

## **Notton House School**



*Notton House - Lusack  
Working together to build a positive future*

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# **On-line Education, Safety and Responsibility**



<b>Member of staff responsible:</b>	<b>Headteacher</b>
<b>Adopted by GB:</b>	<b>February 2015</b>
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## **Core Principles**

At Notton House School we aim to work together as a community to enable young people to achieve social, emotional and educational fulfilment, participating positively in the school community and the wider society. In recent times, investment in electronic resources, the development of a reliable local area network, improved technical support and the range of devices our students bring into school with them has broadened the capability of our school community to access and share information.

## **Responsibilities**

It is the responsibility of all adults at Notton House to ensure that information accessed electronically by boys is managed and safe and also to take action if they become concerned that information shared, accessed or stored is inappropriate. It is the responsibility of all boys at Notton to accept that access to electronic information is managed for their safety. Ultimately, we aim to equip and educate all our young people in the ability to self-manage their use of the internet and electronically accessed recreation, learning and information in a safe and responsible manner.

## **Headteacher**

The Headteacher is responsible for ensuring the safety of all members of the school community of which, on-line education, safety and personal responsibility is an element. The designated Child Protection Officer will be trained in e-safety issues and be aware of the potential risk to young people brought about through sharing of personal data, access to inappropriate and illegal materials, inappropriate on-line contact with adults/strangers and cyberbullying.

## **Network Administration**

Oakford Technology is responsible for ensuring that the school's infrastructure is secure and not open to misuse or malicious attack, that the school meets the technical requirements outlined in the South West Grid for Learning Policy and Acceptable Use policy and that user's accounts are protected by password entry. Oakford also provide and maintain Internet filters that are able to disallow information to be viewed. This is a process that requires regular updating dependent on the advice of school staff.

## **Staff**

Staff are responsible for the following:

- Teaching, LSA and Care staff have a knowledge of the on-line education, safety and responsibility policy and know where a copy is stored for reference.
- Staff must report suspected misuse of on-line information to the shift leader outside of the school day or the Headteacher/Deputy Head during school hours.
- Digital communications with pupils will be on a professional level, carried out using the school system.
- E-safety issues are embedded in the school curriculum and other activities.
- Provide students with guidance regarding acceptable use of information technologies including appropriateness of content, copyright and plagiarism.

- Have an awareness of safety issues relating to the use of cameras, mobile phones and hand held devices and do not keep a mobile phone device with a camera into lessons and activities.
- To report unsuitable sites to the Oakford Technology team.

## **Students**

Page | 4 Students are responsible for the following:

- Using devices to view and exchange information on the school site that is safe, appropriate and respectful.
- To access on-line provision relating to learning and educational research only in lessons and directed learning time, including the use of electronic sources of information used for Homework tasks, unless permission is given to access games etc.

## **Who to Approach With Concerns:**

During the school day, any concerns must be reported as soon as possible to the Headteacher/Deputy Headteacher or Head of Care. Outside of the school day, concerns must be discussed with the shift leader.

## **Education, Care and Training**

On-line education, safety and responsibility should be a focus of all areas of the school curriculum and staff need to reinforce safety messages on the use of devices in all areas of the school day.

- It is considered good practice in lessons where Internet use is pre-planned to guide students towards suitable Internet sites that have been checked in advance.
- Staff should be vigilant in lessons and insist that monitors are positioned in sight of the main part of the room.
- It is accepted that some key search terms used legitimately in lessons would result in a preventative block. In these cases staff can request the network administrator to temporarily remove a filter for some suitable sites.
- Students using information should respect copyright where applicable and reference material used.
- Mobile phones are not allowed in the school building and are handed in by students on their arrival to school. Staff are requested to keep mobile phones secure during the school day.
- Students are not allowed mobile phones in their rooms. Contact home can be through the use of phones maintained by their areas.
- The Computing and PHSE curriculum deliver a programme of online safety learning. PHSE delivers lessons on the effect of sharing information and issues related to cyberbullying, Computing lessons also teaches issues relating to respect and safety online in addition to financial safety issues and networking technology.
- Staff downloading video and photographic material must check this thoroughly in advance of showing this to students. It is also a legal requirement that age specific video is appropriate for the students it will be shown to.
- Advice for parents is available via the school website and in addition to this, leaflets are distributed during Parents' Evening that give practical advice for

managing on-line content at home and details of the devices and technologies their young people are likely to be using.

