



Tawhid

B O Y S S C H O O L

E-Safety Policy

Development / Monitoring / Review of this Policy

This e-safety policy has been developed by a E-Safety committee made up of:

- *Headteacher /Senior Leaders*
- *E-Safety Coordinator*
- *Staff – including Teachers, Support Staff, Technical staff*
- *Governors*
- *Parents and Carers*
- *Pupils via Pupil Council*
- *Local Prevent team*

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

Schedule for Development / Monitoring / Review

This e-safety policy was approved by the School Development <i>Governors Sub Committee</i> on:	Oct 22
The implementation of this e-safety policy will be monitored by the:	<i>E-Safety committee</i>
Monitoring will take place at regular intervals:	<i>Yearly</i>
The <i>Governors Sub Committee</i> will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) at regular intervals:	<i>Yearly</i>
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	Oct 23
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	<i>Police, Hackney E-Safety Co-ordinator</i>

The school will monitor the impact of the policy using:

- *Logs of reported incidents*
- *Internal monitoring data for network activity*
- *Surveys / questionnaires of*
 - *pupils*
 - *parents / carers*
 - *staff*

Scope of the Policy

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

The Education and Inspections Act 2006 empowers Head teachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the *school* site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The *school* will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of school.

Roles and Responsibilities

The following section outlines the e-safety roles and responsibilities of individuals and groups within the *school*:

Governors:

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the School Development committee receiving regular information about e-safety incidents and monitoring reports. A member of the *Governing Body* has taken on the role of *E-Safety Child Protection / Safeguarding Governor*. (Mr Y Hafesji)

The role of the *E-Safety Governor* will include:

- *regular termly meetings with the E-Safety Co-ordinator*
- *regular monitoring of e-safety incident logs*
- *reporting to relevant Governors*

Head teacher and Senior Leaders:

- *The Head teacher has a duty of care for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the E-Safety Co-ordinator..*
- *The Head teacher and another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff. (see flow chart on dealing with e-safety incidents – included in a later section – “Responding to incidents of misuse*
- *The Head teacher and Senior Leaders are responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.*
- *The Head teacher and Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.*
- *The Senior Leadership Team will receive regular monitoring reports from the E-Safety Co-ordinator.*

E-Safety Coordinator: Y Rawat (Deputy Head)

- leads the e-safety committee
- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies
- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- provides training and advice for staff
- liaises with school technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments,
- attends relevant Governors meeting.
- reports regularly to Senior Leadership Team

Network Manager / Technical staff: Talha Sheikh and Huzaifah Balesaria

The *Network manager* is responsible for ensuring:

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- that they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- that the use of the *network / internet / Virtual Learning Environment / remote access / email* is regularly monitored in order that any misuse / attempted misuse can be reported to the *Head teacher / Senior Leaders; E-Safety Coordinator* for investigation.

Teaching and Support Staff

are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy / Agreement (AUP)
- they report any suspected misuse or problem to the Headteacher, Senior Leader; E-Safety Coordinator for investigation
- all digital communications with pupils, parents / carers should be on a professional level *and only carried out using official school systems*
- e-safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the e-safety and acceptable use policies
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- *in lessons where internet use is pre-planned pupils 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*

Designated Safeguarding Lead Person

should be trained in e-safety issues and be aware of the potential for serious safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers

- potential or actual incidents of grooming
- cyber-bullying

E-Safety Group

The E-Safety Group provides a consultative group that has wide representation from the *school* community, with responsibility for issues regarding e-safety and the monitoring the e-safety policy including the impact of initiatives. The group consists of the Deputy Head/ICT HoD/Pupil Shura and the Child protection link governor. The group will also be responsible for regular reporting to the *Governing Body*.

