

Ashford CE Primary School



Computing and Online Safety Policy

Signed: L Bowman

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Chair of Governors

Last Reviewed: September 2024 updated for changes to Keeping Children Safe in Education

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Computing and Online Safety Policy

Our School Vision

We are a caring Christian community where everyone adopts an “I can” attitude; everyone feels valued, safe and loved by God. We celebrate our God-given individuality, achievements and talents and we aspire, with God’s help, to become the best that we can be. We believe that each one of us has the ability to achieve our highest potential, living and learning in the fullness of God.

I can do all things through Christ who gives me strength.

Philippians 4v13

Aims of this policy:

At Ashford CE Primary school our aim is to inspire, engage and encourage our pupils to have high aspirations for themselves, doing everything using their growth mindset and an ‘I can’ attitude. It is also our job to ensure that our children feel safe and happy in the world they both live and learn in. It is with this, that our Computing curriculum works hand-in-hand with our safeguarding procedures to ensure that our children are safe and content in the digital world.

As a school it is our mission to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as ‘mobile phones’)
- Establish clear expectations for the way all members of the school community engage with each other online and establish clear mechanisms to identify, intervene and escalate an incident, where appropriate
- Support the school’s policies on data protection, online safety and safeguarding

Our approach to online safety is based on addressing the following categories of risk. These being the 4 C’s:

- Content – being exposed to illegal, inappropriate or harmful content.
- Contact – being subjected to harmful online interaction with other user.
- Conduct – personal online behaviour that increases the likelihood of, or causes harm.
- Commerce – risks such as online including inappropriate advertising and scams.

This policy is based on the Department for Education’s (DfE’s) statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on ‘Teaching online safety in schools’, as well as ‘Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff’. It also refers to the DfE’s guidance on protecting children from radicalisation.

It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying and reflects the guidance on “meeting digital and technology standards in schools and colleges (updated May 2024)

The policy also considers the National Curriculum computing programmes of study and builds upon the culture of safeguarding in our school community.

Roles and Responsibilities:

The Governing Body

The governing board has overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation. The governing board will coordinate regular meetings with appropriate staff to discuss online safety and monitor online safety logs as provided by the designated safeguarding lead (DSL).

The governors who oversee online safety are the ICT Governor and Safeguarding Governor.

All governors will:

- Ensure that they have read and understand this policy.
- Agree and adhere to the terms on acceptable use of the school’s ICT systems and the internet.
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole school approach to safeguarding and related policies and/or procedures.
- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a ‘one size fits all’ approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable.
- Ensure that they understand and monitor the school’s filtering & monitoring systems.

The Headteacher:

The Headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

The Designated Safeguarding Lead:

Details of the school’s designated safeguarding lead (DSL) and deputies are set out in our Safeguarding Children Policy, School Handbook and on posters displayed around the school and on the website. It is also included in relevant job descriptions.

The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the Headteacher/SLT in ensuring that staff understand this policy and that it is being implemented consistently throughout the school

- Working with the Senior Leadership Team, ICT Support/School Business Manager and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school Safeguarding Children Policy
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy. Incidents will be logged and tracked on CPOMS
- Ensuring that any incidents of cyber-bullying are logged on CPOMS and dealt with appropriately in line with the school's Positive Behaviour Management Policy
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary

Computing Lead is responsible for:

- Working alongside the SLT to ensure that the school are putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems, which are reviewed and updated on a regular basis to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school. The school's filtering and monitoring systems has been enhanced by the addition of SENSO for enhanced content monitoring which will also block harmful or inappropriate contact as well as active alerts for inappropriate searches.
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly.
- Conducting a full security check and monitoring the school's ICT systems on a regular basis in conjunction with the IT Support Consultant and SBM.
- Flagging potentially dangerous sites that need to be blocked and, where possible, preventing the downloading of potentially dangerous files.
- Ensuring that any online safety incidents are logged on CPOMs and dealt with appropriately in line with this policy.
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school's Positive Behaviour Management Policy.
- Liaise with curriculum leaders to ensure that the online safety curriculum is planned, mapped, embedded and evaluated.
- Computing Lead will work with the DSL to develop a planned and coordinated online safety education programme. This will be provided through:
 - The computing curriculum
 - PHSE and SRE programmes (Jigsaw)
 - A mapped cross-curricular programme
 - Assemblies and pastoral programmes - through relevant national initiatives and opportunities e.g. Safer Internet Day and Anti-bullying week.

