Ysgol yr Esgob
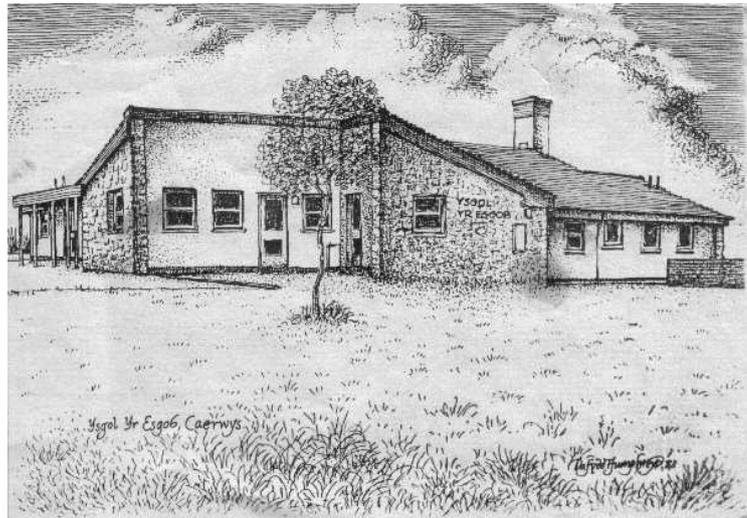# Church in Wales Voluntary Aided School
Caerwys
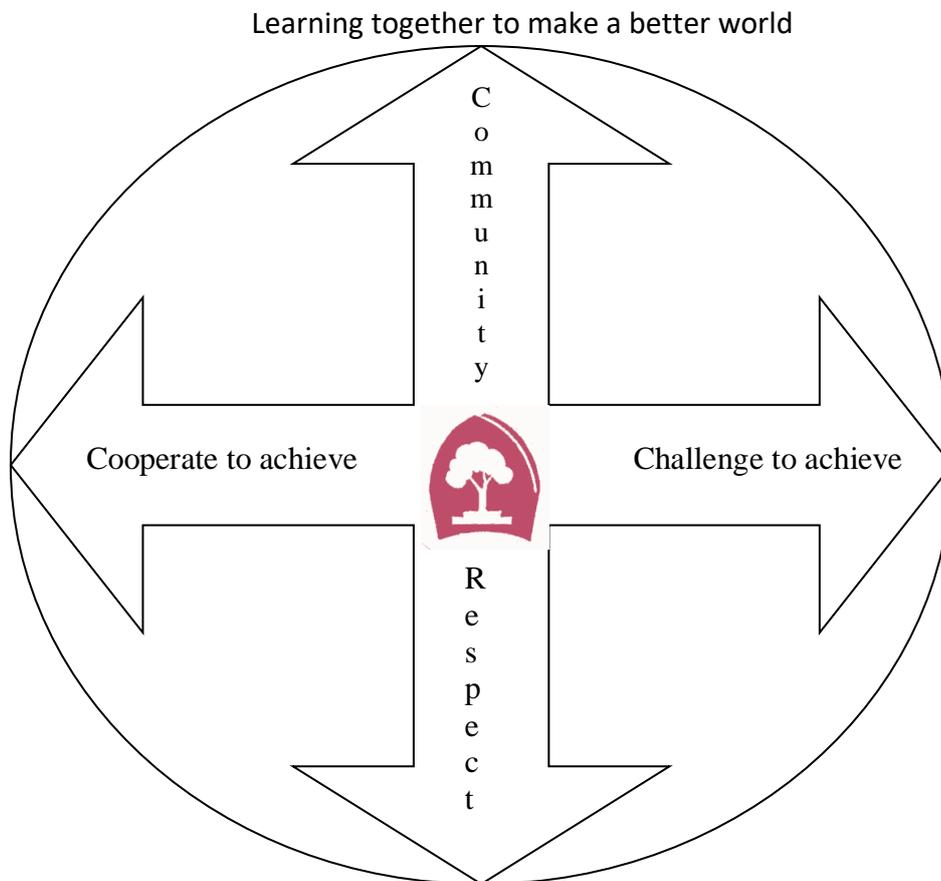

Electronic Communication and e-Safety Acceptable Use Policy

Learning together to make a better world

Community

Cooperate to achieve

Challenge to achieve

Respect

**Learning and growing together
in a happy, Christian Community
where all are equally valued.**

As a Church in Wales School, we aim to maintain a happy, safe and secure Christian environment where every child is valued.