Members of the *E-safety Group* (or other relevant group) will assist the *E-Safety Coordinator* (or other relevant person, as above) with:

- the production, review and monitoring of the school e-safety policy.
- mapping and reviewing the e-safety curricular provision – ensuring relevance, breadth and progression
- monitoring internet incident logs
- consulting stakeholders – including parents / carers and the pupils about the e-safety provision

pupils:

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Policy found the Pupil Planners.
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the use of images and on cyber-bullying.
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the *school's* E-Safety Policy covers their actions out of school, if related to their membership of the school

Parents / Carers

Parents / Carers 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' evenings, school website & newsletters*. Parents and carers will be encouraged to support the *school* in promoting good e-safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website / insight and on-line student / pupil records
- their children's personal devices in the school (where this is allowed)

Policy Statements

Education – pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating *pupils* to take a responsible approach. The education of *pupils* in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- *A planned e-safety curriculum should be provided as part of ICT / PSHSE / other lessons and should be regularly revisited. See appendix 1.*
- *Key e-safety messages should be reinforced as part of a planned programme of assemblies and tutorial activities*
- *Pupils should be taught in all lessons to be critically aware of the materials and content they access on-line and be guided to validate the accuracy of information.*
- *Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet*
- *Pupils should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school*
- *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 pupils 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 pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.*

Education – parents / carers

Many parents and carers have only a limited understanding of e-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 behaviours. 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 evenings / sessions*
- *Reference to the relevant websites / publications eg www.swgfl.org.uk
www.saferinternet.org.uk/ <http://www.childnet.com/parents-and-carers> etc.*
- *Childnet provide guidance for schools on cyberbullying
<https://www.childnet.com/resources/cyberbullying-guidance-for-schools>*
- *NSPCC: <https://learning.nspcc.org.uk/research-resources/schools/e-safety-for-schools>*
- *Educate against hate: <https://educateagainsthate.com/>*
- *London grid for Learning : Undressed <https://undressed.lgfl.net/>*

Education & Training – Staff / Volunteers

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- *All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements.*
- *The E-Safety Coordinator will receive regular updates through attendance at external training events (e.g. from CEOP or other relevant organisations) and by reviewing guidance documents released by relevant organisations. Updated information will be disseminated to all staff through staff meetings.*
- *This E-Safety policy and its updates will be presented to and discussed by staff in staff meetings / INSET days.*
- *The E-Safety Coordinator will provide advice training to individuals as required.*

Training – Governors

Governors should take part in e-safety training / awareness sessions, with particular importance for those who are members of any sub committee involved in e-safety and child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority or other relevant organisation (eg CEOP).
- Participation in school training sessions for staff or parents

Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented.

“ensure appropriate filters and appropriate monitoring systems are in place. Children should not be able to access harmful or inappropriate material from the school or colleges IT system” however, schools will need to “be careful that “overblocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.”

Keeping Children Safe in Education May 2016

It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements. This will be reviewed yearly.
- There will be regular reviews and audits of the safety and security of school technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school technical systems and devices.
- All users will be provided with a username and secure password by Y Rawat who will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password
- The administrator password for the ICT system, used by the Network Manager (or other person) must also be available to the Head teacher / or other nominated senior leader.
- Internet access is filtered for all users.
- The following content is filtered and monitors via our firewall and Impero Software
 - Illegal content
 - Bullying

- Child Sexual Exploitation including grooming
- Discrimination
- Drugs and Substance Abuse
- Eating disorders
- Extremism
- Gambling
- Hacking and Cyber crime
- Homophobic / derogatory language
- Mental Health
- Race and Religious hatred
- Pornography
- Self Harm
- Sexting
- Suicide
- Weapons/Violence

Content lists are regularly updated and internet use is logged and continuously monitored via the Impero. Impero's Online safety features allows for real time monitoring of users. This prevents exposure to indecent content and proactively identifies vulnerable students. The keyword detection systems identifies key words, phrases, abbreviations/acronyms, which are typed, used or viewed anywhere on the network. Keyword alerts are sent in real time to key members of staff (YR and BA) to help pinpoint vulnerable students who are potentially engaged in at-risk behaviour. Online safeguarding violations are also sent directly to DSL and DDSL (U Mapara, Ashfaq Khan)

Appropriate security measures are in place (Sophos Protection) to protect the servers, 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 policy is in place that forbids staff from downloading executable files and installing programmes on school devices.*

Bring Your Own Device (BYOD)

The School does not give pupil network access for any BYOD. Staff personal computers are filtered and monitored. All personal devices (including Mobile phone, Laptops, tablet etc) should be password protected.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. 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 inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published available on social networking sites, nor should parents / carers comment on any activities involving other *pupils* in the digital images or videos.

