e-Safety Policy

Revised Jan '10 according to Barnet e-safety strategy & updated May '12
Reviewed Jan 16

As we are an establishment for the education of children, we are asking staff to agree to the following guidelines. It is impossible to control the content of the internet, but, anything sent from, or received or downloaded on these machines is our responsibility, and is necessarily associated with the school. Although staff are encouraged to use these machines to become familiar with the Internet, they cannot be used as freely as you would use one in your own home. In future, please can staff intending to use the Internet sign this statement, then return to the ICT co-ordinator. Even if the school has not received a signed copy, all staff are expected to comply with these guidelines.

Guidelines
- Due to their age/level of learning difficulty, our pupils are unable to access or browse the internet independently. However, all internet access is filtered by LGFL, and should be supervised by staff. Only sites which are suitable for children should be viewed by them

- Staff can access the Internet for personal use in their free time (Coffee breaks, lunchtime and before or after school), not when the children are in the classroom.

- Information about school should not be shared via email or social networking sites such as Facebook or Twitter etc. Staff should not share anything which could personally identify children, bearing in mind the duty of confidentiality contained in their employment contract and that this could result in the school being in breach of the Data Protection Act. Similarly, staff should not use semi-public social networking sites to communicate about colleagues. It is not appropriate to publish other people's photos or tag them on the internet without their permission.   Staff have a duty to be aware of the severity of the impact on an individual of sending or uploading unkind or inappropriate content, particularly when a wider audience views the content.   Staff should understand the need to use strictest privacy settings on social networking sites to prevent access by parents or carers, both past and present, and to understand the pitfalls of your site being linked to from their friends' sites.

- The computers should not be used to view any internet sites that display pornographic, racist, illegal or offensive material, or any material that common sense dictates is inappropriate for viewing in a school. If this happens accidentally, please inform a member of the senior leadership team. The school reserves the right to monitor any Internet sites visited, or any internet use and inappropriate use may result in disciplinary proceedings.

- Risk from viruses means that staff must be very careful about downloading software, or opening attachments on e-mails from unknown senders. If in doubt, consult the ICT Co-ordinator/support officer. A good practice is to save anything to external media, rather than open it immediately, as this gives the virus protection software a chance to look at it.

- As e-mail can be forwarded or sent to the wrong person by accident, any professional correspondence should use the same professional language as in a letter. This does not apply to personal correspondence. However, staff with an Oakleigh or Acorn e-mail address should bear in mind that the school name is part of the address. Would you be happy sending this note on school headed paper? If not, you should be using a personal hotmail or yahoo account (which are more anonymous). Web Outlook is only to be used for school business, as it can get clogged up with junk e-mail or spam.

- Sometimes staff send each other e-mail exchanges about a particular issue and then decide to pass the information to another party when a conclusion is reached. If you press **forward** or **reply** or **reply all** the other party will be able to read the whole exchange. *NB Delete conversation trail if contains confidential items or to avoid sharing school business with outside professionals.*

- Staff are responsible for all e-mails sent and for any contacts that result in e-mails being received.

- Staff should respect the copyright of materials.

- Any unpleasant material or messages received by anyone should be reported to the head teacher, or member of the senior leadership team.

- **STAFF WILL NOT** under any circumstances put photographs of children in e-mail exchanges or post photographs on the web or MLE, unless permission has been given by the parents/carers. If photos are needed surrounding a special event, the Head teacher and Governors in consultation with the parents will make a decision in relation this. Check individual publicity permissions.

- Staff must log in and out every time they use a networked PC. Individual passwords must <u>not</u> be given to any other person, apart from ICT support. Class or staff logins are for staff only. Students or volunteers should be supervised when accessing class PCs. Staff may not allow unauthorised individuals to access email, internet, or network (shared area) or other school systems.

Info

- If you have a school e-mail address, which is in use, you do need to check your e-mail regularly.

- Staff who will be using e-mail for school purposes can be set up with an e-mail address like this – johnsmith@oakleigh.barnet.sch.uk. Any staff that wish to use e-mail for personal use only are advised to sign up with a web-based mail provider, such as Hotmail, or Yahoo, or to use their existing one.

- London Grid for Learning is our Internet service provider, and has a filter designed to restrict access to inappropriate websites. In practice this can sometimes prevent access to perfectly OK sites. If you need help with this, please contact the ICT co-ordinator.

- The Freedom of Information Act makes provision for anyone to have access to information held on them. This includes information held in e-mail folders, or communicated on social networking sites, such as Face book etc.

Please sign this, if you have read and agree to comply with the guidelines.

Name ………………………………   Date …………………………..

Signed …………………………………