

West Park

*'A caring school where we put pupils and their
achievement first'*



E-Safety Policy

West Park School

E-Safety Policy

This document sets out West Park School's policy to ensure safe access for pupils, staff, parents, governors and others who may access the school's computers, network services and the Internet.

Benefits

Internet access is planned to enrich and extend learning opportunities across the curriculum. The Internet, VLE and e-mail enables staff and pupils to:

- explore libraries, museums and education sites;
- communicate with others in the local community and the wider world;
- publish and display work on the school website.

Safety

All Network and Internet access is logged so that activity can be monitored. To ensure the safety of everyone in our community, the school will:

- always use an Internet Service Provider that filters access to sites and pages on the Internet;
- always supervise pupils use of the Internet;
- ensure photographs or pictures are of a general group or class nature;
- ensure individuals are not named on web pages and that labels are of a general nature e.g. History by Year 7;
- make all parents or guardians of pupils aware of the contents of this policy.

Pupil guidelines

Pupils will be educated in responsible and effective Internet use. Pupils will:

- sign and agree to staff and pupils Network Internet Usage Agreement;
- only use the Internet with permission and when a teacher or approved adult is present;
- not give out passwords or personal details, including last name, about themselves or others;
- only to use the Internet in connection with their studies;
- learn to copy, save and use material found on the Internet without infringing copyright;
- not attempt to access any site or information that may be deemed unsuitable;
- not send, display or store offensive messages pictures or other materials;
- not to use or send obscene, insulting or racist comments which might harass others;
- not use, access or amend the folders, work or files of other users.

Staff and adult guidelines

Staff and other adults must act responsibly when using computers and the Internet. They will:

- sign and agree to staff and pupils Network Internet Usage Agreement;
- always respect others' work and copyright by referring to the source;
- never give out passwords or personal details about others;
- not attempt to access any site or information that may be deemed unsuitable;
- not send, display or store offensive messages, pictures or other materials;
- not use or send obscene, insulting or racist comments which might harass others;
- not use, access or amend the folders, work or files of other users;
- only use the Internet in respect of work related tasks and research;
- not use the school's resources for private commercial purposes.
- only use encrypted USB devices provided by the school;
- if unsure about website or e-mails to seek advice from the ICT Manager;

Network access and monitoring

In order to access resources on the network at West Park every pupil and staff are required to sign a **Staff and Pupils Network Internet Usage Agreement** on which they understand that:

The computer system is owned by the school and is made available to staff and pupils to enhance their professional and learning activities including teaching, research, administration and management. The school's Staff & Pupils Network Internet Usage Agreement has been drawn up to protect all parties - the pupils, staff and the school.

All internet and Network activity for staff and pupils is monitored and logged via Impero and our Web filtering system.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

All members of staff and pupils are required to sign a copy of this Staff & Pupils Network Internet Usage Agreement and return it to the ICT Support Department.

If you are in breach of any of the items listed below your user account could be subject to an investigation via either senior management or for pupils this will be done via our pastoral department.

Your user account will be placed in a watch list, or access may be withdrawn pending investigation.

- All Internet use should be appropriate to staff professional activity;
- Access should only be made via the authorized account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school's ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use for personal financial gain, gambling, non-educational gaming websites, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Use of external devices such as mobile phones or tablets, as well as USB Sticks are to be taken to ICT support for approval.

E-mail

Every pupil at West Park has an e-mail address. All e-mails containing banned phrases are blocked by the schools e-mail filter. Pupils should only e-mail for work related matters, not a messaging service. Anyone found using Chat Rooms and instant messaging inappropriately will lose their account. Pupils will be made aware do the dangers of using these.

Blogs and Wikies

As this develops as a teaching tool care will be taken to:

- ensure that those used for teaching and learning are safe
- all pupils and staff are aware of the security issues involved with using these.