We aim to foster and develop a caring environment, showing respect for others and respect for the world in which we live. We link this with respect for the past and hope for the future.

To create a school where teachers, staff, governors and parents are committed to providing the best of learning opportunities and experiences, in order to develop the whole person.

We aim for academic excellence for all our children so that each may develop to their full potential

Through strong links with our parents, the Church and the wider community, help our young people to become part of their local community and appreciate the importance of their contribution.

To help you to fulfil your dreams for the future.

Why is <u>use of electronic communication important</u>?

The purpose of using electronic communication in schools is to raise educational standards, to support the professional work of staff, to support the professional development of staff and to enhance the school's business administration systems.

Access to electronic communication systems is a necessary tool for staff and a valuable aid to pupils' learning.

The use of a computer system without permission or for a purpose not agreed by the school may constitute a criminal offence under the Data Protection Act 1998 or Computer Misuse Act 1990.

Personal use of electronic communications is permitted outside of working hours subject to the Council Security Policy for Schools.

<u>What are the benefits to the school</u>?

A number of studies and government projects have indicated the benefits to be gained through the appropriate use of electronic communications in education. These benefits include the possibility of:

Research;
Access to world-wide educational resources including museums and art galleries;
Information and cultural exchanges between students in other schools in Wales and world-wide;
News and current events;
Cultural, social and leisure use in libraries, clubs and at home;
Discussion with experts in many fields for pupils and staff;
Staff professional development – access to educational materials and good curriculum practice plus a means for staff to access training materials and receive mentor support;
Communication with colleagues, the advisory and support services, professional associations and support groups;
Exchange of curriculum and administration data with the LEA and Welsh Office.

<u>How will the risks be assessed</u>?

In common with other media such as magazines, books and video, some material available via electronic communication and the Internet in particular is unsuitable for pupils. It is not possible to automatically check the content of electronic messages for every word or phrase that might be considered unsuitable. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a screen. Neither the school nor Flintshire County Council can accept liability for the material accessed, or any consequences thereof.

Methods to quantify and minimise the risk will be reviewed.

- Staff, parents and governors will work with education officers to establish and maintain procedures so that every reasonable measure is being taken to ensure acceptable use.

- The Headteacher will ensure that the policy is implemented effectively.

- Exceptional examples of good practice will be communicated to the ICT Adviser so they may be disseminated to other schools.

- Should examples of unacceptable use arise these will be communicated immediately, electronically or in writing, to the ICT Adviser so that appropriate steps can be taken to prevent future occurrences of such use.

How will Internet access be authorised?

- Internet access will be part of planned lessons. It is an entitlement for pupils based on responsible use.

- At Key Stage 2 pupils will initially access teacher-approved/prepared materials before given supervised access to the Internet.

- Teachers will monitor and control access by pupils via a shared identity and password.

- Parents will be asked to sign and return a permission form for use of electronic communications.

How will the security of the school ICT system be maintained?

Security strategies will be discussed with the LEA and will take account of Flintshire County Council policies, guidelines from the ICT Unit and the relevant legal framework. This will include passwords for computers and storage facilities as well as firewalls and monitoring.

Personal data storage media may not be brought into school without specific permission and must undergo a virus check prior to use on any school computer.

Personal data transmitted electronically will be encrypted or otherwise secured.

Virus protection will be installed, updated regularly and used in accordance with agreed security procedures.

How will the school ensure use of electronic communication provides effective learning?

The school will work with the LEA and relevant officers of Flintshire County Council to ensure systems to protect pupils are reviewed and improved.

Internet access will be planned to enrich and extend learning activities as an integrated aspect of the curriculum.