All Staff and Volunteers:

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently and online safety issues are embedded in all aspects of the curriculum and other activities
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet, and ensuring that pupils follow the school's terms on acceptable use (appendix 1)

- Working with the DSL to ensure that any online safety incidents are logged on CPOMs and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school Positive Behaviour Management Policy
- Understanding and promoting the school's filtering & monitoring systems and remaining vigilant whilst pupils are accessing computers for any unacceptable use or sites
- Responding appropriately to all reports and concerns both online and offline and maintaining an attitude of 'it could happen here'
- Supervising and monitoring the use of digital technologies, mobile devices, cameras, etc., in lessons and other school activities (where allowed) and implementing current policies regarding these devices
- Promoting a zero-tolerance approach to incidents of online-bullying, sexual harassment, discrimination, hatred etc
- Modelling safe, responsible, and professional online behaviours in their own use of technology, including out of school and in their use of social media.

Parents:

Parents and carers play a crucial role in ensuring that their children understand the need to use the online services and devices in an appropriate way. According to 2023 Ofcom research, 93% of children aged 5 -7 years watch videos on video-sharing platforms (VSPs) like YouTube and TikTok. Parents are encouraged to be aware of their child's screen time, online safety and activity outside of school. Parent should be aware that some online activities have age restrictions because they include content which is not appropriate for children under a specific age. However, research shows that 30% of 6–10 year olds are accessing messaging apps with an age restriction of 16 years.

Parents are expected or encouraged to:

- Notify a member of staff or the Headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet
- seek further guidance on keeping children safe online from the following organisations and websites:
 - What are the issues? – UK Safer Internet Centre
 - Hot topics – Childnet International
 - Parent resource sheet – Childnet International
- attend school workshops that are run in line with Safer Internet Day.

Educating Pupils about Online Safety

Pupils will be taught about online safety as part of a rich Computing curriculum:

In Key Stage 1, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in Key Stage 2 will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

By the end of primary school, pupils will know:

- That people sometimes behave differently online, including by pretending to be someone they are not
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online including when we are anonymous
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
- How information and data is shared and used online
- What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

As a school we teach our pupils about the safe use of social media and the internet. Where necessary, teaching about safeguarding, including online safety, will be adapted for vulnerable children, victims of abuse and some pupils with SEND.

At Ashford CE we celebrate Safer Internet Day and regularly promote key guides to keeping ourselves and each other safe. Information is shared with parents on our school Facebook page, as well as regular updates in our school newsletter.

The school will let parents know:

- What systems the school uses to filter and monitor online use
- What their children are being asked to do online, including the sites they will be asked to access and who from the school (if anyone) their child will be interacting with online

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the Headteacher.

Concerns or queries about this policy can be raised with any member of staff.

Cyber-bullying:

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or

group by another person or group, where the relationship involves an imbalance of power. (See also the school Positive Behaviour Management Policy.)

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training.

Understanding Artificial Intelligence (AI):

AI can refer to Artificial General Intelligence — learning to do tasks that humans can do. But, most people use AI to mean tools that seem intelligent. AI that can create text that sounds human based on information it has drawn from input. Tools like ChatGPT and Google Bard work in this way. Most tools require a minimum age of 13 with parent permission. Like any digital tool, artificial intelligence offers both benefits and risks. Using AI tools and generative chatbots (such as ChatGPT and Google Bard) will not be permitted.

Data security:

The school is responsible for making sure it has the appropriate level of security protection and procedures in place to safeguard its systems, staff and pupils. It therefore takes steps to protect the security of its computing resources, data and user accounts. The effectiveness of these procedures is reviewed periodically to keep up with evolving cybercrime technologies.

Staff, volunteers, pupils and others who use the school's ICT facilities should use safe computing practices at all times. We aim to meet the cyber security standards recommended by the Department for Education's guidance on digital and technology standards in schools and colleges, including the use of:

- Security features
- Firewalls
- User authentication and multi-factor authentication
- Anti-malware software

Passwords:

All users of the school's ICT facilities should set strong passwords for their accounts and keep these passwords secure.