School website

The school has it's own website www.westpark.derby.sch.uk
The website is used to:

- promote the school and community;
- gain access to the school's VLE;
- post important dates;
- celebrate success;
- link to appropriate websites to support the curriculum.

Procedures

The ICT Systems Manager may at any time, without prior notice:

- check personal files and computers hard disk drives for viruses or unsuitable material;
- review lists of Internet sites logged on computers for inappropriate use of the Internet;
- check e-mail for viruses or unsuitable material.

Sanctions

Sanctions will be enforced on violations of the undertakings in this Agreed Acceptable Use of Computers and the Internet Policy. These may include:

- temporary or permanent bans from using the Internet and/or e-mail;
- sanctions for pupils in line with those agreed in the current Behaviour Policy Document;
- sanctions for adults in line with those set out in conditions of employment documents;
- prosecution by the police. The possession of certain types of unsuitable materials is a criminal offence;
- civil prosecution for libel and defamation.

Related Issues

West Park School is appropriately registered under the Data Protection Act:

- to hold information about individuals such as pupils and staff on computers;
- for Internet use, including e-mail;
- to publish information on a school website.

All information held about individuals such as pupils or staff on computers is password protected. Access to computers on which such information is held is restricted.

Promoting E-Safety

The following steps are taken to promote E-Safety at West Park:

- Useful websites (such as www.thinkyounow.co.uk) are regularly advertised on the LCS screens;

- All pupils are taught about e-safety in ICT lessons and are aware of the CEOPS button;
- E-safety assemblies for all pupils held annually;
- Year 6 pupils and parents are taught about e-safety during Year 6 Transition sessions

Hand Held Devices

Mobile phones and, in particular, the new generation of smart phones, such as the iPhone, now include many additional functions such as an integrated camera, video recording capability, instant messaging, mobile office applications and mobile access to the internet. These allow immediate access to email, searching for information on the internet and other functions such as access to social networking sites e.g. Facebook, twitter and blogging sites.

For many young people today the ownership of a mobile phone is considered a necessary and vital part of their social life. When used creatively and responsibly the smart phone has great potential to support a pupil's learning experiences.

In recent years we have had incidents of poor conduct where mobile phone use has been a feature. This has been particularly difficult to address if it is an element in bullying.

Bullying, intimidation and harassment are not new in society; however bullying using a mobile phone represents a new challenge for schools to manage.

Parents and pupils should be clear that misuse of mobile phones will not be tolerated.

The following are examples of misuse but are not exclusive. 'Misuse' will be at the discretion of the Head:

- the deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- bullying by text, image and email messaging
- the use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)
- pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- general disruption to learning caused by pupils accessing phones in lessons
- pupils phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised
- publishing photographs of vulnerable pupils, who may be on a child protection plan, where this may put them at additional risk.

Dealing with breaches

Misuse of the mobile phone will be dealt with using the same principles set out in the school behaviour policy, with the response being proportionate to the severity of the misuse.

Pupils are aware that serious misuse may lead to the confiscation of their mobile phone, communication with parents and the imposition of other sanctions up to and including exclusion from school. If the offence is serious it will be reported to the Police.

The correct procedure to follow where a mobile phone has been confiscated and is not returned to the pupil at the end of a lesson. This will ensure that the confiscation is correctly recorded and that the phone is kept securely.

Where it is deemed necessary to examine the contents of a mobile phone this will be done by a designated member of staff.

The action will be properly recorded in case it later becomes evidence of criminal activity. The record will include the time, who was present and what is found.

Rules for the Acceptable Use of a mobile phone in school by pupils

Pupils are allowed to bring mobile phones into school. If they choose to do so it is on the understanding that they agree with the following limitations on its use, namely:

- The phone must be kept out of sight during lessons.
- Mobile phones must be switched off at all times during the school day, including break and lunchtimes, and remain off whilst pupils are on the school premises. It is not acceptable for phones merely to be put on silent or pager mode.
- No pupil may take a mobile phone into a room or other area where examinations are being held.
- The security of phone will remain the pupil's responsibility in all lessons including PE/gym lessons
- If asked to do so, content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher

Unacceptable use

The school will consider any of the following to be unacceptable use of the mobile phone and a serious breach of the school's behaviour policy resulting in sanctions being taken.

