



# The WASP Centre

## eSafety Policy

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The purpose of this policy is to provide information to all students, parents/carers, staff and Trustees on the use of E-Safety whilst in school and during school related activities.

### **Leadership and Management:**

WASP online policy features as part of the review process within the School Development Plan. It relates to other policies for example behaviour, anti-bullying, personal, social and health education (PSHE), child protection and Staff Code of Conduct for Safer Working Practice. This policy has been written by Tracey Coombes, Learning Support Co-Ordinator at WASP, building on the template by NSPCC and government guidance. It has been agreed by the senior management (SLT) and approved by trustees. It will be reviewed annually or more often if developing technologies dictate earlier review.

### **Mobile devices:**

At WASP, staff acknowledge that mobile phones and digital devices are a fact of everyday life and are important to our students. However, to comply with our policy guidelines, **ALL STUDENTS** are required to hand their mobile devices in at the beginning of the day and at the end of break/lunchtimes. All mobile devices are placed in a plastic box and students take responsibility to lock them in their lockers. Mobile devices maybe accessed with permission from staff in accordance with policy guidelines and may be accessed during break/lunchtimes.

At WASP, staff take responsibility for ensuring that they show students how to use new mobile phone devices responsibly. This includes classifying unsuitable content; setting appropriate filters for internet access; notification and take- down provisions for illegal content; action against unsolicited bulk communications; adapting procedures to counter malicious communications; and media literacy activities. WASP will educate and promote safe and responsible use of such items through personal development lessons, assemblies and tutorials.

### **Internet Access:**

Internet access for students should be seen as an entitlement on the basis of educational need and an essential resource for staff. Staff have the right to withdraw internet access to any student who they see accessing inappropriate material online or if a student is deemed at risk!

WASP receives Internet Service Provision (ISP) from **Oakford Internet Services Ltd** and has a service which proactively monitors Internet usage for attempts to access illegal (child abuse and incitement for racial hatred) content and will notify the local police and Wiltshire Council in these instances. Internet access must be appropriate for all members of WASP community from the youngest student to staff.

- If staff or students discover unsuitable sites, the URL (web address) and content **must be** reported to the supervising member of staff who must in turn report the details to SLT.
- SLT will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal or may place an individual at risk must be referred to the appropriate authorities, for example Head of Centre, Police, Designated Safeguarding Officer.

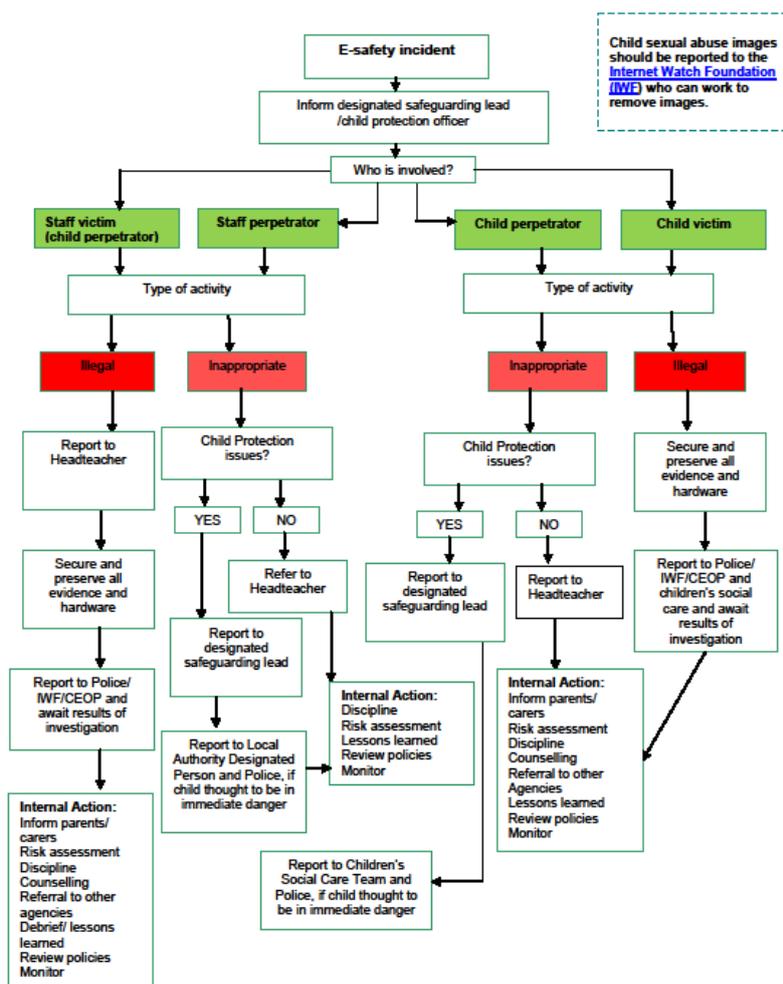
## Teaching and Learning:

### Our aim:

- To educate pupils about e- safety issues and appropriate behaviours so that they remain safe and legal online.
- To help pupils to develop critical thinking skills to reflect and enable them to keep themselves safe.
- To keep any personal data and information secure.
- To minimise the risks of handling sensitive information.

The Internet is an essential resource to support teaching and learning. The statutory curriculum requires students to be responsible, competent, confident and creative users of information and communication technology. In delivering the curriculum, staff need to plan to integrate the use of communications technology such as web-based resources, e-mail and mobile learning. Computer skills are vital to access life-long learning and employment; ICT is now seen as an essential life-skill!

### What to do if a pupil or a teacher reports an e-safety incident



## **Online Safety, Social media and Communication.**

All social media is filtered by **OAKFORD INTERNET SERVICES LTD.** Students are unable to access these sites from any desktop PC, Laptop or IPAD based at WASP. All staff should be aware of what students are accessing when using technology and report any unsuitable site/material in guidance with this policy and our Safeguarding policy. (Please refer to flow chart above.)

All staff should be made aware of the potential risks of using social networking sites publishing either professionally with pupils or personally. They should be made aware of the importance of considering the material they post and ensuring profiles are secured.

Students should be made aware of the dangers of social media and the consequences of how posting unsuitable images can be difficult to remove. WASP has a duty of care to teach students how to be safe online and how to use these sites appropriately. Students need to learn how to appropriately communicate online and understand that cyber bullying, sexting and posting inappropriate images could potentially result in police involvement.

- **OAKFORD SEVICES LTD** will block / filter access to social networking sites.
- Students will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, instant messaging and e-mail addresses, full names of friends, specific interests and clubs etc.
- Students are advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the child or his/her location e.g. house number, street name or school.
- students are advised on security and encouraged to set passwords, deny access to unknown individual's and instructed how to block unwanted communications. Students are encouraged to invite known friends only and deny access to others.
- Students are advised not to publish specific and detailed private thoughts.
- WASP is aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments. Students are encouraged to report any bullying to a trusted adult/member of staff so that it can be dealt with immediately and appropriately.
- Students will be shown how to publish and present information to a wider audience, within a safe environment.

# Student Acceptable Use Agreement

## School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

## **Acceptable Use Policy Agreement**

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that WASP will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that WASP systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use WASP systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand that my personal devices are to be locked away during lesson times.
- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission.
- I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that WASP also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police

# Staff (and Volunteer) Acceptable Use Policy Agreement

## *School Policy*

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

## **Acceptable Use Policy Agreement**

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / social media pages) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with students and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses
- I will not use personal email addresses on the school / academy ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school / academy equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Personal Data Policy, and in accordance with GDPR.
- Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Trustees or the Local Authority and in the event of illegal activities the involvement of the police.

# Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Student Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

## Permission Form

Parent / Carers Name: .....

Student / Pupil Name: .....

As the parent / carer of the above student, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

This form will be securely stored in the student personal file. It will be held for a period of 6 years, or until the student has left the school.

Signed: .....

Date: .....

## Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media. Where an image is publically shared by any means, only your child's first name will be used.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students in the digital / video images.