Pupils will be given clear objectives for Internet use.

Pupils using the Internet will be supervised appropriately.

Internet access will be via the County based system, which provides a service designed for pupils and staff use. This will include filtering appropriate to the age of pupils and timed access to match agreed needs.

How will pupils be taught to assess content accessed or received electronically?

Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on television.

Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

When copying materials from the Web pupils will comply with copyright.

How will E-mail be managed?

Pupils are expected to use E-mail as part of their learning to use ICT.

Pupils may send E-mail as part of planned lessons and will be given individual E-mail addresses in line with Welsh Government guidelines through the All Wales Learning Plaform, Hwb.

Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained.

The forwarding of chain letters will be banned.

E-mail messages on school business will be only transmitted from a school based E-mail address – not an individual E-mail address from outside the schools system.

External E-mail users should be encouraged to send initial messages to a school E-mail address rather than an individual E-mail address. Subsequent contact, once approved, is likely to be via an individual who has her/his own E-mail address or a class/group with its own address.

Pupils may only attach files to E-mail messages with the approval of a teacher and only then if the files are free from viruses.
With developments of cloud based storage, it is possible to generate email accounts that are available to staff in school and at home (Hwb/Office 365). These mail accounts often come with an online storage facility which allows access to documents and other files from a range of internet capable devices. No sensitive materials or files should be hosted on the cloud without due thought to protecting that data. *(Advice sought from WG)*

Use of Email

Incidental and limited personal use of email is permitted but must be in a responsible and professional manner and must not be misused or abused. **The sending of any message which contains obscene material or offensive language is not permitted**

Private use of email is allowed providing employee acceptance that monitoring of usage is in place.

Do not abuse others (known as flaming) even in response to abuse directed at you.

Dos and Don'ts of the new Office 365 email system.

- Do keep your username and password secure.
    - Do not share them with anybody.
    - Do log out when you have you have finished using the email service.

- Do manage your mailbox
    - Do use folders to organise your storage. It is possible to invite other colleagues and students to share folders and calendars in the cloud via email invitations.
    - Do delete e-mails from the cloud when no longer required - 10Gb might seem like a lot, but it will quickly disappear.

- The Office 365 (Hwbmail) account and email is now the standard Flintshire School's email and due to its TLS certificate, is now secure for sending sensitive emails e.g. child protection referrals.

- Do treat the 1 Terrabyte Onedrive like an online secure [but not encrypted] memory stick.
    - ***Do keep a copy of essential files on school network*** – files placed in it are not automatically backed up.
    - Do anonymise all personal information in the Cloud wherever possible.
    - *You <u>must</u> anonymise or password protect if you are saving sensitive documents to the Onedrive, e.g. containing disciplinary or medical notes.*
    - Do delete documents from the Cloud when no longer required

<u>How will access to Internet Relay Chat be managed</u>?

Internet Relay Chat will not be used because of the lack of control over messages that may be received.

<u>How will conferencing be managed</u>? *(Awaiting advice from Flintshire and WG re Lync for schools)*

Staff will make appropriate use of the conferencing facility within Flintshire that will be managed by the ICT unit.

The conferencing facility within Flintshire (managed by the ICT Unit) will only be used by pupils in the presence of a teacher and only by prior teacher arrangement with other schools in the discussion group.

Staff may take part in conferencing systems outside of Flintshire where such use is part of their professional development of is integral to their role within school.

Where use of any conferencing system is part of their professional development or is integral to their role within school then staff may use conferencing following authorisation from the Headteacher.

All contributions posted to a conference will reflect appropriate educational use and ensure that the good name of the school is maintained.

How will file transfer be managed?

File transfer will only be carried out by staff, all file transfer will be undertaken subject to restrictions imposed via the Corporate Firewall.

All files downloaded will appropriate to educational use or technical needs and both licensing and copyright.

How will publishing on the Web be managed?

If publishing on the Web is undertaken

The Headteacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained.

Pupils will be taught to publish for a wide range of audiences, which might include governors, parents or young children.

