



Our vision



Waverley School

Online Safety Policy

Name of School	Waverley School
The original policy	This policy was reviewed and agreed at the Health and Safety meeting in January 2016
Date of next Review	January 2018

This policy should be read in conjunction with the following Acts of Parliament:

- (i) Data protection Act 1990
- (ii) Data Protection Act 1998
- (iii) Computer misuse Act 1990
- (iv) freedom of information Act 2000
- (v) EU Data Protection Directive 2003 and the schools Safe Guarding policy

Abbreviations: CEOP (Child Exploitation and Online Protection Center) <http://ceop.police.uk/>

DfE (Department for Education)

ICT (Information Communications Technology)

SEN (Children with special educational needs)

GAFE (Google Apps for Education)

<u>Contents</u>
Development of this policy
Schedule for monitoring & Review
Preface
What is GAFE
GAFE security
Introduction
Internet Use for Children and Young People with SEN
Roles and Responsibilities
Policy and Statements
Education – Policy
Technical -infrastructure/equipment, filtering and monitoring
Password security
Use of digital and video images
Data Protection
Communications
Social Media- Protecting Professional Identity
Unsuitable/ inappropriate activities
Online safety Audit Waverley School

Development of this Policy

This online safety policy has been developed by a working group made up of:

- Technical lead
- Business Manager
- Head teacher

Consultation with the whole school community has taken place through a range of meetings.

Schedule for Monitoring & Review

This online safety policy was approved by the Health and safety Committee on:	14.01.2016
The implementation of this online safety policy will be monitored by the	Senior Leadership Team and Heads of Department
Monitoring will take place at regular intervals:	Date for review: Jan 2017
Should serious online safety incidents take place, the following external persons/agencies should be informed	LA safeguarding officer, police

Scope of this Policy

This policy applies to all members of the school community (including staff, students/pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of the school ICT systems, both in and out of the school.

Preface

At Waverley we take Internet Safety very seriously and see it as our duty to keep our pupils safe whilst using technology not only in school but also at home.

This Policy has been rewritten with the introduction of GAFE at Waverley School.

GAFE was rolled out across Waverley School during August 2015

What is GAFE?

Google Apps for Education (GAFE) is a core suite of productivity applications that Google offers to schools and educational institutions. These communication and collaboration apps include Gmail, Calendar, Drive, Docs and Sites, and a GAFE account that unlocks access to dozens of other collaborative tools supported by Google. All of these applications exists completely online (or in the cloud), meaning that all creations can be accessed from any device with an Internet connection. The School can administer all teacher and Pupil (if appropriate) accounts from an administrative dashboard. The school no longer needs the infrastructure of servers as this is now all securely cloud based.

GAFE Security:

All teachers have been issued with Chrome-books which replace their laptops. Staff are responsible for ensuring they log out and disconnect at the end of a session, and for the security of passwords and document sharing. No pupil specific information may be shared outside of Waverley's domain without the express permission of the Headteacher.

An independent third party auditor issued Google Apps an unqualified SSAE 16 and ISAE 3402 Type II (http://www2.deloitte.com/content/dam/Deloitte/lu/Documents/risk/lu_en_isae3402-ssae16_04072014.pdf) Organization and administration: Controls provide reasonable assured audit opinion. The independent third party auditor verified that Google Apps has the following controls and protocols in place:

Logical security: Built in Controls provide reasonable assurance that logical access to Google Apps production systems and data is restricted to authorized individuals

Privacy: Controls provide reasonable assurance that Google has implemented policies and procedures addressing the privacy of customer data related to Google Apps

Data center physical security: Controls provide reasonable assurance that data centers that house Google Apps data and corporate offices are protected

Incident management and availability: Controls provide reasonable assurance that Google Apps systems are redundant and incidents are properly reported, responded to, and recorded.

Change management: Controls provide reasonable assurance that development of and changes to Google Apps undergo testing and independent code review prior to release into production

Introduction

Information and Communications Technology (ICT) covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the Internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs
- Podcasting
- Video Broadcasting
- Downloading from the Internet
- Gaming
- Mobile/Smart phones with text, video and/or web functionality
- Other mobile devices with web functionality

Internet Use for Children and Young People with SEN

Waverley School recognises that Children with SEN are potentially more vulnerable and more at risk than others when using ICT. At Waverley School we understand the responsibility to educate our pupils in online safety issues; teaching them the appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the Internet and related technologies, in and beyond the context of the classroom.

Roles and Responsibilities

The following section outlines the online safety roles and responsibilities of individuals and groups within

the school:

Governors:

Governors are responsible for the approval of the online safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Curriculum Committee receiving regular information about online safety incidents and monitoring reports.