Users are responsible for the security of their passwords and accounts, and for setting permissions for accounts and files they control.

Members of staff or pupils who disclose account or password information may face disciplinary action.

Remote access:

Staff accessing the school's ICT facilities and materials remotely must abide by the same rules as those accessing the facilities and materials on site. Staff must be particularly vigilant if they use the school's ICT facilities outside the school and must take such precautions against importing viruses or compromising system security.

Our ICT facilities contain information which is confidential and/or subject to data protection legislation. Such information must be treated with extreme care and in accordance with our data protection policy.

Acceptable Use of the Internet in School:

All pupils, parents, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet. Visitors will be expected to read and agree to the school's terms on acceptable use if relevant. (Appendix 1 and 2)

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above. Positive SENSO alerts will be monitored and where appropriate added to the CPOMs record to ensure pupils' online activity is monitored.

Pupils Using Mobile Devices in School:

At Ashford CE we only permit pupils bringing in mobile devices in Year 5 and 6, in conjunction with them being used for pupils with privilege card rights for walking home alone.

Pupils must turn off all mobile devices when entering the school gates and hand them in to their class teacher for safe storage throughout the day.

Any breach of the acceptable use agreement by a pupil may trigger disciplinary action in line with the school Positive Behaviour Management Policy, which may result in the confiscation of their

device, or loss of privilege card responsibility. Parents will be advised if a device has been confiscated and they will be asked to collect the device from the office.

Responding to Misuse:

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our policies. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the school's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The school will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police. The flow chart in Appendix 3 provides an outline of procedure.

Training:

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).

By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- The types of risk that children may be exposed to online
- Keeping current and updated with technological changes and updates – this can include the introduction of new Apps or Gaming platforms that pose a risk to young people.

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse
- Develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the long and short term

The DSL team will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our Safeguarding Children Policy.

Equalities Statement:

Ashford Church of England Primary School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities.

The Governing Body recognise that it is unlawful to consider anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation.

Full consideration has been given to this during the formulation of this policy as it is the Governors' aim that no one at Ashford Church of England Primary School should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.

Links with Other Policies:

This online safety policy is linked to our:

- Safeguarding Children Policy
- Positive Behaviour Management Policy
- Anti Bullying Policy
- Staff Disciplinary Procedures
- Staff Code of Conduct
- Data Protection Policy and Privacy Notices
- Acceptable Use Agreements
- Complaints Procedure

This policy refers to, and complies with, the following legislation and guidance:

- > [Data Protection Act 2018](#)
- > The UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#)
- > [Computer Misuse Act 1990](#)
- > [Human Rights Act 1998](#)

- [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#)
- [Education Act 2011](#)
- [Freedom of Information Act 2000](#)
- [Education and Inspections Act 2006](#)
- [Keeping Children Safe in Education 2023](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [National Cyber Security Centre \(NCSC\): Cyber Security for Schools](#)
- [Education and Training \(Welfare of Children\) Act 2021](#)
- UK Council for Internet Safety (et al.) guidance on [sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- [Meeting digital and technology standards in schools and colleges](#)

Appendix 1

Acceptable Use Agreement:

ACCEPTABLE USE OF THE SCHOOL'S COMPUTING SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS	
Name of pupil:	
When I use the school's ICT systems (like computers) and get onto the internet in school I will:	
<ul style="list-style-type: none">• Ask a teacher or adult if I can do so before using them• Only use websites that a teacher or adult has told me or allowed me to use• Tell my teacher immediately if:<ul style="list-style-type: none">○ I click on a website by mistake○ I receive messages from people I don't know○ I find anything that may upset or harm me or my friends• Use school computers for school work only• Be kind to others and not upset or be rude to them• Look after the school ICT equipment and tell a teacher straight away if something is broken or not working properly• Only use the username and password I have been given• Try my hardest to remember my username and password• Never share my password with anyone, including my friends• Never give my personal information (my name, address or telephone numbers) to anyone without the permission of my teacher or parent/carer• Save my work on the school network• Check with my teacher before I print anything• Log off or shut down a computer when I have finished using it	
I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.	
Signed (pupil):	Date:
Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and will make sure my child understands these.	
Signed (parent/carer):	Date:

ACCEPTABLE INTERNET & E-SAFETY USE

CONDUCT FOR STAFF, THIRD PARTY STAFF, VOLUNTEERS Including PTA TRUSTEES AND GOVERNORS

This policy applies to all persons within the school organisation who may at any time have access to school technology or network or email.