## **Use of Digital Images**

- When using images, staff should inform students about the risks associated with the taking, use and sharing of images.
- Staff are allowed to take digital images to support educational aims. These images should only be taken using school equipment.
- Care should be taken when images of students are taken that they are appropriately dressed and that they are not participating in activities that may bring the school into disrepute.
- Students' full names should not be published on any school online material that is intended for publication.
- Pupil's work must only be published with the permission of the pupil and parent/carer.

## **Data Protection**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act.

Data must be:

- Fairly and lawfully processed.
- Processed for a limited purpose.
- Relevant and not excessive
- Accurate
- Held securely.
- Transferred to others with adequate protection.

**Staff must ensure that they:**

- Keep personal data safe
- Use personal data only on secure password protected computers that are "logged off" when work is complete.
- Transfer data using encryption and secure password protected devices.
- Data held on portable USB devices must be deleted when a transfer of data is complete.

A copy of these guidelines are visible in areas that use computers and devices.



## Safe and Responsible Internet Use

The computer system is owned by the school. Please keep to these six things when using it:

- . Only upload or download information that is safe and appropriate for school.
- . Use the Internet in lessons for learning.
- . Keep your password to yourself.
- . Other people may own information. Add details to your work to show where it is from.
- . Be respectful to others on-line.
- . Report any misuse or concerns you have when around computers and devices.

# Notton House School Pupil ICT Agreement Policy

## Guideline for all Users of the School Network

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Access to the school network and internet is provided for you to carry out recognised schoolwork and for your recreation outside of lessons. This provision will only be made on the understanding that you agree to follow these guidelines.

- Computer (file) storage areas will be treated as school property. Teaching and network administration staff may look at files and communications to ensure that the system is being used responsibly. Users should not expect their work and e-mails to be private.
- You should also be aware that a member of the Computing staff could view your computer screen, from the school network without your knowledge, at any time.
- If e-mail is suspected to have been used inappropriately, the school reserves the right to review and monitor individual accounts.
- Users are responsible for good behaviour. General school rules apply whilst using the computers.
- Eating, drinking or the use of aerosol sprays near a computer may cause serious damage and are strictly prohibited.
- Do not use another person's password. If doing shared work you should e-mail a copy to your own work area.
- Do not reveal your password to anyone. If you think someone knows your password, then change it.
- Programs must not be loaded or installed on a computer except by Oakford Support Staff. Do not bring programs in on removable media, e-mail or download them from the internet.
- The internet is provided for users to conduct genuine research and communicate with others. All the sites you visit are recorded.
- During lessons, teachers will guide pupils toward appropriate materials. Outside lessons, care staff and families bear this responsibility.

### **You are not permitted to:**

- Download any files without permission.
- Use Instant Messengers.
- Use Chat, play games, use mobile ring tones sites or SMS sites.
- Use web mail, other than that provided for your school account.
- Use obscene or offensive language, (online, e-mail and phone text) remember communication should be polite to maintain the good reputation of the school.
- Take and use images of pupils and or staff without their prior consent.
- *Seek out any offensive material.*
- Complete mailing lists or subscription forms on the internet for personal use.
- Violate copyright laws. (Never copy and make use of any material without giving credit to the author. Copyright, Designs & Patents Act 1988).

## Sanctions

Violations of the above rules will result in either a temporary or permanent ban of internet and/or network use, ranging from a 1-week internet ban, to total network privileges removed.

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Serious offences will be addressed as required.

You are reminded that you are always subjected to the Data Protection Act 1998, Computer Misuse Act 1990 and Copyright, Designs and Patents Act 1988. Serious incidents will be passed on to the Police Service without prejudice.