A member of the Curriculum Committee has taken on the role of online safety Governor.

The role of the online safety Governor will include:

- *regular meetings with the online safety Coordinators (Graham Williams and Gail Weir)*
- *regular monitoring of filtering/change control logs*
- *reporting to relevant Governors committee meetings*

Headteacher and Senior Leaders

- The Headteacher has a duty of care for ensuring the safety (including online safety) of members of the school community.
- The Headteacher and Senior Leadership Team are aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff (see flow chart on dealing with online safety incidents-included in a later section- “Responding to incidents of misuse” and relevant Local Authority HR disciplinary procedures).
- The Headteacher/Senior Leaders are responsible for ensuring they and other relevant staff receive suitable training to enable them to carry out their online safety roles and to train other colleagues, as relevant.
- The Headteacher/Senior Leaders share regular monitoring reports from the online safety coordinator.

online safety Coordinator (Graham Williams - technical, Gail Weir - all other areas)

- takes day to day responsibility for online safety issues
- ensures that all staff are aware of the procedures that need to be followed in the event of an online safety incident taking place
- provides training and advice for staff
- Liaises with Local Authority /relevant body
- attends online safety training
- monitors online safety issues
- receives reports of online safety incidents and creates a log of incidents to inform future online safety developments
- meets regularly with online safety governor to discuss current issues, review incident logs and filtering/ change controls logs
- reports regularly to Senior Leadership Team.

- Ensures the school's technical infrastructure is secure and is not open to misuse or malicious attack
- ensure the school meets required online safety technical requirements through a properly enforced password protection policy
- ensure the filtering is applied and updated on a regular basis
- ensure access is regularly monitored in order that any misuse/attempted misuse can be reported for investigation and action
- ensure software and systems are implemented and updated as agreed.

Teaching and Support Staff

are responsible for ensuring that

- they have an up to date awareness of online safety matters and of the current school online safety policy and practices
- they report any suspected misuse or problem to the online safety coordinator for investigation
- all digital communication with students, pupils, parents, carers is at a professional level
- online safety issues are embedded in all aspects of the curriculum and other activities
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities and implement current policies with regard to these devices
- in lessons where internet use is pre-planned, students should be guided to sites checked as suitable for their use that processes are in place for dealing with any unsuitable material that is found in internet searches.

Designated Safe Guarding Leads

are aware of online safety issues and are aware of the potential for serious child protection and safeguarding issues to arise from

- sharing of personal data of any individual at the school
- access to illegal materials
- inappropriate on-line contact with adults/strangers
- potential or actual incidents of grooming
- cyber-bullying

Students

Where appropriate, pupils should:

- understand the importance of reporting abuse, misuse or access to inappropriate materials and be taught how to do this.
- know and understand safe practice on the use of mobile devices and digital cameras. They should also be taught to understand how to stay safe around taking/use of images and regarding cyber-bullying

Parents

Parents play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' meetings, newsletters, and through our website. Parents and families will be encouraged to support the school in promoting good online safety practice and follow guidelines on the appropriate use of:

- digital and video images taken at school events
- their children's personal devices in the school

Policy Statements

Education- students

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to

take a responsible approach. The education of students in online safety is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

online safety should be a focus across the curriculum and staff should reinforce online safety messages.

- Students should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information
- staff should act as good role models in their use of digital technologies, the internet and mobile devices
- in lessons where internet use is pre-planned, it is best practice that students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- where students are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit
- it is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, discrimination) that normally result in internet searches being blocked. In such a situation, staff can request the online safety coordinator can temporarily remove those sites from the filtered list for a period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education - parents

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

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

- Curriculum activities
- Letters, newsletters, website
- Parents/carers sessions

Technical -infrastructure/equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure is as safe and secure as reasonable possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their online safety responsibilities

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school systems
- Wireless systems and cabling must be securely located and physical access restricted
- The administrator passwords for the school ICT system must also be available to the Headteacher and kept in the school safe
- The IT coordinator is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Internet access is filtered for all users. Illegal content is filtered by the broadband or filtering provider. Content lists are regularly updated and Internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering changes
- IT coordinator regularly monitor and record activity of users on the school technical systems
- Users are aware of the need to report any actual or potential technical incident or security breach to the IT coordinator
- Appropriate security measures are in place to protect the learning platform, firewalls, routers, wireless systems, work stations, mobile devices etc from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up to date virus software.
- An agreed process is in place for the provision of temporary access of “guests” onto the school systems.
- The school uses secure broadband connectivity through the Southern Communications
- The school uses the Open Dns filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature, etc. All changes to the filtering policy are logged and only available to staff with the approved ‘web filtering management’ status
- The school ensures network health through use of Smart Shield
- The School uses GAFE, secured email to send personal data over the Internet and uses secure remote access where staff need to access personal level data off-site
- The School Blocks all chat rooms and social networking sites except those that are part of an educational network or approved learning platform
- The School Provides staff with an email account for their professional use, and makes clear

personal email should be through a separate account

- Works in partnership with the Google to ensure any concerns about the system are communicated so that systems remain robust and protect students
- Ensures the Systems Administrator / network manager is up-to-date with Google services and policies Managing emerging technologies
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- The use of portable media such as memory sticks and CD ROMS will be monitored closely as potential sources of computer virus and inappropriate material.
- The sending of abusive or inappropriate text messages or emails is forbidden.
- Staff will use a school phone where contact with families is required.