- *Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images.*
- *Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.*
- *Pupils must not take, use, share, publish or distribute images of others without their permission*
- *Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.*
- *Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.*
- *Written permission from parents or carers will be obtained before photographs of pupils are published on the school website*
- *Pupil's work can only be published with the permission of the pupil and parents or carers.*

Data Protection

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

The School's Data Protection policy applies to all personal data, regardless of whether it is in paper or electronic format. More details can be found on the School's Data Protection policy

Remote Education Policy

Just like with face-to-face teaching, safeguarding and child protection is vital when teaching remotely. The remote education policy

Remote Education Policy aims to:

- Ensure consistency in the approach to remote learning for all pupils who aren't in school through use of quality Online and offline resources and teaching videos
- Provide clear expectations for members of the school community with regards to delivery of high quality interactive remote learning
- Include continuous delivery of the school curriculum, as well as support of Motivation, Health and Well-Being and Parent support
- Consider continued education for staff and parents (e.g. CPD, Supervision and Meet the Teacher)
- Support effective communication between the school and families and support attendance

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

Communication Technologies	Staff & other adults			Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission
Mobile phones may be brought to school	X						X
Use of mobile phones in lessons		X					
Use of mobile phones in social time		X		X			
Taking photos on mobile phones / cameras		X		X			
Use of other mobile devices eg tablets, gaming devices		X					X
Use of personal email addresses in school, or on school network		X					X
Use of school email for personal emails		X					
Use of messaging apps		X					
Use of social media			X				
Use of blogs		X					

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. Users should be aware that email communications are monitored. *Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems (eg by remote access).*
- Users must immediately report, to the nominated person – in accordance with the school policy, 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 pupils or parents / carers (email, chat, VLE etc) must be professional in tone and content. *These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.*
- *pupils should be taught about e-safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.*
- *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

All schools, academies and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the *school* / or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.

School staff should ensure that:

- No reference should be made in social media to pupils, parents / carers 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.
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

The school's use of social media for professional purposes will be checked regularly by the senior risk officer and e-safety committee to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

Unsuitable / inappropriate activities

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

User Actions

		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material,	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X

