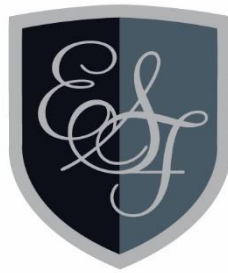


# EMMANUEL SCHOOLS FOUNDATION

## Emmanuel Schools Foundation



## E-Safety Policy



**Last review:** February 2017  
**Approved:** February 2017  
**Next review:** February 2019

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## Emmanuel Schools Foundation E-Safety Policy

### 1. Guiding Principles

Emmanuel Schools Foundation (“ESF”) places a strong emphasis on the importance of each student striving to achieve their ‘Personal Best’. As such, students are encouraged to show self-discipline and honourable purpose at all times, whether in a traditional classroom environment or in a PC suite. Students will need to be aware of the increased accountability placed upon them as they access a range of websites and information from the internet. In some instances whilst using the Network, students may find that they need to be courageous and not shirk from their responsibilities to report either inappropriate information or inappropriate behaviour they come across. Students should act with the utmost integrity so that they support the high standards of safety and careful use of the network which we expect from them. In the course of their careers at ESF students may require guidance from either their peers or staff. Our expectation of the student body is that students support one another, displaying compassion for those around them at all times. It is expected that students develop a humble approach to their achievements and support those around them at all times.

The purpose of internet use in ESF is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance ESF’s management functions. As part of everyday life in society students learn how to evaluate internet information and to take care of their own safety and security. Students also learn digital literacy skills, refine their own publishing and communications with others via the internet as well as learn respect for copyright and intellectual property rights, and the correct use of published material.

The internet is rapidly expanding and presents many good supportive opportunities to help students. Sadly, however, its abuse has led to cyber-crime, cyber-bullying and online grooming of children by predators. ESF is uniquely placed to protect, guide and support students in this situation; students know that they are safe whilst using a computer inside the physical protection of ESF and learn how to use the internet safely and with confidence; students and parents are kept up-to-date with threats to e-safety; and staff respond pastorally to concerns of individuals or groups of students.

### 2. The Enhancement of Learning

ESF’s internet access is designed to enhance and extend education, teaching students what constitutes acceptable internet use and training them to use age-appropriate tools to research internet content. Staff guide students to online activities that support the learning outcomes planned for the students’ age and ability. Students are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation. Students and staff are taught to acknowledge sources used, how to validate the accuracy of the information and to be critically aware of the materials they read.

### 3. Assessing Internet Risks

ESF is aware that it is not possible to completely remove the risk that students might access unsuitable materials via the ESF system due to the growing quantity of information available through the internet. ESF takes all reasonable precautions (filters to restrict access, and monitoring and logging of all internet activity, etc.) to ensure that users access only appropriate material. ESF cannot accept liability for the material accessed, or any consequences resulting from internet use.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence, and breaches may be reported to the police. Methods to identify, assess and minimise risks are reviewed regularly by the Network Office.

#### **4. Data Protection**

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

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- secure and accurate
- kept no longer than is necessary
- only transferred to others with adequate protection

#### **Staff must ensure that:**

- at all times care is taken to ensure the safe keeping of personal data, minimising the risk of its loss or misuse;
- personal data is stored 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 of data uses encryption and secure password protected devices;
- School data is not recorded to any personal devices.

#### **5. Incidents of concern**

E-Safety incidents may have an impact on students, staff and the wider school community both on and off-site, and can have legal and disciplinary consequences. All staff have a duty of care to act on and report any e-safety concerns they may have. Teachers are the first line of defence; their observation of behaviour is essential in recognising concerns about students and in developing trust so that issues are reported to the pastoral office immediately. If a member of staff observes e-safety breaches by any colleague, this must be reported to the Principal immediately.

All members of the ESF community will be reminded about safe and appropriate behaviour online, and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the ESF community. Students will be informed during assemblies and staff will receive regular training regarding these matters, led by the e-Safety Co-ordinator.

Potential child protection or illegal issues must be referred to the Designated Safeguarding Lead or e-Safety Co-ordinator. The e-Safety Co-ordinator will record all reported incidents and actions taken in each school’s e-safety incident log and or other relevant areas, e.g. bullying or child protection log.