ACCEPTABLE INTERNET & ONLINE SAFETY USE

- Private use of the internet may only take place outside of teaching/school hours (professional development activities are not deemed private). However, the school computers may not be used for the purpose of social networking unless authorised school activity/promotion.
- Receiving questionable material or chancing upon an undesirable website should notify the Headteacher/School Business Manager (SBM) immediately.
- Emails sent to an external organisation should be written carefully and checked before sending in the same way as a letter written on school headed paper. **Avoid the autofill of contacts facility and check recipients before sending to ensure information remains secure, including if email addresses should be entered into the cc or bcc field.** If use of autofill results in breaches of data protection this facility will be disabled.
- Encrypt or Pin protect any document containing sensitive information before sending it to any recipient. Agree the PIN code via another communication method – phone, text as appropriate.
- Keep personal details safe and do not give them out over the internet or phone.
- Everyone should develop and maintaining knowledge of internet safety issues, particularly with regard to how they might affect children.
- Only the schools approved Internet service Provider (ISP) – RM SafetyNet, should be used for school internet use.
- Change school passwords every half term to a “strong” password which includes capitals, lower case, numbers and symbols and should contain at least 8 characters.
- Ensure that the password auto-save function is turned off on shared computers.
- Ensure that you are the only one who knows and uses your user Account and understand that anything undertaken while you are logged in, you will be held responsible for.

Lock your computer whenever you leave it unattended.

- Report any suspicious emails, before clicking on any links, downloading any attachments or entering your user details. When you report it, do not forward the email but send a screen shot.
- Ensure that personal data is kept secure and is used appropriately, whether in the office, or when working remotely. Personal data should be stored on the school server or on the school SharePoint
- When accessing emails on a computer linked to a interactive board, ensure that the board is switched off so that no one can accidently see any confidential emails.

UNACCEPTABLE USE OF THE INTERNET

- It is not acceptable to access, transmit or create any offensive, obscene or indecent images, sounds, data or other material, as well as material that is defamatory, violent, abusive, racist, homophobic or transphobic that may cause needless anxiety.
- Bringing the name of the school into disrepute.
- Breach of confidentiality that results in information being inappropriately made available to others, including through social networking sites used from phones and home computers.
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of data protection legislation
- Transmission of commercial or advertising material or access to gambling websites.
- Violate the Data Protection Act 2018 by deliberately corrupting or destroying other users' data or violating privacy of others.
- Disrupting the work of others or wasting the time of staff or other users.
- Do not upload a photo to your email profile.

This is not an exhaustive list. The school reserves the right to amend this list at any time. The Headteacher will use their professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the school's ICT facilities. Staff who engage in any of the unacceptable activity listed above may face disciplinary action in line with the school's policies.

ACCESS TO SCHOOL ICT FACILITIES AND MATERIALS

The school's SBM and ICT Provider manage access to the school's ICT facilities and materials for school staff. That includes, but is not limited to:

- Computers, tablets and other mobile devices
- Access permissions for certain programmes or files
- Use of copier facilities

Personal use of ICT facilities including copying must not be overused or abused.

Only devices supplied by the school should be used to access the school network, as they will have the required level of security and protection. Authorised users will be provided with unique log-in/account information and passwords that they must use when accessing the school's ICT facilities. One User, One Login. Staff who have access to files they are not authorised to view or edit, or who need their access permissions updated or changed, should contact the SBM.

FILTERING & MONITORING

The school's filtering and monitoring will be reviewed regularly, and details of blocked searches will be reported at DSL meetings and to the Full Governing Body in line with advice in KCSIE 2023. You should be aware of the filtering arrangements via RM SafetyNet and should report any sites which should have been filtered to the SBM. Staff can also ask for suitable educational sites to be "whitelisted" if they are currently blocked. There is a file for recording inappropriate sites in the PPA room. You should also notify the SBM by email.