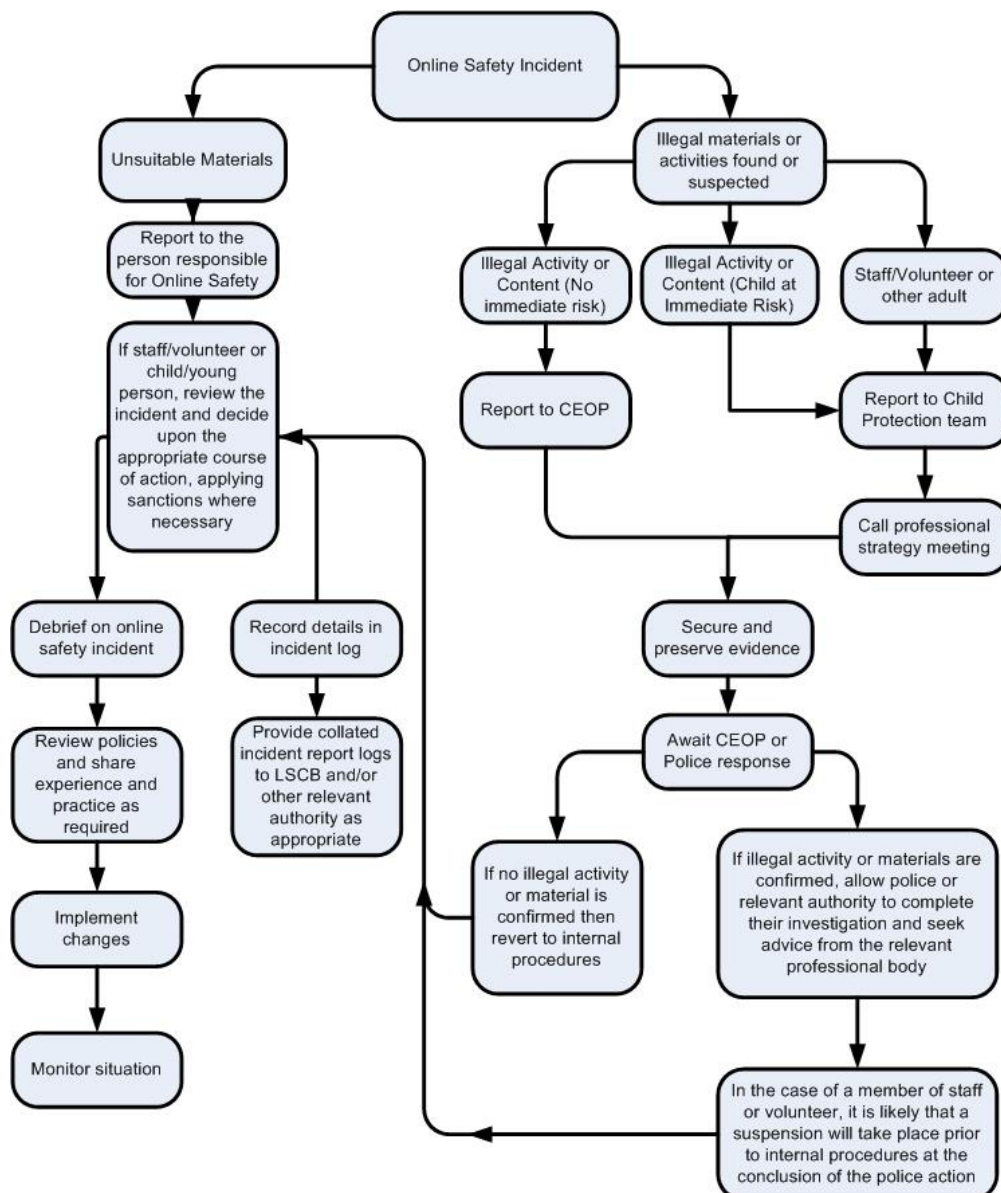
remarks, proposals or comments that contain or relate to:	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				X	
Using school systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school /					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)					X	
On-line gaming (educational)			X			
On-line gaming (non educational)					X	
On-line gambling					X	
On-line shopping / commerce			X			
File sharing			X			
Use of social media			X			
Use of messaging apps			X			
Use of video broadcasting eg Youtube		X				

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see "User Actions" above).

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below for responding to online safety incidents and report immediately to the police.



Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)

- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
 - Internal response or discipline procedures
 - Involvement by Local Authority or national / local organisation (as relevant).
 - Police involvement and/or action
- If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:
 - incidents of 'grooming' behaviour
 - the sending of obscene materials to a child
 - adult material which potentially breaches the Obscene Publications Act
 - criminally racist material
 - other criminal conduct, activity or materials
- Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour procedures as follows:

Pupils

Actions /Sanctions

Incidents:	Refer to class teacher / tutor	Refer to Head of ICT / Tutor / other. E-Safety Co-ordinator	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X					
Unauthorised use of non-educational sites during lessons								X	
Unauthorised use of mobile phone / digital camera / other mobile device	X					X			
Unauthorised use of social media / messaging apps / personal email								X	
Unauthorised downloading or uploading of files	X								
Allowing others to access school network by sharing username and passwords		X							
Attempting to access or accessing the school network, using another student's / pupil's account		X							
Attempting to access or accessing the school / network,		X				X	x		X

using the account of a member of staff									
Corrupting or destroying the data of other users		X				X	x		x
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X	x			X			x
Continued infringements of the above, following previous warnings or sanctions		X	x			X			x
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X	x			X	x		x
Using proxy sites or other means to subvert the school's / 's filtering system		X	x		x	X	x		x
Accidentally accessing offensive or pornographic material and failing to report the incident	x	X				X			
Deliberately accessing or trying to access offensive or pornographic material		X	X		x	X	x		x
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act		X	x			X		x	

Staff

Actions / Sanctions

Incidents:	Refer to line manager	Refer to Head teacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		X	X	X				X
Inappropriate personal use of the internet / social media / personal email	X	X				X		
Unauthorised downloading or uploading of files	X					X		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account		X				X		x
Careless use of personal data eg holding or transferring data in an insecure manner	X	X				X		
Deliberate actions to breach data protection or network security rules	X	X						x
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	X	X						x
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X	X		x		X		X

Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with pupils	X	X				X		
Actions which could compromise the staff member's professional standing	X	X				X		
Actions which could bring the school / into disrepute or breach the integrity of the ethos of the school /	X	X				X		X
Using proxy sites or other means to subvert the school's / 's filtering system	X	X			x	X		X
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X			x	X		
Deliberately accessing or trying to access offensive or pornographic material	X	X			x	X	X	
Breaching copyright or licensing regulations		X				X		
Continued infringements of the above, following previous warnings or sanctions	X	X					X	x

Appendix 1

Links to curriculum

CS

Y7

Introduction to ICT (e-safety, passwords, E-safety poster)

Y8

Unit 1: A Video guide to collaborating safely (1.1 and 1.2 Digital Communication, Understanding Risks about sharing information, working online responsibly)

Y9

Unit 2:

Are you secure as you think? (Keep information secure)

Minimising physical stress (Key safety issues when working with electricity)

Viruses, Hackers and Phishing (Understanding the dangers of Viruses and how to minimise the risks)

Can you be sure your personal data can be safe (understand the need to be safe and to respect others when using ICT based communication).

Troubleshooting (ICT problems that may come up everyday)

KS4

Edexcel CS Specification reference:

1.8. health and safety risks associated with digital devices and how to reduce or contain them; responsible use of digital devices.

2.8. security risks to data and how to reduce or contain them (firewalls, encryption, authentication, digital certificates, physical access controls).

3.1. the widespread use of the internet

3.2 the use of usernames, passwords and other security measures (challenge responses, security questions) when accessing online systems

3.3 control of access to and management of personal spaces; opportunities for individuals to personalise own spaces; responsible use

3.4 threats to and methods of preventing misuse of personal information

3.5 the impact of relevant legislation.

4.7 Consumer protection

5.4. the impact of the internet on ways of socialising

5.5. responsible use and acceptable behaviour

6.1. security issues that arise when information is transmitted and stored digitally

6.2. privacy issues associated with the use of ICT

6.3. ways in which ICT can be used to monitor individuals' movements and communications

6.4. health and safety issues that arise from individuals' use of ICT

6.5. the impact on society of the widespread use of networks and the ability of individuals to access networks anywhere

6.6. legislation relating to the use of ICT, including copyright and data protection

6.7. the causes and implications of unequal access to ICT (locally, globally)

6.8. safe and responsible practice when using ICT

PSHCE

Y7

You and Other People: Bullying

(Unit 9)

Y8

You and your Safety : At home and in the street

(Unit 7)

Assemblies

Staying Safe online Assembly

E-Safety Misuse Incident log

Name of pupil;	Date_____	Form completed by;
Form/Class;		Time of incident : am/pm
Member of staff with incident responsibility;		
Description of incident;		
Other action taken;		
Parents/carers contacted? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Responding to incidents of misuse