#### **6. Online Abuse**

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

Online abuse can happen 24 hours a day, seven days a week, and reach a child even when he or she is alone. Abusive messages and images can be posted anonymously and distributed quickly to a very wide audience. It can be difficult and sometimes impossible to trace the source. Deleting inappropriate or harassing messages, texts and pictures is extremely difficult after they have been posted or sent.

All incidents of online abuse reported to will be recorded and investigated. Consequences for those involved in online abuse may include:

- the student responsible will be asked to remove any inappropriate material or a service provider may be contacted to remove content if the student refuses or is unable to delete content;
- internet access may be suspended at the school for the user for a period of time. Parents of students will be informed;
- the police will be contacted if a criminal offence is suspected and further action by either the school or ESF will be taken accordingly. (See Appendix 1)

## **7. Learning Network or Virtual Learning Network**

The Learning is carefully monitored. The Network Manager annually reviews and updates the Policy regarding the use of the VLE, and all users are informed of any changes made.

- Only members of the current student, parent and staff community have access to the VLE.
- All users should be mindful of copyright issues and only upload appropriate content onto the VLE.
- When staff and students leave ESF their account or rights to specific school areas are disabled.
- Any concerns about content on the VLE may be recorded and dealt with in the following ways:
  - The user will be asked to remove any material deemed to be inappropriate or offensive.
  - The material will be removed by the Network Manager if the user does not comply.
  - Access to the VLE for the user may be suspended.
  - The user will need to discuss the issues with a member of the senior management team before reinstatement.
  - A student's parent may be informed.

## **8. Mobile Phones and Personal Devices Guidance for Students**

The use of mobile phones and personal devices by students is strictly forbidden within ESF and their devices must be switched off at all times.

- Electronic devices of all kinds are the responsibility of the user. ESF accepts no responsibility for the loss, theft or damage of such items. Nor will ESF accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the ESF community and any breaches will be dealt with as part of the school's Behaviour and Discipline Policy.
- Mobile phones and personal devices will not normally be used by students during lessons or formal school time. They should be switched off at all times.
- The Bluetooth function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.
- If a student breaches the school Policy then the phone or device will be confiscated and will be held in a secure place in the pastoral office. The phone or device may be searched by the pastoral Team. If there is suspicion that the material on the mobile may provide evidence relating to a criminal offence, the phone will be handed over to the police for further investigation. Mobile phones and devices will be released to parents in accordance with ESF Policy.
- Phones and devices must not be taken into examinations. Students found in possession of a mobile phone during an exam will be reported to the appropriate examining body. This may result in the student's withdrawal from either that examination or all examinations.
- If a student needs to contact their parents they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact Reception.

- Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personal devices, and will be made aware of boundaries and consequences.

## **9. Personal Devices Guidance for Staff**

Staff are permitted to use mobile phones and personal devices within the grounds of the school but they must comply with the guidelines below.

Staff will be issued with a phone where contact with students or parents is required and, therefore, should not use their own personal phones or devices for contacting students within or outside of the School in a professional capacity. Staff should never use personal phones during lessons, in assembly or the corridors or in front of students except in an emergency.

Mobile phones and devices should be switched off or switched to 'silent' mode, Bluetooth communication should be "hidden" or switched off and mobile phones or devices should not be used during teaching periods unless permission has been given by a member of Senior Leadership Team in emergency circumstances.

Staff should not use personal devices such as mobile phones, tablets, cameras (or similar such devices) to record digital images or video footage of students, their work or any aspect of ESF's work.

## **10. Network users**

Students who deliberately access, or try to access, material that could be considered illegal will be referred to the Principal, to the pastoral team, or the police depending on the severity of the incident. Parents will be informed and access to the network and internet may be removed. Other ESF sanctions such as detention or exclusion may also be considered.