- Photographing or filming staff or other pupils without their knowledge or permission
- Photographing or filming in toilets, changing rooms and similar areas
- Bullying, harassing or intimidating staff or pupils by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- Refusing to switch a phone off or handing over the phone at the request of a member of staff
- Using the mobile phone outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time
- Using a mobile phone outside school hours in such a way that it undermines the stability of the school and compromises its ability to fulfil the stated aim of providing 'a clear moral and ethical lead'.

Sanctions

Pupils and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines, following the schools behaviour policy.

In addition:

- pupils and their parents should be very clear that the school is within its rights to confiscate the phone where the guidelines have been breached.

Using the mobile phone outside school hours to intimidate or upset staff and pupils or undermine the stability of the school in any way will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.

- If a phone is confiscated, school will make it clear for how long this will be and the procedure to be followed for its return.
- Pupils should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected
- If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate sanction may be permanent exclusion. School will consider the impact on the victim of the act in deciding the sanction.

Confiscation procedure

If a mobile phone is confiscated then :

- at the discretion of the teacher the mobile phone will be returned at the end of the lesson
- or the pupil will be informed that the phone can be collected at the end of school day *from the Head or nominated senior member of staff.*
- the confiscation will be recorded in the school behaviour log for monitoring purposes
- school will ensure that confiscated equipment is stored in such a way that it is returned to the correct person
- in the case of repeated or serious misuse the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone. This may be at the end of a week, a half term or longer. At the discretion of the Head the phone may be returned to the pupil at the end of the confiscation period.
- where a pupil persistently breaches the expectations, following a clear warning, the Head may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or permanent ban.

Where the phone has been used for an unacceptable purpose

- The Head or a designated staff member will have the right to view files stored in confiscated equipment and if necessary seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless they are being preserved as evidence.
- If required evidence of the offence or suspected offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen
- School will consider whether an incident should be reported to the safeguarding board.
- The designated staff member should monitor repeat offences to see if there is any pattern in the perpetrator or the victim which needs further investigation.

Appendix 1 - Guidance on Confiscation

DfE guide on screening and searching - What the law allows

(n.b. this guidance is currently under review)

“Schools’ general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain or dispose of a pupil’s property as a disciplinary penalty, where reasonable to do so.”

See below for full document

<http://www.education.gov.uk/schools/pupilsupport/behaviour/f0076897/screening>

DfE Behaviour and discipline guidance for school staff

<http://media.education.gov.uk/assets/files/pdf/b/behaviour%20and%20discipline%20in%20schools%20%20%20guidance%20for%20teachers%20and%20school%20staff.pdf>

Appendix 2 - Legal context

Common Offences Related to the Misuse of Mobile Telephones

The key to both offences below is that the message/picture/video is actually **SENT** . (If it is only stored on a device the offence is not complete.)

1. Malicious Communications Act 1988

It is an offence to send an indecent, grossly offensive or threatening letter, electronic communication or other article to another person with the intention that it should cause them distress or anxiety

2. Communications Act 2003

Section 127 covers all forms of public communications

127(1) a person is guilty of an offence if they-

- a) send by means of a public electronic communications network a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or
- (b) causes any such message or matter to be so sent.

127(2) A person is guilty of an offence if, for the purpose of causing annoyance, inconvenience or needless anxiety to another, they –

- (a) send by means of a **public** electronic communications network, a message that they know to be false,
- (b) causes such a message to be sent; or
- (c) persistently makes use of a public electronic communications network

Appendix 3 - Police response to an incident in school

Extract from the Home Office guidance on the action police should take if a crime may have occurred in school.