Work included that is not the author's should be credited with a statement giving the author's identity or status.

The point of contact on the Web site will be the school address, email and telephone number.

No personal information or individual E-mail addresses will be published.

Photographs of identifiable individual pupils will not be published on the Web site. Group photographs will not have a name list attached.

An appointed Governor, Mr Roland Ward will monitor the site.

How will the school ensure Internet access is appropriate and safe?

Screens used by pupils will be in public view of staff and pupils in the same group.

Staff will check that the sites selected for pupil use are appropriate to the age and maturity of pupils.

Staff will monitor and regularly review the effectiveness of access strategies for electronic communication.

Access levels will be reviewed as pupils' Internet use expands and their ability to retrieve information develops.

Teachers may expect access to watch YouTube or other video streaming sites as part of everyday teaching activities. Such access brings greater freedom and opportunity but also carries greater responsibility for the teacher to ensure that the content is both educationally suitable and appropriate for pupils to view. Youtube will only be accessible via a teacher log in.

Staff will be responsible for checking that the content of videos streamed or downloaded from YouTube and other video hosting sites are educationally appropriate to the age and maturity of pupils

- *You should have the screen in full screen mode to avoid the children reading any inappropriate comments listed below or seeing any unsuitable images from other advertised clips.*
- *Youtube should only be used as part of a planned lesson. It is **not** for the children to access for research or in golden/free time.*
- *Videos on youtube should only be watched if they enhance a planned lesson or activity.*
- *Videos should **never** be uploaded to youtube of the children in school.*

Social Media

1. Personal use of social media

School staff will not invite, accept or engage in communications with children from the school community in any personal social media whilst in employment at Ysgol yr Esgob Any communication received from children on any personal social media sites must be reported to the designated person for Child Protection.

If any member of staff is aware of any inappropriate communications involving any child in any social media, these must immediately be reported as above Members of the school staff are strongly advised to set all privacy settings to the highest possible levels on all personal social media accounts

Staff are advised to avoid posts or comments that refer to specific, individual matters related to the school and members of its community on any social media accounts

Staff are also advised to consider the reputation of the school in any posts or comments related to the school on any social media accounts

Staff should not accept any current pupil of any age or any ex-pupil of the school under the age of 18 as a friend, follower, subscriber or similar on any personal social media account.

School-sanctioned use of social media

There are many legitimate uses of social media within the curriculum and to support student learning. For example, the school has an official Twitter account (@ysgolyresgob). There are also many possibilities for using social media to enhance and develop students' learning.   When using social media for educational purposes, the following practices must be observed:

Staff should set up a distinct and dedicated social media site or account for educational purposes. This should be entirely separate from any personal social media accounts held by that member of staff, and ideally should be linked to an official school email account.

The URL and identity of the site should be notified to the appropriate Head of Faculty or member of the SMT before access is permitted for students.

The content of any school-sanctioned social media site should be solely professional and should reflect well on the school.

Staff must not publish photographs of children without the written consent of parents / carers, identify by name any children featured in photographs, or allow personally identifying information to be published on school social media accounts

Care must be taken that any links to external sites from the account are appropriate and safe.

Any inappropriate comments on or abuse of school-sanctioned social media should immediately be removed and reported to a member of SLT.

Staff should not engage with any direct messaging of students through social media where the message is not public.

All social media accounts created for educational purposes should include a link in the About or Info page to the ICT Acceptable Use Policy on the school website. This will indicate that the account is officially sanctioned by Ysgol yr Esgob.

How will complaints be handled?

Responsibility for handling incidents will lie with the Headteacher.

If staff or pupils discover unsuitable sites the URL (address) and content will be reported to the ICT Unit. The ICT unit will immediately prevent access to any site considered unsuitable. An urgent investigation will be undertaken by the ICT Unit, in consultation with Corporate IT, audit and legal staff, as defined within agreed procedures. Appropriate action will be taken as defined within the Commitment by Flintshire County Council. As with drugs issues there may be occasions when the police must be contacted where necessary, following discussion with the Headteacher early contact will be made to establish the legal position and discuss strategies.
Telephone 01352 704222
Email: edicthelpdesk@flintshire.gov.uk

Parents and pupils will need to work in partnership with staff to resolve any issue.