The school's network is monitored using SENSO. This is loaded on all pupil devices. It will also be added to all computers with shared users including the hall and PPA room. SENSO recognises keystrokes as well as searches and the DSL team receive alerts for serious concerns. Please alert DSLs if your current lessons might cause an increase of false positive alerts.

Whilst filtering & monitoring provides a good level of security it does not guarantee 100% security. Staff will remain vigilant of pupil activity on devices.

USE OF EMAIL

- The school provides each member of staff, Governors and the PTA with an email address. This email account should be used for school purposes only. Unless with the specific agreement of the SBM or Headteacher.
- Governors should use the agreed SharePoint file for sharing documents and information in relation to their role as governors. Any information downloaded from SharePoint onto a personal device should be deleted upon the completion of the task.
- All work-related business should be conducted using the email address the school has provided. Personal email addresses or mobile number should not be used.
- Staff must not share their personal email addresses with parents and pupils and must not send any work-related materials using their personal email account.
- Users must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.
- Understand that anything written in an email or document about an identifiable person can be requested via a Subject Access Request and read by that individual. Therefore, do not write anything that you would not want that person to read, or that could bring the organisation in disrepute or is counter to the staff code of conduct. This includes the use of emojis, exclamation marks and sarcasm. Consider if the communications you send breach confidentiality or the Data Protection Act, by asking "should the recipient view this information".
- Staff must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information, or the data of multiple individuals should be encrypted so that the information is only accessible by the intended recipient. Please ensure that pupils are only named using initials in emails.
- If Users receive an email in error, the sender should be informed, and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information. The SBM should be informed immediately so that this can be recorded in the Record of Breaches register under the section "received in error – breach by another organisation"
- If staff send an email in error which contains the personal information of another person, they must inform the SBM immediately and follow our data breach procedure.

USE OF PHONES

- Staff must not give their personal phone numbers to parents or pupils.
- School phones must not be used for personal matters.
- Staff who are provided with the use of a mobile phone as equipment for their role must abide by the same rules for ICT acceptable use.
- The school can record in-coming and out-going phone conversations.

- If you record calls, callers **must** be made aware that the conversation is being recorded and the reasons for doing so.
- Mobile phones and personally owned devices may not be used in any way during lesson time unless permission is given by the Headteacher. They should be switched off or silent at all times and stored securely out of sight of others. Staff using smart watch technology should ensure that they do not read and respond to messages during lesson time. Where phones are used outside of lesson time such as at breaktime they must **not** be used in an area where there are children present. Suitable locations may be the staffroom, PPA room, offices or outside of the school site.
- No images or videos should be taken on mobile phones or personally owned devices. It is not permitted to take photos or videos of children on personal devices. Where photos are taken at staff social events, these should not be published without the express agreement of the people involved.
- Staff are not permitted to use their own mobile phones for contacting children or their families within or outside of the school in a professional capacity unless this is during a lockdown or as a result of self-isolation. This should be agreed with SLT and the number is withheld.
- Staff should never send to, or accept from anyone, texts or images that could be viewed as inappropriate or allow children to be 'friends' on social networking sites.
- All users with school emails should ensure their phones are protected with PIN codes or other security in case of loss or theft. A number of websites now require two-step authentication and therefore it is accepted that staff may use their phones to be able to access approved sites.
- Staff should never store parents or pupil's telephone numbers on their mobile phone, as this allows the possibility of inappropriate contact. Where staff have friends, who are also parents a clear distinction should be made when in contact. Any matters raised about the school should be treated with care and referred to the appropriate person within school. Staff should take particular care when asked questions as these can be reported back to the school as "Mr/Mrs X said...."
- The taking of personal phone calls during work time should be kept to a reasonable minimum and should generally relate to emergency situations.
- Staff can give the school office number as an emergency contact number for dependents during the working day to minimise the need for checking mobile phones.

SOCIAL MEDIA

Staff should take care to follow the school's guidelines on social media use.