In order to sustain the disciplinary authority of schools, this guidance clarifies the general principles of NCRS as they apply specifically to incidents on school premises. When police have reported to them an incident which took place on school premises, including those witnessed by, or reported directly to, officers working in the school, which they would normally record as a notifiable offence will, in the first instance, invite the victim or the person acting on their behalf to report the matter to the head teacher to be dealt with under normal school discipline procedures. Such reports should be recorded as an incident only, until or unless:-

- (a) they judge it to be a serious incident as defined below; [see full document]*
- (b) having brought the matter to the attention of the school in line with good practice (see references to guidance papers below), they receive a formal request from the school to create a crime record; or*
- (c) the child, parent or guardian or the child's representative asks the police to create a crime record.*

For full description see Annex E : Crime Recording by Police Officers working in Schools

<http://www.homeoffice.gov.uk/publications/science-research-statistics/research-statistics/crime-research/counting-rules/count-recstan?view=Binary>

Appendix 4 – sources of help

Resources

Resources are available to support teachers, parents and pupils to promote the safe use of mobile phones and other technologies both in school and at home. Below is a note of the resources available and a short description of what each one contains. These resources have been drawn from a variety of sources, including the Mobile Network Organisations.

- The **O2 Nuisance Call Bureau** provide practical help and advice to schools – whether they're having serious problems relating to bullying on mobile phones, nuisance calls or texts, happy slapping, or any other issues. Further information is available from <http://protectourchildren.o2.co.uk/AdviceForSchools.jsp>
- **Mobile phone guide for parents from Orange**
http://www1.orange.co.uk/safety/images/guide_for_parents.pdf
- **Orange Educational resources** on the safe and secure uses of mobile phones, and access to the "Incoming message" video and support materials

<http://www1.orange.co.uk/about/corporateresponsibility/quicklinks/educationalresources.html>

- **Orange**
<http://www.orange.co.uk/communicate/safety/>
- **Mobile Network Operators and Regulators**
<http://protectourchildren.o2.co.uk/PreventBullying.jsp>
- **T-Mobile** <http://www.t-mobile.co.uk/personal/pages.do/corpinfo/about-tmobile/corporate-responsibility/landing>
- **For pupils**
Newsround article on happy slapping including advice for pupils on what to do if it happens to them

http://news.bbc.co.uk/cbbcnews/hi/newsid_4490000/newsid_4498700/4498719.stm
- **respectme** 's cyberbullying resource page:
<http://www.respectme.org.uk/What-is-Cyberbullying.html>
- **Cybermentors**
<http://cybermentors.org.uk/>
- **Childline**
<http://www.childline.org.uk/>
- **For parents/carers**

Mobile phones: What parents need to know provides help and advice about modern mobile phones for families and carers.

http://www1.orange.co.uk/documents/regulatory_affairs/guide_for_parents.pdf

- **Child Exploitation and Online Protection Centre**
<http://www.ceop.police.uk/>

Appendix 5

Benefits of using a smart phone in the classroom

<http://www.guardian.co.uk/education/2011/may/10/mobile-phones-teaching-device>

Appendix 6

Safeguarding concerns which may be raised by mobile phone use in school

Looked after pupils

There may be a safeguarding concern if a LAC, who has limited contact, or supervised-only contact with a parent, suddenly acquires a mobile phone as this could have been provided by the parent to maintain contact. This should be discussed with the designated teacher for LAC in school.

Young carers

Some young carers only feel able to attend school because their mobile phone enables easy access with the person they care for and may react strongly to a ban on phones or restrictions on their use. This will need to be treated sensitively by the school.

Child sexual exploitation (CSE)

A feature of some of the recent cases where teenage girls have been groomed for sex has been giving them expensive phones as a gift. The unexpected acquisition of an expensive mobile phone by girls who are unlikely to be able to afford one themselves should trigger a safeguarding concern.

The same approach is often used to draw children into selling drugs.

The Policy will be reviewed annually.