Password Security

- Adult users are provided with an individual GAFE user name and password, email address and password, which they are encouraged to change periodically.
- All members of staff are aware of their individual responsibilities to protect the security and confidentiality of the school network systems.

Use of digital and video images

Staff, parents/carers and students are made aware of the risks associated with publishing digital images on the Internet. Such images may provide avenues for cyber-bullying to take place. Digital images may remain available on the Internet for ever and may cause harm or embarrassment to individuals in the short or longer term. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm.

- When using digital images, staff should recognise the risks attached to publishing their own images on the Internet eg social networking sites.
- Parents and families are welcome to take videos and digital images of their children at school events for their own personal use. To respect every-ones privacy and, in some cases, protection, these images should not be published or made publicly available on social networking, nor should parents and families comment on any activities involving other students in the digital/ video images.
- Staff, students and volunteers are allowed to take digital / video images to support educational aims, but must follow school policy concerning the sharing, distribution and publication of those images
- Care should be taken when taking digital /video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Student's full names will not be used anywhere on a website.
- Parents and carers must give permission before a students photographs are published on the school website.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection

The school must ensure that

:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for;
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay;
- Has a Data Protection Policy
- Data subjects have rights of access

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse;
- use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged off" at the end of any session in which they are using personal data;
- Transfer data using encryption and secure password protected devices.
- Keep personal devices safe. Staff who receive work emails on personal devices are responsible for the data security. These devices must be protected by passwords
- Staff must report any breach to security to the online safety officer (Graham Williams) who will report to Headteacher (Gail Weir)

When personal data is stored on any portable computer system, memory stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected
- the device must offer approved virus protection
- the data must be securely deleted from the device

Communications

When using communication technologies the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. User should be aware that email communication are monitored. Staff and students should therefore use only the school email service to communicate with others when in school, or on school systems
- Users must immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and students or parents/carers (email etc) must be professional in tone and content. These communications may only take place on official school systems. Personal email addressed, text messaging or social media must not be used for these communications.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff

Social Media- Protecting Professional Identity

Staff should ensure that:

- No reference should be made in social media to students, parents/cares or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information
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The school's use of social media for professional purposes will be checked regularly by the online safety committee to ensure compliance.

Unsuitable/ inappropriate activities

School devices and school network must not be used for any illegal activities. All staff have a responsibility to report any misuse of school devices and network to the Headteacher who will report incidents to the Local Authority Designated Officer and the police.

Online safety Audit Waverley School

This self-audit has been completed by the members of the Senior Leadership Team (SLT) responsible for the online safety policy, the ICT Manager The schools SBM and the Headteacher.

Has the school an online safety Policy that complies with Local Authority guidance? **Yes**

Date of latest update (at least annual): **January 2017**

The school online safety policy was agreed by governors on:**14.01.16**

The policy is available for staff at: **Google drive polices**

The policy is available for parents/carers at:**school website**

The responsible member of the SLT is:**Gail Weir**

The responsible member of the Governing Body:**Graham Williams**

The Designated Child Protection Coordinator is:**Gail Weir**

The online safety Coordinator is: **Graham Williams**

Has online safety training been provided for both pupils and staff? **Yes**

Is there a clear procedure for a response to an incident of concern? **Yes**

Have online safety materials from CEOP been obtained? **Yes**

Do all staff sign a Code of Conduct for ICT on appointment? **Yes**

Are all pupils aware of the Schools online safety Rules? **Yes**

Are online safety rules displayed in all rooms where computers are used and expressed in a form that is accessible to all pupils? **Yes**

Do parents/carers sign and return an agreement that their child will comply with the School online safety Rules? **Yes**

Are staff, pupils, parents/carers and visitors aware that network and Internet use is closely monitored and individual usage can be traced? **Yes**

Has an ICT security audit been initiated by SLT ? **Yes**

Is personal data collected, stored and used according to the principles of the Data Protection Act? **Yes**

Has the school-level filtering been designed to reflect educational objectives and approved by SLT **Yes**