MONITORING OF SCHOOL NETWORK AND USE OF ICT FACILITIES

The school reserves the right to monitor the use of its ICT facilities and network, and access accounts when deemed necessary This includes, but is not limited to, monitoring of:

- Internet sites visited
- Bandwidth usage
- Email accounts
- Telephone calls
- User activity/access logs
- Any other electronic communications
- CCTV footage
- SENSO alerts

Only authorised ICT staff may inspect, monitor, intercept, assess, record and disclose the above, to the extent permitted by law.

The school monitors ICT use in order to:

- Obtain information related to school business
- Investigate compliance with school policies, procedures and standards
- Ensure effective school and ICT operation
- Conduct training or quality control exercises
- Prevent or detect crime
- Comply with a subject access request, Freedom of Information Act request, or any other legal obligation

MEMORY STICKS

All staff have a duty of care to ensure all confidential, sensitive and personal information is held securely at all times. The use of non-encrypted memory sticks is prohibited, and staff members found using them may be subject to disciplinary procedures. Any loss of encrypted memory sticks must be reported to the SBM. Confidential, Sensitive and Person Information Data must not be stored or carried on non-encrypted memory stick, laptops or computers, or emailed to personal email accounts.

All members of staff who use memory sticks will be supplied with an encrypted one. This memory stick belongs to the school. However, on leaving staff will be permitted to retain their memory stick on the understanding that they sign a written declaration that any information in any form relating to the school has been deleted. If the memory stick gets lost you must inform the Headteacher immediately and will be charged £10.00 for a replacement. If the memory stick is stolen you must contact the Headteacher immediately and provide the school with a crime number.

REMOTE ACCESS TO SCHOOL COMPUTERS, PROVIDING REMOTE EDUCATION AND VIRTUAL MEETINGS

Ashford CE Primary School and our IT services, support secure, safe, accessible and available remote access and mobile working through its systems and policies, through the provision of essential technical controls and through raising user awareness and encouraging good working practices. Users with remote access permissions must be aware of procedures and responsible ethical practices.

Remote Access - accessing the school's network from outside of the premises via a different network.

Mobile Working - performing tasks on the network, from connectivity outside of the network (i.e. the creation, storage, processing and transport or transfer of data/ information) as an employee of Ashford CE Primary School.

The primary responsibilities of employees and other users that remote into the school's network are to:

- Know what information they are accessing, using or transferring
- Understand and adhere to contractual, ethical or other requirements attached to the information and pertinent to school policies and procedures.
- Users are responsible for following correct procedures when logging out of the remote session
- Confidential data/information should not be created or stored on privately owned computers. The school strongly encourages the use of the Microsoft Office 365 facilities for working online and storing on the OneDrive or SharePoint facilities.

If users are using their own personal systems or other mobile devices to carry out work for Ashford CE Primary School then the following points should be noted and followed:

- Keep abreast of current security threats and issues for their device type, whether that is related to hardware or software
- Maintain safe web-surfing practice.
- Each device is equipped with up-to-date anti-virus software and other security software such as malware and a configured firewall.
- They perform critical operating System updates as soon as they become available.
- They practice good password controls as appropriate.
- They do not respond to unsolicited emails or click any link within unsolicited emails, pop-ups and other means of communication that is not relevant to their role.
- Mobile devices are not left unattended or data that is deemed confidential data is left visible on the screen in public areas.
- If the system has suffered loss of data, corruption of data or any other issues that may impact the network or other systems at Ashford CE Primary it is reported as soon as possible to the SLT and IT support at the School.

The standards and expectations listed above are all to be maintained when organising distance-learning opportunities for children or online sessions/meetings. When using Zoom or any other platform to hold meetings for or about children, the following points should be noted in addition to those above.

- If hosting from home, please be appropriately dressed and ensure, as far as possible, that there are no features in the background that might give clues as to your home address.
- Ensure that there are no items in the background that might be deemed inappropriate or unprofessional (piles of washing, etc.).
- All meetings should be password protected to avoid uninvited participants. Ensure all participants are named before admittance and are not admitted under unrecognised handles such as 'Ipad7' or 'LizardBoy'.
- It is best practice to have two staff members present during a Zoom/online meeting.

Please sign below to say that you have read and understood this information.

Name:

Signature:

Date:

Appendix 3