No network users should visit internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to illegal and unacceptable use of the network including:

- viewing, distributing or accessing (or attempting to do so) of pornography
- promoting of any kind of discrimination
- threatening behaviour, including promotion of physical violence or mental harm
- child sexual abuse images (the making, production or distribution of indecent images of children), grooming, incitement, arrangement or facilitation of sexual acts against children, possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) or any other information which may be offensive to colleagues or breaches the integrity of the ethos of ESF or brings ESF into disrepute
- using ESF systems to run a private business
- using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by ESF
- breaching copyright or revealing or publicising confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords)
- creating or propagating computer viruses or other harmful files
- unfair usage (downloading/uploading large files that hinders others in their use of the internet)
- on-line gaming (non-educational)
- on-line gambling or shopping/commerce
- file sharing
- use of social media, messaging apps or inappropriate use of video broadcasting, eg YouTube
- inappropriate personal use of the internet/social media /personal email
- unauthorised downloading or uploading of files

- allowing others to access ESF network by sharing username and passwords or attempting to access or accessing ESF network, using another person's account
- careless use of personal data, e.g. holding or transferring data in an insecure manner
- deliberate actions to breach data protection or network security rules
- corrupting or destroying the data of other users or causing deliberate damage to hardware or software
- sending an email, text or message that is regarded as offensive, harassment or of a bullying nature
- using personal email/social networking/instant messaging/text messaging to carrying out digital communications with students
- actions which could compromise the staff member's professional standing
- actions which could bring into disrepute or breach the integrity of the ethos of ESF
- using proxy sites or other means to subvert ESF's filtering system
- accidentally accessing offensive or pornographic material and failing to report the incident
- breaching licensing regulations
- continued infringements of the above, following previous warnings or sanctions

In addition to the above, unacceptable use of the network by students includes:

- unauthorised use of non-educational sites during lessons
- unauthorised use of mobile phone/digital camera/other mobile device
- unauthorised use of social media/messaging apps/personal email
- unauthorised downloading or uploading of files
- allowing others to access ESF networks by sharing username and passwords
- attempting to access or accessing the ESF network, using another student's account or the account of a member of staff
- corrupting or destroying the data of other users
- sending an email, text or message that is regarded as offensive, harassment or of a bullying nature
- continued infringements of the above, following previous warnings or sanctions
- using proxy sites or other means to subvert ESF's filtering system
- accidentally accessing offensive or pornographic material and failing to report the incident
- receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act

## **11. Communication**

Many students are very familiar with the culture of mobile and internet use. As students' perceptions of the risks may vary, e-safety expectations are explained in ICT lessons and also in the student and parent agreement form which includes a copy ESF's e-safety rules:

- All users are informed that network and internet use will be monitored.
- An e-safety programme has been established across ESF to raise the awareness and importance of safe and responsible internet use amongst students.
- E-safety rules or copies of the student Acceptable Use Policy will be posted on all PC screens as a "screensplash."

To protect all staff and students, ESF implements Acceptable Use policies:

- Staff are made aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible internet use, both professionally and personally, is provided for all members of staff.
- Staff who manage filtering systems or monitor ICT use are supervised by the Senior Leadership Team and have clear procedures for reporting issues.
- ESF will highlight useful online tools which staff use with students in the classroom. These tools vary according to the age and ability of the students.

Parents' attention is drawn to e-safety Policy in newsletters, the schools prospectus and on each schools website. A partnership approach to e-safety at home and at the school with parents is encouraged. Parents are requested to sign an e-safety agreement as part of the Home School Agreement. Parents are encouraged to read ESF Acceptable Use Policy for students and discuss its implications with their children.

## **12. Managing Information Systems**

It is important to review the security of the whole system from user to internet. This is a major responsibility that includes not only the delivery of essential learning services but also the personal safety of staff and students.

Securing information systems access is covered by the IT Information Security policy which includes but not limited to:

- Use of individual accounts only.
- Timeouts.
- Password ageing.
- Password standards.
- Guest access.

Local Area Network (LAN) security issues include that:

- Users must act reasonably — e.g. the downloading of large files during the working day will affect the service that others receive.
- Users must take responsibility for their network use. For ESF staff, flouting electronic use policy is regarded as a reason for dismissal.
- Workstations should be secured against user mistakes and deliberate actions.
- Servers must be located securely and physical access restricted.
- The server operating system must be secured and kept up to date.
- Virus protection for the whole network must be installed and current.
- Access by wireless devices must be proactively managed and secured with a minimum of WPA2 encryption.

ESF's broadband network is protected by a cluster of high performance Emmanuel Schools Foundation firewalls at the breakout point to the internet. Filtering occurs at ESF by the use of a proxy server.

