should not contact scholars via their

personal email address or contact scholars on a non-academy email address. Where electronic communication is essential (e.g. a scholar on long term sick absence) then the following alternative methods should be used:

1. Where possible, maintain contact via an e-mail address maintained by the scholar's parent/carer.
2. All communication to be copied to the PD for that scholar.
3. Written consent from the Principal prior to commencement of the communication.

At all times communication via email by staff must use professional language and tone. Staff should be mindful that under the Data Protection Act all stakeholders (including parents) have the right to request email messages and other data pertaining to themselves or their child. When writing emails staff should ensure that they are aware of the language and tone that the message is conveying.

4.3 Images and Video

Staff should refrain from taking and storing images of scholars on their own electronic equipment.

Any image or video taken of a scholar should be for a clear educational reason and should be stored in the Staff Shared Area. Images or video taken by staff remains the property of Ark All Saints Academy.

5 TRAINING / REVIEW / MONITORING

Clear training and guidance should be offered to all stakeholders involved with Ark All Saints Academy. This includes Staff, Scholars, Parent/carers, Governors and frequent visitors.

Incidents of breaches of the e-safety policy by scholars should be logged using the behaviour events tool in ePortal and reported to the PD for that scholar. Incidents of cyber-bullying should be recorded in bullying statistics for the academy.

Breaches of the e-safety policy by staff should be reported to the senior leader who line manages that member of staff. In the case of the Principal the Chair of Governors should be informed.

The table on the next page gives minimum training or guidance each year and the possible method of delivery:

	Staff	Scholars	Parents	Governors / Visitors
Acceptable Use Policy incl. passwords	Annually in INSET	Annually in Computer Science lessons	Annually via Parent Handbook	When necessary
Internet Use incl. dangers	Annually in INSET	Continually in PSHE and Assembly	Annually via Parent workshops	
Use of images / video	Annually in INSET		At academy enrolment via Home-academy agreement	When necessary
Cyberbullying	Annually in INSET	Continually in PSHE and Assembly	Annually via Parent workshops	
Use of Social Media	Annually in INSET	Continually in PSHE and Assembly	Annually via Parent workshops	
Sharing personal information	Annually in INSET On-going training when needed.	Continually in PSHE and Assembly	Annually via Parent workshops	

The E-Safety Policy will be monitored by the safeguarding team. Incidents of breaches and the resultant outcomes from these breaches will be recorded and held by the safeguarding team.

This policy will be reviewed annually except in exceptional circumstances.

6   APPENDIX 1: SCHOLAR ACCEPTABLE USE POLICY

Covers use of digital technologies in the Academy: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems. ICT systems, technologies and software are made available to scholars to further their education and to help the management of the Academy. This Acceptable Use Policy has been drawn up to protect scholars, staff and the Academy. The Academy reserves the right to examine or delete files that may be held on its computer systems and to monitor any Internet site visited or work done by a user.

- I understand that I must use Academy ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the Academy will monitor my use of the ICT systems, email and other digital communications. This will include monitoring and accessing any personal area on the network, such as My Documents. Teaching staff will only be able to **read** information in My Documents and not amend anything.

- I understand that the Academy ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so. I will only use the Academy's computers for Academy work, homework and as directed.

- I will not bring files into the Academy (on removable media or online) without permission or upload inappropriate material to my workspace.

- I will only edit or delete my own files and not view, or change, other people's files without their permission.

- I will keep my logins, usernames and passwords secret. I will not share it, nor will I try to use any other person's username and password.

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- I will not use the Academy ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting.

- I will use the Internet responsibly and will not visit web sites I know to be banned by the Academy. I am also aware that during lessons I should visit web sites that are appropriate for my studies.

- I will act as I expect others to act toward me.

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

- The messages I send, or information I upload, will always be polite and sensible.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a teacher / trusted adult.

- I will be aware of "stranger danger", when I am communicating online.

- I will not disclose or share personal information(my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.) about myself or others when on-line.

- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.

- I am aware that some websites and social networks have age restrictions and I should respect this.

- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.

- I will not take or distribute images of anyone without their permission.

I recognise that the Academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Academy:

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work. Where work is protected by copyright, I will not try to download copies (including music and videos).

- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

- I understand that I am responsible for my actions, both in and out of the Academy.

- I understand that the Academy also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the Academy and where they involve my membership of the Academy community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the Academy network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

User Signature – Acceptance of the above conditions:

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the Academy's most recent e-safety policies.

Scholar Name: _____

Tutor Group: _____

Signature:	_____
Date:	_____