1. **Critical E-Safety incidents**

   A critical e safety incident is when unlawful or suspected unlawful material is found on any computer or digital device where criminal or inappropriate activity has or is taking place, or where an e-crime has been or is being committed. In such cases, the power lead should be taken out (**not** a normal shutdown) or the battery removed (laptop). Do not show (suspected) unlawful material to anyone else or undertake any further investigation; report to child protection officer in school and the ICT Unit immediately. Notes should be made that help in any subsequent local or police investigations.

Flintshire County Council takes all incidents of criminal activity very seriously and has worked with the North Wales Police Hi Tech Crime Unit to produce guidance on how to deal with critical e safety incidents. Appropriate action will be taken by Flintshire County Council and there may be occasions when the police must be contacted.

How will staff, pupils and parents be kept informed?

All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Electronic Communication Acceptable Use Policy and its importance explained.

Parents' attention will be drawn to the Policy in newsletters and the school prospectus.

How will parents support be enlisted?

A careful balance will be maintained between keeping parents informed and raising issues of concern. Children will be encouraged to share aspects of their computer work or e-mail communication with their parents, particularly through the Hwb platform. Meetings with parents will be set up when appropriate and necessary to inform of new developments regarding ICT and eSafety.

How will remote access to school systems be used?

Remote access to school computers and managed network hubs will be given only to appropriate staff from the ICT Unit and will be subject to prior arrangement and provision of a record of work carried out.

All remote access will be subject to the Flintshire Commitment Statement.

This policy was produced by Mrs S Clisham/Mr M Austin in consultation with the staff, governing body, and on the advice of a team in the ICT Unit who have a wide range ICT experience and expertise.

Signed…………………………………….. Chair of Governors

Date…………………………….

Signed ………………………………………Headteacher

Date…………………………….

Review Date: April 2016

Acceptable Use document for use of Hwb for Primary students (KS2)

Remember, anything you do on Hwb should have an educational purpose.

- Be polite - never post something online on Hwb or send an email which is likely to cause offence to someone else. Don't upset or bully anyone.
- Be careful what you say and how you say it. What you do and say on Hwb is recorded and will be viewed by other people including your teacher.
- Be safe – don't reveal anything about yourself or about your friends (especially home address or phone numbers). This is very important.
- Be security smart - keep your username and password safe. Someone might get on to your Hwb account if you don't and can read all of your emails.
- Protect the school community by telling a teacher if you see anything that might cause upset or harm to yourself, other pupils or teachers in the school.
- Only link to other websites if you are sure they are safe to visit and are appropriate for your classmates and friends.
- Send emails as directed by your teacher – don't communicate with people you or your teachers don't know. Don't open emails if you don't know the sender. If you are unsure, always check with your teacher. Email use may be monitored.
- Don't upload anything to the platform that you can't share with your teacher.

Your school may have to look at taking you offline if you cannot accept these rules which are for the good of everyone, yourself included.

Cross out as appropriate.

I do/do not agree with the Acceptable Use statements above.

Name of child: __ N A M E   O F C H I L D __   Date: DD / MM / YY

Signature: ___ S I G N A T U R E __

Acceptable Use document for use of Hwb+ for Foundation Phase students

Hwb is a cool school tool!

- Be polite - don't upset or bully anyone.

- Be safe – don't tell anyone where you live or what your phone number is.
- Be security smart - keep your username and password safe.
- Only send and open emails if told to by your teacher. If you are unsure, always check with your teacher first.

- I understand that all of my work can be seen by my teacher.

I understand that I must follow these rules or I might be in trouble.

I agree with what I have read above and/or what my teachers have told me about using Hwb properly.

Name of child: ___N A M E O F C H I L D___   Date: DD / MM / YY

Signature: _____S I G N A T U R E_____ Class: _Class_name