- The security of ESF information systems and users will be reviewed regularly.
- Virus protection is updated regularly.
- Personal data sent over the internet or taken off site will be encrypted.
- Portable media may not be used without specific permission followed by an anti-virus / malware scan.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on ESF's network will be regularly checked.
- The network manager reviews system capacity regularly.
- The use of user logins and passwords to access the ESF network will be enforced. These will be created with the use of upper and lower case letters, as well as a minimum length of characters. Such passwords will be used for user logins and the use of the ELN.
- Access to resources between sites is limited by the use of file/folder permissions.

## **13. Email**

In ESF context (as in the business world), email should not be considered private and most schools and many firms reserve the right to monitor email. It is important that staff understand they should be using a work provided email account to communicate with parents, students and other professionals for any



official ESF business. This is important for confidentiality and security and also to safeguard members of staff from allegations.

Email accounts should not be provided which can be used to identify both a student's full name and their school.

- Students must immediately tell a designated member of staff if they receive offensive email.
- Students must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult.
- Whole class or group email addresses will be used for communication outside of ESF.
- Sixth Form students must only use official ESF provided email accounts to communicate with staff, students and parents, as approved by the Senior Leadership Team.
- Email sent to external organisations must be written carefully and authorised before sending, in the same way as a letter written on ESF headed paper would be.
- The forwarding of chain messages is not permitted.

#### **14. Published Content**

The relevant Principal takes overall editorial responsibility for online content only on their website and the Head of IT of ESF published by ESF and will ensure that content published is accurate and appropriate.

#### **15. Publication of Students' Images or Work**

Images and videos of a student should not be published without the parent's written permission. Students also need to be taught the reasons for caution in publishing personal information and images online:

- Images or videos that include students are selected carefully and will not provide material that could be re-used.
- Students' full names are not to be used anywhere on the website, particularly in association with photographs.
- Students work can only be published with their permission or the parents.

Written consent is kept by ESF where students' images are used for publicity purposes, until the image is no longer in use.

#### **16. Filtering**

Levels of internet access and supervision will vary according to the student's age and experience. Access profiles must be appropriate for all members of ESF community. Teachers might need to research areas including drugs, medical conditions, bullying, racism or harassment. In such cases, legitimate use should be recognised and restrictions removed temporarily.

Access controls fall into several overlapping types (commonly described as filtering):

- Blocking strategies prevent access to a list of unsuitable sites. Maintenance of the blocking list is a major task as new sites appear every day.
- A walled garden or "allow list" restricts access to a list of approved sites. Such lists inevitably limit students' access to a narrow range of content.
- Dynamic content filtering examines web page content or email for unsuitable words.
- Keyword lists filter search engine searches and URLs for inappropriate results and web addresses.
- URL monitoring records the internet sites visited by individual users. Reports can be produced to investigate student access.

It is important that ESF recognises that filtering is not 100% effective. Occasionally mistakes may happen and inappropriate content may be accessed. It is therefore important that students should always be supervised when using internet access even though they have agreed to the ICT Acceptable Use Agreement when first logging onto a school computer. There should also be an Incident Log to report breaches of filtering or inappropriate content being accessed.

Teachers should always evaluate any websites/search engines before using them with students; this includes websites shown in class as well as websites accessed directly by the students.

- ESF's broadband access includes filtering appropriate to the age and maturity of students.
- ESF works with an external provider to ensure that filtering policy is continually reviewed.
- ESF has a clear procedure for reporting breaches of filtering. All members of ESF community (all staff and all students) will be aware of this procedure.
- If staff or students discover unsuitable sites, the URL will be reported to the schools e-Safety Co-ordinator who will then record the incident and escalate the concern as appropriate.
- ESF's filtering system blocks all sites on the Internet Watch Foundation (IWF) list.
- Changes to ESF filtering policy are risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the Senior Leadership Team.
- The schools Senior Leadership Team ensures that regular checks are made to ensure that the filtering methods selected are effective.

## **17. Video Conferencing**

Video Conferencing is available by using Skype for business which is secured by internet policies and also available in the boardroom when organised with the Principal's PA and the Network Manager.

## **18. Emerging Technologies**

ESF will keep up to date with new technologies, including those relating to mobile phones and handheld devices, and be ready to develop appropriate strategies. A risk assessment needs to be undertaken on each new technology for effective and safe practice in classroom use to be developed. The safest approach is to deny access until a risk assessment has been completed and safety has been established.