**The School reserves the right to seek remuneration from parents of pupils who cause malicious damage to ICT equipment.**

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**Please sign and return to the Headteacher:**

**Please retain a copy for your records**

We agree to the terms and conditions of the 'Invicta School Pupils ICT Agreement Policy'.

Pupil Name \_\_\_\_\_ Year \_\_\_\_\_ Tutor Group \_\_\_\_\_

Pupil signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

# Parental consent form for use of pupil media

At Notton House School we take the issue of child safety very seriously, and this includes the use of images/sound files and video of pupils. Including images of pupils in school publications and on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school. However, schools have a duty of care towards pupils which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact if images are used in this way.

We ask that parents consent to the school taking and using photographs and images of their children. Any use of pupil images at Notton House School is underpinned by our On-line Education, Safety & Responsibility Policy. We will never include the full name of the pupil alongside an image.

Please complete, sign and return this form to the Headteacher.

I consent to photographs and digital media of the child named below, appearing in Notton House School printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed by other media, as part of the promotional activities of the school.

**Name of child:** .....

**Name of parent or guardian:** .....

**Address:** .....

.....

.....

**Signature:** .....

**Date:** .....

Queries regarding this form should be addressed to the Headteacher.

## Web-based Resources

### **KidSmart**

SMART rules from Childnet International and Know It All for Parents

<http://www.kidsmart.org.uk/>

### **Childnet International**

Guidance for parents, schools and pupils

<http://www.childnet-int.org/>

### **Becta**

e-Safety Advice

<http://schools.becta.org.uk/index.php?section=is>

### **Becta / Grid Club, internet Proficiency Scheme**

On-line activities for Key Stage 2 pupils to teach e-safety.

[http://www.gridclub.com/teachers/t\\_internet\\_safety.html](http://www.gridclub.com/teachers/t_internet_safety.html)

### **Hectors World**

KS1 and KS2 online activities teaching internet safety

[www.ectorsworld.com](http://www.ectorsworld.com)

### **Kent Local Authority**

Additional e-safety materials (posters, guidance etc.)

[http://www.clusterweb.org.uk/kcn/e-safety\\_home.cfm](http://www.clusterweb.org.uk/kcn/e-safety_home.cfm)

### **London Grid for Learning**

Additional e-safety materials (posters, guidance etc.)

<http://www.lgfl.net/lgfl/sections/safety/esafety/menu/>

### **DfES Anti-Bullying Advice**

<http://www.dfes.gov.uk/bullying/>

### **Cyber Bullying**

A whole school community issue

<http://www.kidscape.org.uk/assets/downloads/dcsfcyberbullyingsummary.pdf>

### **Grid Club**

[http://www.gridclub.com/teachers/t\\_internet\\_safety.html](http://www.gridclub.com/teachers/t_internet_safety.html)

### **internet Watch Foundation**

Invites users to report illegal Websites

[www.iwf.org.uk](http://www.iwf.org.uk)

**South West Grid for Learning – Safe**[www.swgfl.org.uk/safe](http://www.swgfl.org.uk/safe)

A comprehensive overview of web-based resources to support schools, parents and pupils

**Think U Know**[www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)

Home Office site for pupils and parents explaining internet dangers and how to stay in control.

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**Bristol County Council – WISENET**<http://wisenet.Bristol.gov.uk/documents/dsweb/View/Collection-922>

## For Parents

**Kids Smart**<http://www.kidsmart.org.uk/parents/advice.aspx>

A downloadable PowerPoint presentation for parents

**Childnet International**<http://www.childnet-int.org/>

"Know It All" CD-ROM free to order resource for parents to help raise awareness of how to help their children stay safe online.

## Useful Contact Details

**South West Grid for Learning (SWGfL) Support Team** - (including the registering of inappropriate content needing to be filtered).

Telephone: **0870 9081708**

E-mail: **support@swgfl.org.uk**

To notify of an inappropriate website: **abuse@swgfl.org.uk**